

Colbury Memorial Hall Health & Safety Risk Assessment		Accidents		Page 1 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
Accidents (First Aid)	Contractors Hirers Staff Trustees Volunteers Visitors	First Aid box in kitchen	Caretaker to check first aid box contents (out of date items) and battery and pads on defibrillators	Caretaker	Ongoing
		Two defibrillators available (kitchen and outside entrance doors) Accident book in kitchen	RIDDOR - Trustees to report specific workplace incidents to the Health and Safety Executive (HSE)	Trustees	

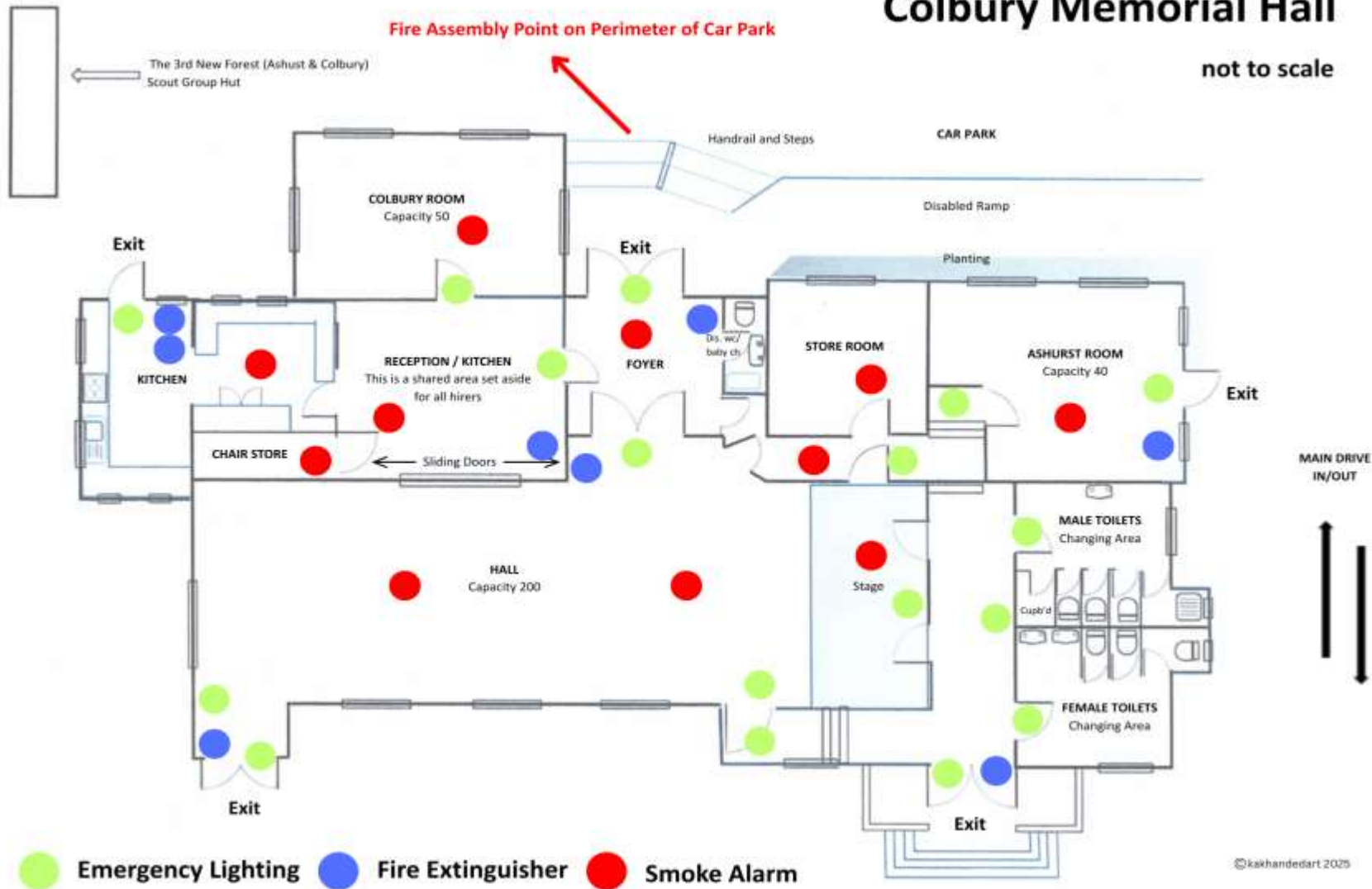
Colbury Memorial Hall Health & Safety Risk Assessment		Burns and Scalds		Page 2 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
<u>Burns and Scalds:</u> Cooker Dishwasher Grill Kettles Plate Warmer Water Urn	Contractors Hirers Staff Trustees Volunteers Visitors	Fire Blanket in kitchen First Aid box in kitchen Fire Extinguisher in kitchen Fire Extinguisher and electrical appliances checked once a year Notice displayed saying children under the age of 10 are not permitted in the kitchen Silicon mitts available for hirers First Aid procedures put up in kitchen covering burns and scalds Notices displayed asking users to keep kettles and urn away from edges			

Colbury Memorial Hall Health & Safety Risk Assessment		Electricity		Page 3 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
<u>Electricity:</u> Risk of shocks or burns from faulty equipment	Contractors Hirers Staff Trustees Volunteers Visitors	Electrical work to be carried out by approved contractors only			
		Portable equipment checked once a year by approved contractor (PAT Testing)	Due April 2026	Contractor	Last check completed 4th April 2025
		Fixed mains wire testing carried out every five years	Due November 2030	Contractor	Last test completed 23rd Nov 2025
		Any faulty equipment to be removed from use and disposed of if unable to repair	Daily checks by Caretaker	Caretaker	Ongoing

Colbury Memorial Hall Health & Safety Risk Assessment		Fire		Page 4 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
Fire	Contractors Hirers Staff Trustees Volunteers Visitors	Fire alarm installed	Contractor checks fire alarm, smoke detectors, and emergency lighting annually	Contractor	Last fire check completed 11/02/2025 Last emergency lighting check completed 01/07/2025
		Smoke detectors fitted around the hall	Caretaker to carry out regular checks and record	Caretaker	Ongoing
		Fire exits labelled	Hall plan shows locations of fire and smoke alarms, and emergency lighting to assist Caretaker's checks	Caretaker	Ongoing
		Fire assembly point in the car park			
		Emergency lighting available in the event of power failure			

Colbury Memorial Hall

not to scale



Colbury Memorial Hall Health & Safety Risk Assessment		Hazardous Substances		Page 6 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
<u>Hazardous Substances:</u> Risk of injury if people come into contact with substances	Contractors Hirers Staff Trustees Volunteers Visitors	Only domestic and commercial cleaning products are used Cleaning products are stored in a locked room within the gents toilets Day to day cleaning products are stored within a locked cupboard in the kitchen Masks and disposable gloves available to the cleaner	Inform new staff of the risk assessment	Trustees	Ongoing

Colbury Memorial Hall Health & Safety Risk Assessment		Slips, Trips and Falls		Page 7 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
Slips, Trips and Falls	Contractors Hirers Staff Trustees Volunteers Visitors	Disabled accessways installed to main entrance, kitchen and Ashurst room Support rails installed to steps at main entrance and kitchen Good lighting inside and outside the building Chevron tape on step edges, front of stage and door ramps	Regular checks on lighting and floor surfaces	Caretaker and Trustees	Ongoing

Colbury Memorial Hall Health & Safety Risk Assessment		Vehicle Movement		Page 8 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
Vehicle Movement	Contractors Hirers Staff Trustees Volunteers Visitors	<p>Car park is well lit</p> <p>White lining on the tarmac defining car parking spaces including disabled, plus directional arrows for traffic movement and speed limit signs</p> <p>Warning sign at exit warning of pedestrians and cyclists</p> <p>Car park secured with lockable barrier</p> <p>Weekly bin collections are carried out of hall hiring hours</p>			

Colbury Memorial Hall Health & Safety Risk Assessment		Working at Height		Page 9 of 10	
What are the hazards	Who might be harmed	What are we doing already	What further action is needed	Action by	Date Completed
<u>Working at Height:</u> Hall users could suffer injuries in the event of a fall	Contractors Hirers Staff Trustees Volunteers Visitors	Any work where a step ladder or ladder is required to be carried out by an approved contractor	Inform new staff of the risk assessment	Trustees	Ongoing

Availability

This document is published on our website <https://www.colburymemorialhall.org.uk/> and shall be given to anyone who wishes to have a copy.

Version Control - Approval and Review

This document shall be reviewed annually by Trustees, following a change in legislation or other significant factor.

Version No.	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	31.10.2025	First version approved	Annual