

## Document Control

Adopted date: March 2026

Next review date: March 2027

# Risk Assessment – Arminghall Village Hall

**Organisation:** Caistor St Edmund and Bixley Parish Council

**Premises:** Arminghall Village Hall

**Maximum capacity:** 60 persons

## Compliance Statement

This risk assessment demonstrates that the Parish Council has taken reasonable and practicable precautions to prevent injury, loss, or damage, in accordance with insurance policy conditions for:

- Public Liability
- Employers' Liability (paid staff and volunteers)
- Property and Hirers' Liability

## Persons at Risk

- Members of the public and hall users
- Hirers and attendees (up to 60 persons)
- Paid Parish Clerk
- Volunteers including Members of Parish Council
- Contractors
- Vulnerable users (children, elderly, disabled)

## Hazard Assessment

### 1. Hazard: Fire

Who might be harmed: All users.

Risk: Injury, death, property damage (medium)

Existing controls: Occupancy limited to 60 persons. Fire extinguishers installed and serviced annually; smoke alarms fitted; clear fire exits; emergency lighting.

Further actions required: Carry out regular fire drills; display fire action notices; keep exit routes clear.

### 2. Hazard: Slips, trips & falls

Who might be harmed: All users.

Risk: Injury to users (medium)

Existing controls: Routine inspections of floors, entrances, steps, and external paths.

Good lighting; regular cleaning; entrance mats.

Further actions required: Log inspections; repair uneven surfaces promptly.

### 3. Hazard: Electrical hazards

Who might be harmed: Users, staff

Risk: Fire or electric shock (medium)

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Existing controls: Fixed wiring inspected (EICR); PAT testing for portable appliances; sockets not overloaded. Volunteers and hirers instructed not to use unsafe equipment.

Further actions required: Keep PAT register up to date.

### **4. Hazard: Manual handling**

Who might be harmed: Volunteers, hirers

Risk: Musculoskeletal injury (medium)

Existing controls: Guidance provided on lifting tables/chairs.

Further actions required: Provide basic manual handling guidance.

### **5. Hazard: First aid / medical incidents**

Who might be harmed: All users

Risk: Delay in treatment (low)

Existing controls: First aid kit provided and checked; emergency contact numbers displayed

Further actions required: Appoint a named person to check kit.

### **6. Hazard: Safeguarding (children & vulnerable adults)**

Who might be harmed: Vulnerable users

Risk: Harm to children or vulnerable adults (medium)

Existing controls: Hirers responsible for supervision at all times, safeguarding policy in place, no unsupervised activities permitted.

Further actions required: Ensure policy reviewed and accessible.

### **7. Hazard: Security / unauthorised access**

Who might be harmed: All users

Risk: Unauthorised access or theft (low)

Existing controls: Lockable doors; key control system operated by the Parish Council.

Hirers instructed on locking procedures.

Further actions required: Review key access annually.

### **8. Hazard: Outdoor areas**

Who might be harmed: Users

Risk: Injury from uneven surfaces or poor lighting (medium)

Existing controls: Adequate lighting; marked paths, grit bin located near hall in Church Close if required.

Further actions required:

### **9. Hazard: Contractors on site**

Who might be harmed: Users, contractors

Risk: Injury or damage during works (low)

Existing controls: Contractors provide: Public Liability insurance and risk assessments / method statements.

Further actions required: Monitor compliance.

### **10. Hazard: Alcohol (Unlicensed Premises)**

Who might be harmed: Users, volunteers, public

Risk: Injury, disorder, breaches of law (low-medium)

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Existing controls: No sale of alcohol; Alcohol may only be consumed where this is lawful, such as at private events where no sale or supply to the public takes place, or where the hirer has obtained a valid Temporary Event Notice (TEN); Hirers are responsible for ensuring compliance with all relevant licensing legislation; responsible adult supervises; spills cleared; Parish Council may refuse or terminate hire if risks uncontrolled

Further actions required: Monitor and review.

## Emergency Procedures

- Emergency exits clearly marked and kept unlocked when hall is in use
- Assembly point identified and signposted
- Emergency contact numbers displayed
- Hirers provided with emergency procedure information

## Hirer Conditions

All hirers must:

- Comply with maximum capacity of **60 persons**
- Complete an activity-specific risk assessment
- Supervise children and vulnerable adults
- Follow fire and emergency procedures
- Report accidents, near misses, or defects
- Remove all rubbish generated during the hire period from the Village Hall upon departure and dispose of it appropriately. A refuse sack will be provided within the internal rubbish bin for this purpose.

### Prohibited activities:

- Inflatables or bouncy castles
- Live music or amplified performances

## Monitoring & Review

- Risk assessment reviewed annually or after incidents
- Fire risk assessment reviewed annually
- Accident book maintained
- Inspection, maintenance, and testing records retained

## Declaration

This risk assessment confirms that the Parish Council has taken reasonable and practicable steps to manage risk associated with the operation of the village hall. Hirers are responsible for completing additional risk assessments for their specific activities.