



Fairfield Village Hall

RISK ASSESSMENT

UPDATED: 12TH DECEMBER 2025

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What are the hazards?			
<p>Slips, trips and falls</p> <p>Eg uneven surface of car park, cleaning floors etc.</p>			
Who might be harmed and how?			
Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.			
What are you already doing?			
<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available next to hall entrance. • Good lighting in all rooms and corridors in hall. • No trailing electrical leads/cables. • Improved lighting entrance & exit to car park. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Car park surface to be inspected regularly and repaired as necessary.	Chairman	Monthly	Some incremental wear noted, but nothing of concern as at 1/12/25.
Users are made aware at the commencement of hire to clear up spillages immediately.	Caretaker/Duty Key holder	Ongoing	Hirers also to be informed where equipment for this is kept.
Check mats at entrances are effective to stop rain water being carried in.	Caretaker	Monthly	Fire door to car park mats replaced during 2023.
Regularly check no storage in nothing is blocking access across behind stage.	Caretaker	Monthly	Surplus items to be removed Oct 2024 - table top, excess kiddy chairs and bird feeder/trough.
Car park exit paving stones are becoming uneven.	Chairman	Monthly	Uneven wearing of pavers noted - Aug 24; To be monitored
Final Car Park post to be removed.	Chairman	By 4 th Jan 2026	Despite a large cone clearly marking the post, could still be a trip hazard for careless/unobservant users, so needs to be removed.
Hearing Loop wire across stage to be pinned back up	Chairman	By 4 th Jan 2026	Risk of small child pulling the wire or worse become an entanglement risk.

What are the hazards?			
<p>Work at height</p> <p>Eg changing light bulbs, cleaning windows, putting up decorations etc.</p>			
Who might be harmed and how?			
Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.			
What are you already doing?			
<ul style="list-style-type: none"> • Appropriate, commercial stepladder securely stored and available for use. • Printed copy of HSE guidance on safe use of stepladders attached to ladders. • Monthly check, condition of stepladder. • Guide to using the stepladder safely to be laminated attached to the step ladder. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Consider implications for work at height of any future alterations to the hall.	Nominated person overseeing project.	Ongoing	

What are the hazards?			
Vehicle movement			
Who might be harmed and how?			
Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.			
What are you already doing?			
<ul style="list-style-type: none"> For large Village Hall run events, parking controlled by marshals wearing high-visibility vests. Car park well-lit by spotlights automatically come on when dark. Skip collection takes place at times during minimal use of car park. Entrance/exit to car park clearly marked. 5 mph speed limit in car park, sign erected at entrance. Traffic lines have been repainted. Speed humps to slow traffic entering car park. Public right of way clearly marked. Public right of way sign attached to church wall (entrance to car park). Directional sign pointing towards car park exit. Signage at both of the public right of way reminding walkers to keep to the designated (marked) footpath and warning that there may be vehicle movements. Cones placed out in front of hall discouraging drivers from driving across the front of the hall one of the 4 parking posts replaced and left locked (key in safety folder in hall) to prevent unwanted access across front of hall. Decision taken by trustees during 2023 to continue with cones rather than replace posts as they continue to be damaged. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Entrance gate has been damaged and out of use as at July 2024.	Chairman / Trustees	Done	Repaired Summer of 2025.
Final parking post damaged - Oct 24	Trustees	2024	Decided not to repair and continue with large traffic cones instead.

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What are the hazards?			
<p>Hazardous substances</p> <p>Eg cleaning products</p>			
Who might be harmed and how?			
<p>To make safe hazards causes through spilt liquids etc.</p> <p>To reduce likelihood of users from skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals.</p> <p>The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals.</p> <p>Vapour may cause breathing problems.</p>			
What are you already doing?			
<ul style="list-style-type: none"> • Cleaning cupboard stocked with a supply of mild cleaning products and rubber gloves. • Notices on doors informing users of mop & bucket colour coding and area where to be used. • Provision of cleaning tools & mild products. • Cleaning products stored in Cleaning Cupboard (Boiler Room). • Cleaner to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. • Cleaner reminded to check for dry, red or itchy skin on their hands and, if finding any, to go to doctors for advice and to tell the Chairman of the management committee. • Up to date Hazard symbol poster on door to Cleaning Cupboards • Locks on Toilet cupboards that contain chemicals 			
What further action is necessary?	Action by who?	Action by when?	Notes
Provide mops, brushes and strong rubber gloves.	Caretaker / Chairman	ongoing	Caretaker to monitor supplies, ordering replacement items via the Chairman
Adequate supply of mild cleaning products.	Caretaker / Chairman	obgoing	Caretaker to monitor supplies, ordering replacement items via the Chairman

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What are the hazards?			
External Risks			
Who might be harmed and how?			
Risk to village Hall users due to view being obscured when entering or leaving hall. Risk of public not being able to see signage due to overgrown weeds/planting Risk of Car park flooding if gulley is not kept clear			
What are you already doing?			
Gardener employed to keep outside areas tidy. Signage reviewed periodically to ensure it is not obscure.			
What further action is necessary?	Action by who?	Action by when?	Notes
Tree 'overhang' by Hall car park exit to be trimmed	T.b.d.	Before view is obscured	Risk of overhang of trees obscuring hall users' views when leaving the hall.
Brick/Blockwork by Barton Room fire exit needs weeding	T.bd.	Before Spring 2026	
Scrums and hawthorn by the school gate needs cutting back	T.b.d.	Before signage gets obscured	Risk of public footpath signage being obscured.
Gulley alongside car park to be cleared	T.b.d.	Before it gets blocked	Previously done periodically by a working party of volunteers.

What are the hazards?			
Stored equipment			
Who might be harmed and how?			
Users could be injured by collapsing stacks.			
What are you already doing?			
<ul style="list-style-type: none"> • Users know that they must stack tables and chairs carefully so that they do not collapse • Instructions placed on door to Chair & Table storage room. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Additional notices to be put up regarding chair stacking max heights and table stacking 'care' notices.	Chairman	February 2023	Completed during 2023.

What are the hazards?			
External Lighting			
Who might be harmed and how?			
Users could be injured if external lighting in front of the hall is insufficient to highlight trip hazards. Street lighting generally provides sufficient light, but if the street lights are not on, then the front of the hall can be quite dark.			
What are you already doing?			
<ul style="list-style-type: none"> • Front door has sensor light that comes on when approaching or leaving the building's front door. • Sensor lights on both ends of the building put lights on when users approach from the exit end of the building or the car park entrance end of the building. 			
What further action is necessary?			
Quotation for additional frontage lighting attached to the front door sensor was considered but deferred by the Trustees during 2022. This was reconsidered in January 2023 and the additional lighting work was approved.	Chairman / VH Electrician - completed	none	Additional front lighting completed during 2023.

What are the hazards?			
Manual handling			
Who might be harmed and how?			
Users may suffer back pain if they try to lift objects that are too heavy or awkward.			
What are you already doing?			
<ul style="list-style-type: none"> Trolleys available to move stacked chairs and users know where they are kept. 			
What further action is necessary?	Action by who?	Action by when?	Notes

What are the hazards?			
Electricity			
Who might be harmed and how?			
Users risk electric shocks or burns from faulty			
What are you already doing?			
<ul style="list-style-type: none"> Fixed installation correctly installed by qualified electrician and inspected regularly. Portable appliances tested every two years. 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. Inform hall users location of fuse box and how to switch off electricity supply in an emergency. 			
What further action is necessary?	Action by who?	Action by when?	Notes
PAT testing of appliances every two years.	Chairman / VH Electrician	Next Due Dec 25/Jan 26	
Make sure hall users know at the commencement of their hire where the fuse box is and how to switch supply off in an emergency.	Caretaker/Duty Key holder	Ongoing	Pointed out at start of each hire.
Electricity Fuse Box replaced	Chairman / VH Electrician - completed	Completed Dec 2022	New Fuse Box with individual circuit RCD protection installed December 2022, including check of all circuits.

What are the hazards?			
Burns/Scalds			
Who might be harmed and how?			
Users may suffer burn or scalds should there be contact with a hot object/liquid.			
What are you already doing?			
<ul style="list-style-type: none"> • Notice placed on access doors to the kitchen advising no access for children; preventing burns from the oven and scalds from the kettle & water heater. • Radiators covered by fire guards. • Fire guards and pipe covers to protect children from touching radiators and hot pipes. • Maximum temperature of basin hot water supply 50C, occasional checks of a tap chosen at random (but above 45C to satisfy Legionnaires policy). 			
What further action is necessary?	Action by who?	Action by when?	Notes
Radiator guards require replacement	Chairman - completed		All replaced during summer of 2023.

What are the hazards?			
Asbestos			
Who might be harmed and how?			
Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.			
What are you already doing?			
<ul style="list-style-type: none"> Asbestos Management Plan – Management Plan has been carried out by a qualified contractor. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors. 			
What further action is necessary?	Action by who?	Action by when?	Notes
5 yearly inspection by competent person. Early inspection on those areas of the building where work is being carried out.	Treasurer	Feb 2026	
Annual photograph of area where asbestos can be found, action any deterioration.	Treasurer	Feb 2026	Area inspected February 2025. No evidence of any disturbance or deterioration found. Photographic evidence with Treasurer.

What are the hazards?
Fire
Who might be harmed and how?
If trapped, people could suffer fatal injuries from smoke inhalation/burns
What are you already doing?
<ul style="list-style-type: none"> • All final exit doors are unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use. • All emergency routes and exits lead outside the building to a place of safety. • All emergency exit doors open in a destination of escape. • There are sufficient emergency routes and exits for the maximum capacity for the building. • The maximum capacity for the building based on size of building & number of emergency exits has been calculated, 150 (120 seated). • Evacuation procedure is on public display. • In the event of an emergency it is possible for all persons to evacuate the premises safely and quickly. • Outside waste bin is not located against premises. • Adequate escape lighting in the event of power failure (tested annually). • Clear & audible alarm warning. • Wedges removed to prevent door being left open. • Reminder notices that doors in to kitchen to be kept closed. • Checklists completed daily by person unlocking or locking up the hall for each hire. • Weekly routines as outlined in the Fire Log are conducted and documented • Monthly routines as outlined in the Fire Log are conducted and documented. • Annual routines as outlined in the Fire Log are conducted and documented

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Fairfield Village Hall Risk Assessment

Updated 12th December 2025

What further action is necessary?	Action by who?	Action by when?	Notes
Complete a Fire risk assessment	All	Ongoing	Reviewed August 24 – to be reviewed at least annually
All staff & keyholders will receive information on the fire safety provisions within the village hall as soon as possible after being appointed and at regular intervals thereafter, (at least annually)	Chairman	Ongoing	
Establish a fire drill at least once, preferably twice, a year that simulate fire conditions, to test fire procedures and check that staff/volunteers are conversant with the evacuation procedures.	Chairman	Ongoing	See Fire Log for date of last fire drill Deemed unnecessary for Trustees as there are only a max of 8 people and they are well aware of the exists and also the fire assembly point.

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What are the hazards?			
Fixtures & Fittings			
Who might be harmed and how?			
User may sustain injury if not maintained in good condition e.g. chairs, tables, signs, flooring, cupboards etc			
What are you already doing?			
<ul style="list-style-type: none"> Polishing of hall floor to take place during a period when the hall is not being used. Gas boiler service annually by a qualified contractor. Warning signs to be erected notifying when floors are slippy/being cleaned. Condition of stepladder checked monthly. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Diarise and arrange annual service of gas boiler	Chairman	Annually	Last serviced January 2025 - service to be arranged for December 25/January 26.
Monthly check of step ladders	Caretaker	Monthly	Record inspection in log
Make users aware at the commencement of hire where slippy floor signs are kept	Caretaker/Duty key holder	Ongoing	
Inform (through hire agreement) & remind users that fixtures & fittings considered unsafe should be marked and taken out of use.	Bookings Secretary / Caretaker	Ongoing	

What are the hazards?			
Hygiene			
Who might be harmed and how?			
Users of the Village Hall have clean & safe toilet facilities, water supply and food preparation area			
What are you already doing?			
<ul style="list-style-type: none"> • A system is in place to ensure that sanitary waste is disposed of safely. • Facilities assessed to ensure compliance with the Food Hygiene (England) Regulations. • Colour coded mops available for different floor surfaces (toilets, kitchen and other areas). 			
What further action is necessary?			
Action by who?	Action by when?	Notes	
Put in place a system for ensuring that hygiene standards are maintained; kitchen, fridge freezer & toilets.	Caretaker	Ongoing	Caretaker to monitor & take appropriate action to maintain standards Caretaker to clean fridge weekly..
Put in place a system for ensuring toilets and wash basins are kept clean and available for use.	Caretaker & Cleaner	Ongoing	Weekly clean by the Cleaner, after hire clean by the Caretaker
Put in place a system for a supply of clean towels, hand wash & toilet papers are available for use.	Caretaker / Chairman	Ongoing	To monitor stock & submit requisition to the Chairman
Window sills to be replaced with easy to clean surfaces.	External Company	Done	Completed Summer of 2025 by company refurbishing the toilets.

What are the hazards?			
Flooding			
Who might be harmed and how?			
Users know what to do in the event of a leak			
What are you already doing?			
<ul style="list-style-type: none"> • Users are made aware at the commencement of hire where the stop cock is located. • Users are made aware at the commencement of hire the location of Slippery Floor signs. • Supply of clean towels, hand wash & toilet papers are available for use. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Users are made aware at the commencement of hire where the stop cock is located.	Caretaker/Duty key holder	Ongoing	
Users are made aware at the commencement of hire the location of Slippery Floor signs.	Caretaker/Duty key holder	Ongoing	
Put in place a system for a supply of clean towels, hand wash & toilet papers are available for use.	Caretaker / Chairman	Ongoing	To monitor stock & submit requisition to the Chairman
Stop taps in the Ladies Toilets need replacing	Chairman / Plumber	Done	Replaced as part of Toilet Refurb in 2025

What are the hazards?			
Legionella Disease			
Who might be harmed and how?			
Everyone should they inhale infected water droplets			
What are you already doing?			
<ul style="list-style-type: none"> Legionella policy reviewed annually. Annual risk assessment to establish any potential risks and implement measures to either eliminate or control risks. Implement and recording of control scheme. 			
What further action is necessary?	Action by who?	Action by when?	Notes
Checks as detailed within the Legionella Policy, recording in the log book.	Caretaker/Duty key holder	Monthly	Report to Chair of Trustees if temperature of water is recorded between 20-45°C.
Prevent buildup of limescale around water tap spout with frequent descaling.	Cleaner	Ongoing	
Annual review of policy & risk assessment	Trustees		
Service of thermostatic mixing valves to ensure water is mixing at the required temperature, the valve shuts down should there be a surge in hot water, filters are cleared of debris and impurities. Record temperature of "mixing taps".	Central Heating Plumber	Same time as boiler is serviced	Valve in Ladies toilet replaced during summer of 2022.

