

Risk Assessment and Health & Safety Action Plan - Hunston Village Hall

Risk Assessment & Health and Safety Action Plan		For: Hunston Village Hall - The Whole Building: Hall, Kitchen, Hallway, Toilets and Outside the Hall			Date assessed 6th March 2026	By Wendy Gray
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control	Action by who?	Action by when?	Done/date
KITCHEN						
1. Spillage & Hygiene Hazard. Work tops at 900mm, cooker with gaps that will attract grease and dirt.	Hall users, volunteers and staff working in the kitchen.	Hazard spillage/burning signage	no			
2. Burning Hazard. Boiling water heater drips from spout	Hall users, volunteers and staff working in the kitchen.		Hazard signage "Boiling Hot Water"	CS/KP	31/03/2026	18/03/2026
3. Hazard for Young Children	Children, if unsupervised.	Children NOT allowed in kitchen, unless under adult supervision.	Hazard signage "Children NOT allowed in kitchen, unless under adult supervision"	CS/KP	31/03/2026	18/03/2026
TOILETS						
4. Ladies Toilets - NO ACTION REQUIRED			no			
5. Mens Toilet - Inaccessible height for urinal	Children and adults shorter than 5 feet tall	Separate toilet for children and adults shorter than 5 feet tall	no			
6. Accessible Toilet - NO ACTION REQUIRED			no			
HALLWAY						
7. Trip Hazard Furniture/Equipment. Table tennis table and wheelchair ramp blocking access in hallway.	Hall users, volunteers and staff	Making sure all furniture/ equipment are arranged near to the wall, leaving the walkway clear from front doors to kitchen.	Hazard signage: "Keep Fire Exit Route Clear At All Times. Do Not Obstruct Walkway"	CS/KP	31/03/2026	Ongoing - 18/03/2026
8. Fire Evacuation Notice. Can not be seen or read.	Hall users, volunteers and staff	Making sure table tennis tables are placed right up against the wall to the corner not blocking the Fire Evacuation Notice.	Display a larger notice and move it along the wall for clear visibility.	CS/KP	31/03/2026	18/03/2026

MAIN HALL						
9. Trip Hazard. Furniture layout in the hall.	Hall users, volunteers and staff		Hazard signage in furniture cupboard: "Please remember to position tables and chairs so evacuation routes remain clear"	CS/KP	31/03/2026	18/03/2026
10. Manual Hazard. Whilst using trolleys for tables and chairs.	Hall users, volunteers and staff	Hazard signage: "Have you cleaned the tables? Please stack the tables in pairs with the table tops facing each other. No more than 3 pairs of tables in each station"	no			
11. Fire Evacuation Notice. Main hall does not have one displayed to help with evacuation routes and information.	Hall users, volunteers and staff	N/A	Display a larger notice and put it above the hand sanitiser upon entry into the hall for clear visibility and access.	CS/KP	31/03/2026	18/03/2026
LINK CORRIDORS						
12. Trip Hazard. Barrels kept in the corridor.	Hall users, volunteers and staff	Making sure all equipment is placed in the store cupboard by the Community Club AND football teams (Home and Away) to help keep walkway clear.	Hazard signage: "Keep Fire Exit Route Clear At All Times. Do Not Obstruct Walkway"	CS/KP	31/03/2026	Ongoing - 18/03/2026
OUTSIDE (Front)						
13. Trip Hazard and Accessibility. Front door has a slight step when open.	Children, young adults and elderly.	Ramp available just inside door for wheelchair and disabled users.	Hazard signage: "Trip Hazard - Watch Your Step"	CS/KP	31/03/2026	18/03/2026
14. Outdoor Lighting. Visibility to the side of the village hall when walking from Selsey Road to Annex.	Everyone	Outdoor flood lighting in place. Regularly checked.	no			Ongoing - 18/03/2026
15. Trip Hazard. Obstruction blocking the pathway to the side	Everyone	Making sure all obstructions are removed to keep the path clear at all times.	no			Ongoing - 18/03/2026

For further information and to view examples of risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
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