Brittons Ash Community Hall – Risk Assessment

Last reviewed November 2026

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls	• Users of the hall and the car park may suffer injuries if they slip e.g. on spillages or trip over objects	• The car park surface is maintained to be as even as possible • Good lighting in the car park and all rooms and corridors in the hall. • Users know (through the terms and conditions of hire) to clear up spillages immediately and know where the equipment is kept. • A mat is located at the entrance to stop rain water being carried in. • Items are not stored in corridors to reduced the risk of a trip. • Electrical leads / cables do not trail.	• Surfaces to be inspected and repaired as soon as possible.	Clerk / BACH Committee Chairman	Monthly	Monthly
Work at height	• Anyone working at any height	• Small step ladder provided for use by the cleaner to reach				

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	could suffer injuries should they fall.	heights when cleaning windows or higher walls / surfaces. • Small step ladder provided for hirers should they wish to hang decorations. • Hall users know that they are responsible for using the step ladder safely • Cleaner knows how to use the step ladder safely. • Copies of HSE guidance on safe use of stepladders available to those who may use the stepladder	• Check condition of stepladder	Clerk	Monthly	Monthly
Vehicle movement	• Pedestrians could suffer serious injury if struck by cars entering / leaving car park or moving in it.	• Entrance / exit to car park clearly marked. • Car park well lit.	No further action needed.			
Hazardous substances	• The cleaner, and others cleaning, risk skin problems e.g.	• Mops and brushes provided. • Cleaning products marked 'irritant' replaced with milder alternatives.	No further action needed.			

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	dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	• Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. • Cleaning products stored securely.				
Electricity	• Users risk electric socks or burns from faulty equipment or installation	• Fixed installation correctly installed by qualified electrician and inspected regularly. • All repairs by qualified electrician. • Portable equipment checked for visual signs of damage before use. • Hall users know they are responsible for any equipment used on site. • PAT testing of devices takes place every 3 years.	• Make sure hall users know where the fuse box is and how to switch supply off in an emergency. • Remind users that portable equipment considered unsafe should be marked and taken out of use. • PAT Testing every 3 years (lasted carried out in 2026)	Clerk	New Hirers	As required
Stored equipment	• Users could be injured by	• Users know that they must stack tables and chairs carefully so that they do not collapse.	• No further action required.			

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	collapsing stacks.	• Image displayed in storage cupboard to show how the equipment should be stored.				
Manual handling	• Users may suffer back pain it they try to lift objects that are too heavy or awkward.	• Chair trolley available to move stacks of chairs. • Trolly available to move items around the BACH. • Activity Hall tables are on wheels – no lifting required.	• No further action required			
Fire	• If trapped, hall users could suffer fatal injuries from smoke inhalation / burns	• Fire risk assessment completed. • Fire safety notice displayed. • Fire safety equipment serviced annually as required.	No further action required			