



Glasbury (Radnor) Village Hall
Risk Assessment

Date of risk assessment: January 2025
Date of next review: January 2026

The village hall committee have produced this risk assessment document to control the risks to those who use the hall and those involved in its maintenance and upkeep.

hazard	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?	When is the action needed /?	Done
Main hall						
Hall users may fall or slip due to uneven flooring or slippery floor surface.	Users of the hall, committee members, cleaning or maintenance staff.	Floor regularly inspected for trip hazards. Any wet areas dried after cleaning.	No further action needed.			
Inadequate lighting may cause users to trip.	Users of the hall, committee members, cleaning or maintenance staff.	Lighting checked to ensure all areas are well lit. Lightbulbs regularly checked and replaced if necessary.	No further action needed.			
Stage may be constructed incorrectly causing injury.	Users of the hall, committee members, cleaning or maintenance staff.	Stage to be constructed by trained members only.	No further action needed.			
Emergency exits may be inaccessible or obstructed.	Users of the hall, committee members, cleaning or maintenance staff.	Emergency exits regularly checked and left clear.	No further action needed.			
Electrical equipment may not be correctly installed or tested.	Users of the hall, committee members, cleaning or maintenance staff.	Electrical equipment regularly checked by qualified electrician.	No further action needed.			
Storerooms						
Contents of storerooms may be stacked incorrectly causing injury.	Users of the hall, committee members, cleaning or maintenance staff.	Hall members know how to stack tables and chairs carefully so that they do not collapse	No further action needed.			
Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Users of the hall, committee members, cleaning or maintenance staff	Ensure appropriate equipment is available for lifting heavy loads (ie trolley).	No further action needed.			
Anteroom						
Uneven/slippery floor surface.	Users of the hall, committee members, cleaning or maintenance staff.	Floor regularly inspected. Any wet areas are dried after cleaning.	No further action needed.			
Emergency exit may be inaccessible or obstructed.	Users of the hall, committee members, cleaning or maintenance staff.	Emergency exits regularly checked and left clear.	No further action needed.			
Electrical equipment may not be correctly installed or tested.	Users of the hall, committee members, cleaning or maintenance staff.	Electrical equipment regularly checked by qualified electrician.	No further action needed.			

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Kitchen						
Uneven/slippy floor surface.	Users of the hall, committee members, cleaning or maintenance staff.	Floor regularly inspected. Any wet areas are dried after cleaning.	No further action needed.			
Electrical equipment may not be correctly installed or tested.	Users of the hall, committee members, cleaning or maintenance staff.	Electrical equipment regularly checked by qualified electrician.	No further action needed.			
Skin or breathing problems from direct contact with cleaning chemicals.	Users of the hall, committee members, cleaning or maintenance staff.	Appropriate cleaning tools provided (eg, rubber gloves, brushes and mops). Cleaning products stored securely.	No further action needed.			
Car park						
Car park users may fall or slip due to uneven surface.	Users of the hall and/or car park, committee members, cleaning or maintenance staff.	Car park surface regularly inspected and maintained.	Lay new tarmac where necessary.	Darren Ricketts	December 2022	
Inadequate lighting may cause users to trip.	Users of the hall and/or car park, committee members, cleaning or maintenance staff.	Lighting is regularly checked and any faulty lights are fixed or replaced.	Additional sensor added to existing light fittings.	Chris Aldridge?	December 2022	
Users may be injured due to car accident.	Users of the hall and/or car park, committee members, cleaning or maintenance staff.	Entrance/exit clearly marked.	No further action needed.			
Fire						
Adequate fire safety measures and evacuation plan not in place.	Users of the hall, committee members, cleaning or maintenance staff.	Ensure adequate fire safety measures and evacuation plan is in place.	No further action needed.			
Fire alarm(s) faulty.	Users of the hall, committee members, cleaning or maintenance staff.	Fire alarms regularly inspected and replaced if faulty.	No further action needed.			
Inadequate or missing fire-fighting equipment.	Users of the hall, committee members, cleaning or maintenance staff.	Fire-fighting equipment regularly inspected and replaced if faulty.	No further action needed.			