

HARBURY VILLAGE HALL

RISK ASSESSMENT

Date of Review: 8 April 2026

Date of Next Review: March 2031



Warwickshire
County Council



Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
General Activities	Slippery floors, spillages	Trips, Slips and falls. Hall users, cleaners and visitors	M	Floors maintained in good condition by competent cleaners using correct processes and materials Mops etc. available to deal with spillages Slippery floor signs available	L	Continue to encourage users to minimize risk of spillage and to clear up promptly if they occur. Floor surface in Main Hall under review	On going
Working at height	Access equipment	Fall from height Hall users	M	Access equipment maintained in good condition and checked annually by competent person. Equipment used only by designated people in accordance with lettings conditions	L	Monitor	On going

Risk Level Key

- HIGH - certain or near certain that harm will result in serious injury/damage.
- MEDIUM - harm will probably occur frequently with minor injury/damage.
- LOW - it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
Fall from height	Stage	Fall from stage to hall floor Hall users, particularly children	M	Access to stage restricted by tapes to discourage unauthorized access Statement in conditions of hire reminding users that children must not be allowed on stage unless carefully controlled and supervised – hirers' responsibility	L	Monitor	On going
	Stage Trap Doors	Fall from height Stage users	M	Trap doors kept locked shut unless stage in use as part of a production when Control of hatches would be managed by Theatre group	L	Monitor	
	Loft access	Fall from height	M	Warning notice displayed Access via loft ladder restricted by locking device to competent committee members	L	Monitor	
Use of Kitchen	Hot surfaces	Burns and scalds Hall users	L	Suitable safe equipment provided and maintained. Competent users	L	Monitor	
	Use of kitchen equipment	Electric shock, burns and scalds	L	Equipment provided and maintained in good condition. Training provided for users Clear instruction manuals readily available	L	Monitor	
	Trips/ slips and falls	See above					

Manual handling	Strains and sprains to back, hands, arms etc.	Hall users		Furniture stored and stacked appropriately in reasonable sized stacks which are easily accessible. Furniture and equipment purchased and maintained in good condition	L	Monitor	
Bouncy Castles				See separate risk assessment			
Cleaning				See separate risk assessment			
Fire Safety				See separate fire risk assessment			
Theatrical and Cinema Productions	Electrical incident, fire, trips slip and falls	Participants, audience	L	Competent organizers Electrical equipment regularly tested Fire risk assessment in place Safe furniture and access equipment available	L	Performances monitored	
Electrical Equipment	Electric shock, fire	Hall users	M	Portable Electrical equipment tested at least every 2 years by a competent person Fixed installation inspected and tested by a competent person every 5 years Records maintained Faulty equipment reported to chairman and dealt with accordingly	L	Monitor	
Water testing	Health hazard, scalding	Legionnaires Disease Scalding Hall users, cleaners	L	Regular water hygiene testing by a competent person to ensure water temperature is maintained at correct level to reduce risks to health and scalding. Records kept	L	Continue bi monthly monitoring	

