

Risk assessment

Company name: Killearn Village Hall

Assessment carried out by: KVHOC

Date of next review: Oct.'25 or as guidelines updated

Date assessment carried out: Oct.'24

Description of hazard	Who might be harmed and how?	Measures in place to control the risks?	Any further action required ?	Owner	Date for action
Fire breaks out in building	All people in the building at any time	Fire alarm system – Southern Alarm monitoring Fire extinguishers in situ Fire Risk Assessment Weekly Fire Alarm testing Contract with DMI for regular testing Emergency exits checked & kept clear No smoking / candles / open flame	Regular fire drills to be carried out (every 6 months – see FRA) Fire training to be organised with (new) café staff and follow up on regular basis (every 6 months)	KVHOC The Kitchen Window	
Lift breaks down during operation	Lift users	Regular maintenance inspection contract Insurance inspection / 6 months Clear signage / user guide.	General lift cleaning / maintenance	KVHOC	

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User / volunteer slips, trips and / or falls	Users, staff, volunteers & contractors	Daily cleaning / monitoring	Log any incidents in accident book for action	KVHOC / users	
Someone falls whilst working at height	Volunteers & staff	Ensure that stepladder is safe Ensure that anyone working at height is supported by another person	Train likely users in ladder safety proc.	KVHOC	
Vehicle / pedestrian or vehicle / vehicle bumps in the car park	Pedestrians especially children and car drivers	Check lighting is adequate and parking marked out Notice that Car Park is used at own risk	On expected busy days – funerals / events etc. - notice given to users and bespoke signage put out (or use of KVH car park closed sign)	KVHOC / users	
Mis use of stored materials and / or equipment (incl. chairs / tables)	Users & volunteers	Notices about safe handling Storage spaces checked to ensure safe storage	Provide support for users on individual basis / if requested to avoid accidents	KVHOC / users	
Spillage / leakage of hazardous substances	Staff and users	Signage as applicable Cleaning materials / products stored securely	Check what is being used and take appropriate action	KVHOC / users	

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Electrical shock / damage from appliances within KVH	Users, staff & volunteers	Insurance cover in place Ensure all statutory checks are done on installation and portable appliances	Refer to Ts&Cs and provide training if anyone needing to use equipment	KVHOC	
Electrical shock / damage from appliances brought on site by users	Users and hired equipment	Requirement in T&C's	Check users are familiar with equipment and capable of operating	KVHOC / users	
Hazards in kitchen – spills / hot surfaces etc.	Staff / external users	Warning notices in place Staff training	No general access to hall users without prior arrangement	KVHOC / users	
Lone access to building	All users / visitors	Hall locked when not in use CCTV at entrance to record entry	Lone access not anticipated – hall checked prior to lock up in evening	KVHOC	
Inappropriate / unsafe use of stage extension units	Volunteers / Users	Users book use in advance and given instructions / advice	Volunteers on hand to help if required	KVHOC	
User becomes ill during time at hall – needs support	Users	First Aid equipment available if required Cleaning materials and blue roll available	Class organiser / friends asked to notify someone from hall / ring hall manager for help	KVHOC	