

Community Hall Risk assessment

Company name: St. Martin's Community Hall

Assessment carried out by: the Hall Committee

Date of next review: May 2027

Date assessment was carried out: 14th May 2026

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Risk Level
Slips & trips Doorways (rain), uneven surfaces of car park and paths, cleaning floors.	Hall users may be injured if they trip over objects	*Car park surface is well Maintained with parking spaces for disabled visitors close to the entrance paths. *Car park is lit adequately *Doormats are placed at the entrance in wet weather *Cable covers are used for all electrical leads/cables *People know (through hire agreement T's & C's) to clear up spillages immediately and know where equipment is kept	Inspect the car park surface regularly and repair as necessary	Hall Committee	Medium
Vehicles Cars etc using the adjacent carpark	Pedestrians could suffer serious injury if struck by vehicles entering/leaving car park or moving within it.	*Car park is well lit with entrance and exit clear *For large events, parking controlled by Parking Marshalls wearing hi-vis vests *Rubbish collection to take place when hall not in use	Advise users/hirers (through hall agreement) to consider the need to control parking. Adequate, clear signage	Hall Committee	High
Working at height Changing light bulbs, cleaning windows, putting up	Hall users/hirers, maintenance staff and volunteers falling from height can cause	*Suitable ladders are available for use *Hall users know (through hire agreement) that they are responsible for using the ladder safely	Make regular ladder checks Reminder notices	Hall Committee	Medium

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decorations etc	bruising and fractures	* No standing on chairs			
Hazardous substances Cleaning products	The Cleaner risks skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems	*Store all cleaning products safely and securely *Check cleaner knows how to use the cleaning products safely and is using suitable protective clothing eg rubber gloves *Check cleaner has own insurance	Where possible replace 'irritant' chemicals with milder alternatives	Cleaner Hall Housekeeper	Medium
Electrical equipment All electrical equipment	Hall users, staff and volunteers 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 *Portable equipment checked for visible signs of damage before use *Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this should be done by a competent electrician	Remind hall users that portable equipment considered unsafe should be marked and taken out of use and the Hall Committee informed All equipment to be PAT tested Maintain testing schedule	Hall Committee	Medium
Kitchen Hazards	Volunteers & Hirers	*Food hygiene procedures *Oven gloves, food grade rubber gloves available *First Aid Kit visible	Display current guidelines and procedures for food hygiene, allergens etc Notify Cornwall Council re food hygiene training	Hall Committee	Medium
Gas boiler	Users of the boiler	*Annual checks are carried out on the boiler by a competent plumber *Boiler is in a secure location	Advise hall users to inform Committee of any problems with water and/or heating	Hall Committee	High

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Manual Handling Lifting and moving tables and chairs	Hall users risk injuries Or back pain from handling heavy/bulky objects	*Users know that they must stack tables and chairs carefully so that they do not collapse	Use clear signage to indicate where and how tables and chairs should be stacked Avoid lone lifting of heavy items	Committee to ensure correct signage All hall users	Medium
Fire Faulty electrics	If trapped, hall users could suffer fatal injuries from smoke inhalation/burns	*Fire risk assessment has been done and any necessary action taken *Regular fire alarm checks *Fire extinguishers serviced *Fire and smoke alarms installed and working *Clear instructions to 'Muster Point' in the carpark *Remind users (through hall agreement) to check all fire exits are free and accessible	All necessary checks done on a schedule Clear signage regarding 'Muster Point'	Hall Committee Fire Officer	High
Lone working	Cleaners, clergy, volunteers	*Check-in procedures *Mobile phones available	Review lone working arrangements	Hall Committee	Medium
Unsafe exits during events	All occupants	*Capacity limits observed *Exits kept clear	Clear Guidance re capacity in T's & C's Monitor attendance numbers	Hall Committee	High
Infection Control	All users	*Handwashing facilities *Cleaning schedules *Adequate ventilation	Maintain supplies of soap/sanitiser	Hall housekeeper Cleaner	Low
Safeguarding	Children and Vulnerable Adults	*DBS checks where required *Safeguarding policy in place	Regular safeguarding review	Safeguarding Officer	High

