

# MEMORIAL HALL, STOKE SUB HAMDON

## HEALTH & SAFETY RISK ASSESSMENT

**Date of Risk Assessment: August 2025**

This Risk Assessment aims to identify and manage the health and safety risks to those people who use the Memorial Hall and are involved in its maintenance and upkeep.

The Hall does not have any employees, although it does have a self-employed cleaner contractor to do regular work. All the repair and maintenance work at the Centre is completed by external businesses who have responsibility for their own health and safety. Where any low-level repair and maintenance work is done by the Management Committee, then those people have access to this Risk Assessment and are aware of its contents.

Groups that hire the Hall must have their own Risk Assessment in place for their own activities. The Hall reserves the right to inspect these Risk Assessments if it is felt that any group is posing a hazard or as required for insurance purposes.

Hazard	Who might be harmed and how?	Mitigation	Further Action?	Action Owner	By When	Status
<p><b>Slips, trips and falls</b> Doorways (rain), uneven surfaces of car park, cleaning floors.</p>	<p>Hall users may be injured if they trip over objects or slip on spillages.</p>	<ul style="list-style-type: none"> <li>• Car park surface is well maintained with parking spaces marked. Visual inspection conducted on regular basis.</li> <li>• The car park is well lit.</li> <li>• The entrance lobby is carpeted for wet weather.</li> <li>• Cable covers are used for electrical leads/cables, no trailing of leads necessary with sufficient electrical sockets where needed.</li> <li>• Main Hall is on one level suitable for disabled access with exception of stage.</li> <li>• Handrail provided on stairs to either side of stage.</li> <li>• Hirers required to clear up spillages immediately and access to cleaning equipment is provided.</li> <li>• Cleaner provides regular visual checks and cleans any spills as required on routine basis.</li> </ul>	<p>None</p>			

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		<ul style="list-style-type: none"> <li>Internal Lighting is available in all areas and emergency lighting checked bi-annually and serviced annually.</li> <li>External lighting is available on external walls to front door and car park areas.</li> <li>Corridors and routes to exits are kept free of storage.</li> </ul>				
<b>Working at height</b> Changing light bulbs, cleaning windows, putting up decorations, contractor work.	Falls from any height can cause bruising and fractures.	Suitable ladders are available for use. <ul style="list-style-type: none"> <li>Stepladder is available for use in the kitchen.</li> <li>Ladder is available for use by contractors, stored in stage area.</li> </ul>	None			
<b>Hazardous substances</b> Cleaning products vapour may cause breathing problems.	Cleaner risks skin irritation or eye damage from direct contact. Vapour from cleaning chemicals may cause breathing problems.	<ul style="list-style-type: none"> <li>Cleaning products and equipment for Cleaner are kept in locked cupboard, materials approved to British Standards regulations, and Cleaner shown how to use any new product.</li> <li>Cleaning products for hall users are stored in separate cupboard in kitchen and are approved to British Standards regulations.</li> </ul>	None			
<b>Hygiene</b>	Assurance of hygiene standards available	<ul style="list-style-type: none"> <li>Handwashing basin and soap available in kitchen.</li> <li>Dishwasher available for use.</li> <li>Tea Towels available for use, reliant on voluntary wash and replace.</li> <li>Handwashing facilities in all toilet areas.</li> <li>Cleaner tasked with ensuring dispensers are refilled when required.</li> <li>Fridge checked on regular basis to ensure required temperature achieved.</li> </ul>	Provide thermometer for fridge to ensure required standard maintained.	R Merrick	End Sep 25	Open

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<b>Electrical Equipment</b> Kitchen equipment, Stage Lighting and Audio equipment	Hall users could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	Hall users know they are responsible for any equipment used on site. <ul style="list-style-type: none"> <li>All fixed installations and repairs and maintenance are conducted by qualified electricians.</li> <li>Portable equipment is checked for visual signs of damage on regular basis and PAT tested on an annual basis by qualified personnel.</li> <li>Hirers are responsible for their own equipment safety.</li> <li>Fixed wire testing completed by qualified electrician every 5 years.</li> </ul>	Check fixed wire testing periodicity with qualified Electrician.	R Merrick	End Sep 25	Open
<b>Manual Handling</b> Lifting and moving tables and chairs	Hall users risk injuries or back pain from handling heavy/bulky objects.	<ul style="list-style-type: none"> <li>Hall Tables are kept on moveable trolley that has strapping to secure tables.</li> <li>Table Opener purchased to ease opening of tables tied to table trolley.</li> <li>Chairs are stacked carefully so that they do not collapse. Chair Trolley is available for use.</li> <li>Mobile Bar Counter Unit is on wheels for ease of movement.</li> </ul>	None			
<b>Asbestos</b>	Not Applicable.	Type 2 Asbestos survey undertaken in 2020 by G and L Consultancy Ltd confirming no asbestos found inside the building. Copy available for contractors.	None			
<b>Fire</b> Faulty electrics	If trapped, hall users could suffer fatal injuries from smoke inhalation/burns.	Fire Assessment completed 2023 and any necessary action taken. <ul style="list-style-type: none"> <li>5 x Fire Extinguishers labelled clearly in place and serviced annually. Location displayed on notice board.</li> <li>2 x Fire Blankets located in Kitchen and inspected annually.</li> <li>2 x Fire Bells located near main Fire Exits to raise alarm.</li> <li>Safe Assembly point in case of evacuation located on noticeboard.</li> <li>Fire procedure in Hire Conditions and on Lobby notice board.</li> <li>Emergency lighting provided internally and externally to guide exit.</li> </ul>	None			
<b>Security</b>	Property vandalism.	External CCTV is in place. Images are stored to hard drive. System is maintained and serviced annually by SES. Intruder Alarm system installed and serviced annually by SES.	None			

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Safeguarding	Children and adults at risk.	The Hall committee will ensure that all hirers of the hall have signed a hiring agreement. Users who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, can either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood their responsibility.	None			