



Marlow Bottom Village Hall

(A Charitable Incorporated Organisation)

Registered Charity No. 1,159,260

RISK ASSESSMENT 2026

Hazard Identified	Who Might Be Harmed & How?	Actions to take to mitigate risk	Further Action Required?
Overall	The hall is a low-risk venue	• Users exercise caution and are encouraged to report problems.	

Slips, trips and falls. Eg uneven surface of car park, steps, cleaning floors etc. General injuries.	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or over objects inside, on external steps or on slippery leaves or ice outside. General injuries eg trapped fingers in doors, dropping tables on feet, harm from dealing with the gate at the side of the building and dealing with padlocks and bolts.	• Car park surface maintained to be as even as possible. • Parking space for elderly visitors or those with disabilities available next to hall entrance. • Good lighting in car park and all rooms and corridors in hall. • Users know (through booking form) to clear up spillages immediately and know where equipment for this is kept. • Mats at entrances to stop rainwater being carried in. • No trailing electrical leads/cables. • Hall is well lit. Lighting in the middle room, kitchen and toilets is automatic. • Salt is available in the storage shed along with a snow shovel if frost and snow cause a potential slip hazard. • Outside spaces are regularly inspected & maintained to eliminate fallen branches, twigs and leaves and to clear up moss. • Banisters are installed near both set of steps (up to front door and up to storage shed). • Specialist non-slip paint has been applied to the steps to the front door and to the storage shed.	• Car park surface and paint condition on steps to be inspected regularly and repaired as necessary
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		• First aid kit provided (in the kitchen). • Fire doors to kitchen and middle room have finger protection applied. • Toilet doors are wedged open by Pre-school, other users know to take extra care and to supervise children. • Tables to be carried carefully (see below).	
Working at height Eg putting up decorations, accessing the fuse box.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	• Hall users know (through booking form) that they are responsible for providing their own stepladder if they wish to put up decorations above head height	

Outside spaces – Car park, side and garden.	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it. Reversing cars are a particularly dangerous hazard to small children. Car park is open to the main road - unsupervised children could run off. Bins could roll into people or cars if brakes are not applied correctly. Uneven levels in the side space could increase risk of falls. Play equipment in the garden could cause injuries.	• Entrance/exit to car park clearly marked. • Outside spaces are well lit. • Bin/recycling collection takes place at times when hall not in use. • Deliveries to be organised during times when hall is not in use. • Bins are in their own specified space in the car park (on level hard-standing) and are safely secured. Hirers never have any need to move bins. • The side space has tape to mark where the floor changes from a slope to a step. • The steps to the shed have banisters. • The garden equipment is owned and regularly maintained by the Pre-school. Users are aware of this and are advised that they are welcome to use it at their own risk. • Children to be supervised at all times.	
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	• Cleaning products marked 'irritant' replaced with milder alternatives. • Cleaner has specific cleaning liquids locked safely in a cupboard with COSHH reports for them and is aware as to how to use products safely. • Cleaning products for hirers' use are stored out of reach of children and COSHH reports are available in the Health & Safety File in the back room.	

Electricity	Users risk electric shocks or burns from faulty equipment or installation.	• Fixed installation items correctly installed by qualified electrician and inspected regularly. • All repairs are undertaken by qualified electrician. • No safety plugs are provided in line with current RoSPA and Department of Health guidelines. • Portable equipment regularly used in the Village Hall are PAT tested annually and are checked for visual signs of damage before use. • Health and Safety File gives information as to how to access the fuse box and switch off the electricity supply. Only to be used in case of emergency.	
Stored equipment	Users could be injured by collapsing stacks of tables in the hall and by tables and chairs in the shed.	• Users know (via booking form) that they must stack tables and chairs carefully so that they do not collapse	
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	• Users know, via booking form, to move tables in pairs and chairs only 2 or 3 at a time. • Users need to take care when moving heavy items up and down steps and from the inside to the outside and vice versa.	
Asbestos and gas	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.	• Asbestos survey has been carried out, and no risk controls are required at present for asbestos. Information is kept in the Health & Safety File. • The out-of-use Gas boiler is housed in a separate 'room', not accessible	

	Gas is not in use at the hall.	by hirers of the hall. It has been capped off, so no danger of gas leaks.	
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	• Fire risk assessment completed, and necessary action taken.	
Heat	Users may be burned or scalded in the kitchen or toilets. Air con/heating units were fitted in 2025. No risk to users.	• Users make sensible use of ovens, grill, microwave, urn and kettle. • Oven instructions are provided. Users are aware (via booking form) that red fuse switch is to be switched off unless the cooker is in use. • Hot water in sinks (kitchen and toilets) is regulated to safe temperature. •	Regular Legionella testing to be maintained.
Water	Leaks from pipes in toilets, kitchen and middle room. Leak from water heater in middle room.	• Hirers to contact Bookings Secretary as soon as possible after a leak is discovered. • The water supply stopcocks are in the middle room to the left hand side of the window. There is one under the counter with a secondary one further up the wall. • Emergency contact details are up in the foyer and the kitchen.	