

Risk Assessment – Corpusty & Saxthorpe Village Hall – 7 October 2024.

Carried out by Maureen Kimbley and Karen MacDonald Thomas

(using the HSE form for village and community halls)

Area	Question	Answer	Action	By Whom and When	Further comments
Car Park	Is the car park maintained to minimise slip and trip risks?	Yes			
	Is the car park well lit?	Yes			
	Can emergency vehicles gain access?	Yes			
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	Yes			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	Yes			
	Have you provided matting to minimise rainwater etc being carried into the building?	Yes			
	Do rooms and corridors have sufficient lighting?	Yes			

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	Are corridors clear of clutter?	Yes			
	Are there any trailing electrical leads/cables?	No			
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage, etc?	Yes			
	Is internal flooring in good condition, e.g. are carpets fixed?	Yes			
	Where any doors contain glass, is this made from a safety material?	Yes			
	Are all stairs fitted with handrails?	Yes			
Electrical equipment and services	If you have any fixed electrical installations: - Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	Yes			

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Electrical equipment and services contd.	- Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	Yes			
	If you own or hire any portable or fixed electrical equipment (e.g. a cooker or vacuum cleaner etc): - Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? - Has any damaged electrical equipment been taken out of service or replaced?	Yes  N/A			
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Yes			
	Has an evacuation plan been implemented and tested?	Yes			
	Is the fire alarm tested regularly?	No	Local electrician, Ashtree, has been asked to do this.	MK; by end Oct	
	Are fire drills carried out at least once a year?	N/A			Hall is on one level, nowhere is far from a fire exit

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	Are regular checks made to ensure escape routes and fire exit doors are: Unobstructed; and Adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	Yes			
	Are combustible substances or waste stored safely?	Yes			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	Yes No	We will organise training	MK	
Responsibility	Do users have all the information about the hall they need to operate safely?	Yes			