



Sheriff Hutton Village Hall

Risk Assessment: Undertaken by: *The SHVH Operations Group*

Approved by Operations Group: 11 May 2025

Review: Bi-annual review by Operations Group

Context:

This risk assessment is being revised in May 2025 to examine what could cause harm to people, record what measures are already in place and to identify further precautions to be taken to prevent injury and ill-health.

In accordance with Reg 3 of the Management of Health and Safety at Work Regulations 1999, the risk assessment will help to prevent accidents & incidents, avoid prosecutions, deal with claims/civil actions, prove we are taking reasonable precautions, run successful events, protect the public, control contractors, make effective use of resources and maintain our reputation.

The Risk Assessment is to be used for the routine management of SHVH and by Hirers to inform how they conduct their activities.

Key Steps in Risk Assessment

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and Identify Precautions
4. Record and Implement Significant Findings
5. Review and Update as necessary

The main areas in the Village Hall are

1. Car Park & Outside Area
2. Entrance, Foyer & Side Corridor
3. Main Hall
4. Stage
5. Refreshment Room
6. Kitchen
7. Committee Room & Storage Cupboard
8. 4 x Internal Toilet rooms
9. 4 x Internal Storage rooms
10. Archives Room
11. 1 x External Store
12. Boiler Room
13. Play Area

What are the hazards?	Who might be harmed and how?	What we are doing already?	What further action is needed?	Action, and by whom?	When completed?
Overarching Health & Safety	- Any User or Contractor - HSE Village & Community Halls Legal Responsibilities Link: Voluntary work - Village and community halls: Legal responsibilities - HSE	- Authorised access to the Hall is controlled through Key & Combination control - SHVH Policies and Procedures are, where relevant, based on statutory regulations - The H&S Policy is available on the website for all - A formal H&S Inspection, with recommended actions as required, is conducted annually - The SHVH Risk Assessment is conducted and updated as required in consideration of all identified potential risks	- Key Holders to be kept current & Combinations for Key Box to be changed biannually. - All Users are to be advised of H&S policies & procedures - Users are advised in T&C that they must conduct their own Risk Assessment for their own specific activities - Where further issues are identified or reported, every effort is to be made to rectify the issue as quickly as possible to ensure safe use	- Ops Gp - Ops Gp - Ops Gp	Ongoing
The Terrorism (Protection of Premises) Act 2025	- The Act received Royal Assent on Thursday 3 April 2025 and is likely to be fully implemented in 2027 - The act aims to improve protective security and organisational preparedness across the UK by requiring that those responsible for certain premises and events consider how they would respond to a terrorist attack	- Considering the possibility that SHVH falls within the 'Standard Tier', that is hosting events from time to time which exceed 200 attendees but less than 799. 'The requirements in this tier are centered on simple, low-cost activities designed to ensure those working at premises or events are better able to reduce harm, and save lives, in the event of an attack. These could be as simple as locking doors, closing shutters and identifying safe routes to cover. There is no requirement to put in place physical measures in the standard tier'.	- Determine which events exceed 200 attendee (Jumble Sales, Markets, Auctions) - Consider sensible, achievable measures which enhance security - In due course update the T&C and Booking process to detail maximum permissible numbers at any one time at an event and measures to be adopted.	Ops Gp	
People working alone in the Hall	- Ops Gp Members or Trustees planning, reviewing, preparing or repairing - Caretaker & Cleaners - Contractors - Users in preparation for their scheduled event - Most identified hazards apply to the individual as well as when there are multiple attendees	- Only authorized individuals may work alone in the Hall. - Children are not to work alone in the Hall - All are to ensure they are aware of potential hazards, rules and guidance to ensure that they work safely - Any individual is to ensure that someone else knows that they are in the Hall - Fire alarms are audible throughout the Hall		All	Ongoing

What are the hazards?	Who might be harmed and how?	What we are doing already?	What further action is needed?	Action, and by whom?	When completed?
Slips, trips and falls	- All users of the Hall - Contractors - Passers-by in car park or on Hall paths - Potential injuries include bruising and fractures or breaks if they fall, slip or trip over objects	Inside: - Adequate lighting to all areas within the Hall. - Suitable flooring throughout the Hall - Hall floors checked regularly for damage and repaired as necessary. - Spillages cleaned by those responsible - Entrance mats in place. - No storage in corridors. - No trailing electrical leads or cords. - Equipment stored when not in use Outside: - Tarmac Car Park to reduce hazards. - Adequate Hall external lighting. - Paths cleared of leaves etc as required and gritted when icy or snow covered. - Hand rails being installed above ramp walls outside southern fire exit doors - Pavers at bottom of ramp to be reset - Redundant concrete steps on north & south side of Hall being removed - New hazard tape being added to all emergency exit thresholds	Inside: - Any faulty lighting to be replaced - Complete the storage plan to ensure that all equipment has a suitable storage location - Main Hall flooring to be repaired - Threshold trip hazard on Main Hall emergency exit doors - as per H&S reports. Outside: - Provision of a salt container and restocking as required prior to winter frosts - Path clearance as required by Caretaker and Volunteers.	- Ops Gp - Ops Gp - No obvious solution - Ops Gp - Ops Gp	Before Winter 25
Large number of vehicles using the car park , particularly when there are multiple events in the Hall and Sports Field.	Pedestrians could suffer serious injury if struck by cars manoeuvring, entering or leaving the car park	- Parking spaces marked with spaces reserved for disabled users near the Hall entrance - Adequate external lighting. - Additional parking control during busy events such as the Village Market - Hiring Agreement requires hirers to manage responsible parking	- Repainting of the parking lines which have faded - Deploying parking guidance chains and signs when required (usually for specific events such as weddings).	- Ops Gp. Remarking of parking lines to be considered in 2025 once building work is completed - Ops Gp	
Disabled access	Those with impaired mobility	SHVH complies fully with the Disability Discrimination Act 1995 and is fully accessible for people with disabilities who are using the Hall, including having reserved parking places, wide double-door entranceway & fire exits for wheelchair	Place a sign by the fire exit from the Refreshment Room to explain that it is insufficiently wide for a wheelchair. Signage required 'Not suitable for wheelchair access/egress'	Ops Gp	

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		users and a disabled toilet, The fire exit from the Refreshment Room has no ramp and is 730 mm wide.	Sign is on door stating there is no ramp		
Working at height Falling off ladders or maintenance towers and other forms of access	- All users of the Hall including Contractors - Changing light bulbs, fuses & maintenance - Installation of decorations, rigging or scenery	- Ladders are to be secured when not in use and are only to be used by a competent adult. - Hall users are made aware through hire agreement that they are responsible for using the ladders safely. Instructions on safe use are in the User Manual - Ladder users should not work alone. A second person is to be available to assist with manoeuvring and setting when using the longer heavier ladders - Hall users are required to report any broken bulbs in the Maintenance Log, but not to attempt to change them - Contractors are to use their own equipment (ladders or maintenance tower).	- Ensure that all ladders are undamaged - Main A Frame Ladder and 2nd long ladder secured with chain and lock in Store 1 - Small ladders for general use are hanging on the wall behind Stage door - Maintenance Log to be provided for recording of repairs. To be kept in the kitchen with the Accident Book	- Ops Gp - Ops Gp - Ops Gp	
Falling objects - e.g. stage lighting and scenery - Roof tiles or debris falling from Village Hall roof	- All Hall users including Contractors - Falling heavy objects can cause impact wounds or even death	Inside: - Contractors instructed to follow safe working practices. - Also applies to performing groups using the Hall. - Stage lighting secured by bolts and chains Outside: - Condition of Village Hall roof is monitored regularly and any defects are recorded in the Maintenance Book - Prompt rectification of defects	Monitoring is by Ops Gp and Users observation & awareness. There is no routine schedule of inspection		Ongoing
Manual Handling, Movement & Storage - Tables, chairs, boards, temporary staging - Boxes of	- All users of the Hall including Contractors - Setting up, moving, lifting, dismantling or storing may result in strains and crush injuries	- All to take care when handling and moving equipment or items which may be heavy or awkward - Assistance to be sought where an item is too heavy or unwieldy for one person - Trolleys are available to move tables, chairs and other stores	- Ensure new Volunteers know how to use the trolleys and use correct manual handling procedures - Ensure Users know how to use the trolleys and encourage correct manual handling	Ops Gp	Ongoing

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equipment and any other similar items		- Chairs & tables must be moved using the trolleys provided & chairs must be stacked no more than 10 high on trolleys - Event guidance is provided in the User Manual for people hiring the Hall - Children not to move heavy equipment	procedures		
Hazardous substances e.g. cleaning products, paints etc	- All Hall users - The cleaners and others cleaning risk skin problems, eye damage and breathing problems through direct contact with cleaning products.	- COSHH policy available on website - Mops, buckets, brushes, cloths and cleaning materials are provided. - Chemicals are kept in their original containers, clearly labeled, upright and out of the reach of children - Cleaning products are stored in a locked cupboard with high & low door handles in the main store away from sources of ignition - Cleaning products to be monitored by users and any complaints acted upon immediately e.g. products replaced immediately. - Cleaners are asked to use the products safely by following instructions on labels. - Gloves & masks are available for use by cleaners. - Flammable paints, solvent, etc to be stored off site. - All chemicals held in storage are to have an appropriate COSHH assessment which is reviewed annually and updated as necessary	Appropriate labeling of cleaning equipment is required (for identifying appropriate use of Red and Blue equipment)	- Ops Gp - Caretaker	
Electricity	- All Hall users - All users risk electric shocks or burns from incorrect installation, faulty equipment or misuse of electrical appliances	- Fixed installations inspected regularly. - The electrical system itself is complicated and is only worked on by trained and authorized individuals, including Contractors - All repairs are to be completed by a qualified electrician. - Portable appliance testing (PAT) is	- Written records to be kept of when electrical work/PAT testing has been carried out, to be retained in a Records Binder - External Electrical Installation inspection carried out at 5 yearly intervals - next	Ops Gp	Ongoing

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		carried out annually. • Portable equipment inspected for visual signs of damage before use. • Hall users know they are responsible for any equipment used on site, that it is safe and in good working order ideally with a PAT test where required • Where Users have particular requirements (such as stage lighting or power for external equipment), qualified personnel will set up or instruct as required	due in Jun 25		
Fire	• All Hall users • Burns and smoke inhalation. • Risk of being trapped.	• Fire Safety Risk Assessment completed • Alarms fitted, fire exits signed and fire extinguishers checked annually • Fire evacuation procedures published • Weekly Fire Alarm, Fire Doors & Smoke Detector checks • Emergency lighting checked monthly • Annual Independent Fire System & Emergency Lighting check • Curtains and fabric fittings are to be fireproofed	• Written record to be kept of any Fire Safety works e.g. fire extinguisher/fire alarm testing, Fire Officer visits etc in a Records Binder • Updating of Fire detection currently under review • Fireproofing and frequency of required checks to be confirmed	• Ops Gp • Ops Gp	Ongoing
Issues arising from Kitchen operation	• Kitchen users • Potential injuries (scalds, burns, cuts) to any kitchen user from countertop water boilers, the cooker or use of kitchen implements including knives and other sharp tools. • Misuse of equipment • Congestion in Kitchen when the Hall is particularly busy.	• The Hall does not operate as a food business. Any food licensing requirements are the responsibility of the Hirer • The kitchen should not be overcrowded • Instructions on the use of the countertop water boilers and cooker are displayed. • All implements are cleaned and returned to their allocated space when not in use. • The fridge works correctly. • Oven gloves are available. • Kitchen knives should not be removed from the kitchen area. • Knives to be handled with care • Children not allowed in the kitchen unless supervised by an adult	•	• All Kitchen users	Ongoing

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		• Kettles & water boilers are unplugged after use and the cooker is switched off. • Sinks with cold water are available • First Aid kit available.			
Accidents	• Any person using SHVH facilities, including the Play Area • Persons passing or working on or at the boundary of the Hall • Accidental injury whilst using the Village Hall • Any incident that has H&S implications for SHVH	• First Aid and Burns kits are available • Debrillator on the external wall by the main entrance. This is maintained by Strensall Tigers • The grounds and boundaries are the responsibility of SHVH. All are in satisfactory condition and are checked regularly • An Accident Book is available and kept in the kitchen.	• First Aid Kits regularly checked • Required repairs are to be recorded in the Maintenance Book. • Accident Book is checked on a regular basis. • Appropriate action to be instigated dependent on the accident	• Ops Gp	Ongoing
Legionnaire's disease HSE - Managing Legionella Link: Managing legionella in hot and cold water systems (hse.gov.uk)	• All users of the Hall • Illness through contact with water containing bacteria • HSE guidance 'If a hot water system ... is newly installed or has been out of use for over 1 week, the water should be brought up to 60°C for 1 hour before being used. This should kill any legionella bacteria.'	• Prevention of Legionnaires disease through control of the Legionella Bacteria • Instant Hot Water system in the Kitchen switched on prior to the start of an event. Heats to 60 degrees. • Irregular temperature testing of the Hot Water outlets done by Ops Gp	• New Hot Water systems set to prevent the growth of Legionella Bacteria • Formalise and temperature testing by Ops Gp	• Ops Gp	
Uncontrolled Storage	• All Hall users • Haphazard, uncontrolled storage can result in loss of equipment, increased fire risks, more trip hazards and hygiene difficulties • The latter could prompt unwanted infestations	• There is a plan for where all items and equipment should be stored • The internal and external stores are to be kept clean and tidy • User Groups who want to leave equipment in the Hall are encourage to minimize and clear out on a regular basis. • Any unneeded or unauthorized items are removed from the Hall	• Constant monitoring of the storage plan and of the Hall contents	• All Hall users	Ongoing
Specific issues arising from use of the Stage	• All Hall users • Access is via a short, narrow staircase and is unsuitable for disabled individuals. • The lighting and technical systems need to be set up by	• Technical equipment for use on the stage is only used by authorized personnel • Stage assembly and disassembly is only undertaken by competent volunteers	• Stage apron is to be secured in place upright at front of stage when not expanded in use	• All Hall users	Ongoing

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	authorized personnel • As well as for performances, the stage is used for overflow from the Main Hall for specific events such as the Village Show • It's also used for access to some equipment • Setting up the stage extension involves careful manual handling and needs multiple people in order to avoid injury				
Specific issues arising from the Boiler Room	• Any person entering the Boiler Room • There is a potential risk from fumes and from the equipment itself	• Access is tightly controlled • Only individuals who have a need to attend the boiler are allowed access	• Routine servicing	• All Hall users	Ongoing
Play Area	• All users, accessible to the general public • Particularly Children of all ages • Injury possible through faulty or aging equipment if not routinely maintained • Accidents through misuse or inappropriate use	• Formal annual external inspection of Play Area, equipment and facilities • Routine monthly inspection carried out & findings recorded • Repairs carried out as required • Grass and hedging cut routinely as required	• Timely repairs when required • Bids for funding to renovate are being actioned	• Play Area Committee	Ongoing