

# MAYFORD VILLAGE HALL

SAUNDERS LANE, MAYFORD, WOKING, SURREY

Registered Charity No. 305075  
[www.mayfordvillagehall.org.uk](http://www.mayfordvillagehall.org.uk)

## RISK ASSESSMENT

### 1 Scope of Risk Assessment

To identify and address areas of risk at Mayford Village Hall, based on the MVH Health & Safety Policy document.

The committee does not have a legal requirement to record the findings of a risk assessment as less than five people are employed by the Trustees.

However, the management committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure they were brought to the attention of those working or holding an event in the hall.

(Relevant paragraph references to our H&S Policy are shown in brackets)

## 2 Assessment List

This list may be used to carry out risk assessments as required and may be reviewed annually.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Generic awareness of risks (H&S 1.2, 2.4, 3.2)	Staff and hirers.	Staff aware of H&S policies through documentation.  Hirers and contractors are made aware at time of booking and with relevant specific signage within the building and grounds.	Review any identified risks.	Committee	At monthly meetings or as reported	As required
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc. (H&S 4.1, 4.2, 4.3, 4.7)	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip such as on spillages or trip over objects.  Slipping risk in car park in inclement weather	Car park surface maintained to be as even as possible.  Parking space for visitors with disabilities available next to hall entrance.  Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.  Mats at entrance to stop rain being walked in.  No storage in corridors.  No trailing electrical leads/cables.  Regular checks of emergency lighting system.	Car park surface to be inspected regularly and repaired as necessary.  Regular review of cleaner's Job Description and Hirer's Agreement.	Committee  Committee	Routine	N/A

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Work at height Eg changing lights and sensors, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries should they fall.	Appropriate, commercial stepladders securely stored in storeroom and available for use.  Hall committee members and cleaner know how to use the stepladder safely.  Instructions for use are displayed on the stepladder.	Check condition of stepladder.	Committee	Routine	N/A
Vehicle movement (H&S 4.15)	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Entrance/exit to car park clearly marked.  Users of hall to consider whether they need to control car parking.	None			N/A
Kitchen hygiene (H&S 4.10 – 4.13)	Kitchen users' health hazards due to cleanliness  Hot surfaces whilst cooking and use of water heaters	No children in kitchen  Hygiene assessment and notice by local authority  Cleaning and wiping materials provided in kitchen for hirers  First aid box in kitchen.  Tables cleaned after use by hirers	None	Cleaner	Routine	N/A
Food allergies	Hirers serving at kitchen counter	Users are individually responsible for asking for allergy advice.	No further action needed			N/A

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Hazardous cleaning items Eg cleaning products, electrical cleaning machines.	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves provided.  Cleaner is competent to use products and cleaning machinery safely, eg follow instructions on the labels and manuals..  Professional cleaning products and machinery stored securely.  Basic cleaning equipment including vacuum cleaner available to hirers in unlocked cupboard.	Checks and liaison with Cleaner.  Continue with annual Portable Appliance Test of cleaning machines.	Committee  Qualified technician	Routine  Annually	N/A
Electricity (H&S 3.4)	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly.  All repairs by qualified electrician.  Portable equipment checked for visual signs of damage before use.	Ensure hall users know where the fuse box is and how to switch supply off in an emergency described in the Hiring Agreement.  Continue with annual Portable Appliance Tests.	Qualified technician	Annually	
Fire (H&S 3.6, 4.4, 4.5)	If trapped, staff & visitors could suffer fatal injuries from smoke inhalation/burns	Fire risk assessment has been done.  Service contract in place for 6-monthly fire alarm system checks.	Test fire alarm regularly  Ongoing	Cleaner  Committee	Weekly  Contract renewed annually	Log book signed

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Manual handling. Stacking chairs and tables Some tables have spring loaded legs. (H&S 4.14, 4.16)	Anyone setting up and clearing the hall.  Users may suffer back pain if they try to lift objects that are too heavy or awkward	Warning/guidance signs in storeroom.  Chairs must be stacked 7-high max  Tables must be stored in allocated space within protective floor strips.	Routine check of chair cleanliness and trolley wheels	Committee	Annually	
Medical emergencies	Any user at the hall	First Aid kit in kitchen  Defibrillator on external wall by west door  Call an ambulance	Supply & expiry checks  System test & pad expiry checks	Committee  Committee	Monthly  Quarterly	

### Review History

February 2026

Draft 1

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End of Document