

Risk assessment

Name: Hinderclay Village Hall and Playing Field

Assessment carried out by: R M Shreeves

Date of next review: January 2026

Date assessment was carried out: 8th January 2025

| 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? | When is the action needed by? | Done |
|------------------------------|---|---|--|---|--------------------------------------|-------------|
| Slips Trips and Falls | Committee members, Parishioners, Any visitor, Contractors | Spillages to be cleared up immediately. All work areas to be kept tidy. Signage to be used as necessary. Floor, recreation field and car park surfaces to be kept clear of debris and in good condition. Monthly inspections to be carried out. | Continued monitoring when hall is in use. | Committee or appropriate hirers or contractors. | Ongoing | |
| Access and Egress | Committee members, Parishioners, Any visitor, Contractors | Nonslip mats at the front and rear doors. Notices warning of exiting onto car park. | Continued monitoring | Committee or appropriate hirers or contractors | Ongoing | |

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| Car Park | Committee members, Parishioners, Any visitor, Contractors | The car park is adjacent to a crossroads, boundary hedges are kept low so that vision and hearing is not obstructed. The car park is for hall users and visitors only and there is no general right of way or access for vehicles. Access and egress points are wide and the one closest to the crossroads is clearly marked as 'NO EXIT'. There is ample room for emergency vehicles to enter and exit. Contractors are made aware that members of the public use the car park. | Continued monitoring | Committee or appropriate hirers or contractors | Ongoing | |
| Hazardous substances | Committee members, Parishioners, Any visitor, Contractors | Only to be used by competent Committee members or contractors. To be stored in a designated cupboard. Contractors to provide C.O.S.H.H risk assessments for each product used. | Hazardous substance register to be maintained and kept. | Committee and contractor. | Ongoing | |

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| Electricity (including switch room and Battery Room) | Committee members, Parishioners, Any visitor, Contractors | Regular inspections of electrical fittings by qualified electrical contractor. All mains electrical devices brought onto premises to be PAT tested. Electrical Warning signs are displayed. | Inspections | Electrical Contractor and Committee | Ongoing | Annual |
| Stored Equipment | Committee members, Parishioners, Any visitor, Contractors | Stored equipment to be supervised by a committee member, in a designated storage area. | | Committee or appropriate hirers or contractors | Ongoing | |
| Manual Handling | Committee members, Parishioners, Any visitor, Contractors | Manual handling to be carried out by competent person, or persons, at their own risk. | Wearing of correct PPE.(suitable gloves) | Committee or appropriate hirers or contractors | Ongoing | |

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| Asbestos | Committee members, Parishioners, Any visitor, Contractors | Artex is on the ceiling in the hall. Tests have been carried out on the Artex and a record is kept. Competent Contractors and anyone working on the ceiling must wear appropriate PPE, cordon off work areas and use appropriate signage to warn of the potential hazard. | After any works on the Artex have taken place, the hall must be cleaned and air samples taken for asbestos particles. | Committee. Qualified contractor. | After any works involving the ceiling which could cause damage to the Artex. | |
| Fire | Committee members, Parishioners, Any visitor, Contractors | The hall is equipped with a fully maintained fire extinguishers and fire alarm The emergency escape doors are clearly marked. There are permanently lit emergency lights which remain on if power is cut. Extinguishers are inspected annually. Emergency lights and fire alarm are inspected by a qualified contractor 6 monthly. Certificate issued and recorded. | Continued monitoring. | Committee. Qualified Contractor | Ongoing | Annually and 6 monthly |

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| Working at height | Committee members, Parishioners, Any visitor, Contractors | Appropriate equipment to be used if working at height. Signage and barriers to be used as necessary. | | Committee Contractor | During works process. | |
| Playing Field and Equipment | Committee members, Parishioners, Any visitor, Contractors | Goal Posts and Netball/Basketball hoops are regularly inspected for damage, the grassed area is routinely cut and the gates and picnic table are inspected. | Continued inspection's | Committee Contractor | Ongoing | |
| Other | Committee members, Parishioners, Any visitor, Contractors | Hirers/Contractor's undertake full responsibility for their activities and if required should provide their own risk assessments for any hazardous activities or sports. | | Hirers/Contractor's | During hire/Work period. | |