

Woolpit Village Hall Risk Assessment 2026

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Entrance lobby	<p>Corridor blocked by objects which prevents safe access or exit.</p> <p>In wet weather the floor may become wet and create a slip hazard.</p>	<p>Nothing placed in corridor which prevents safe use.</p> <p>Entrance monitored and dry surface maintained</p>	Wet surface signs kept in store room.
Main Hall	<p>Fire exits blocked</p> <p>Easy movement around the hall blocked by table and chairs.</p> <p>Bar area creates a choke point with the main entrance/exit.</p> <p>Floor becomes wet due to spillage of liquid.</p> <p>Too many people in the hall.</p> <p>Incorrect moving of heavy objects</p>	<p>Hirers ensure exits are not blocked inside or out by table, chairs, etc.</p> <p>Tables and chairs placed in the hall to allow an easy flow.</p> <p>Hirers ensure tables do not block the bar area or exit and manage queues.</p> <p>Area cordoned off and made dry as quickly as possible.</p> <p>Hirers observe limits on numbers in Hall for seating arrangements.</p> <p>All heavy objects are moved safely.</p>	<p>Wet surface signs kept in store room.</p> <p>120 seated at tables or 180 close seating.</p>
Kitchen/Bar Servery	<p>Electrical equipment left on at the end of hire</p> <p>Fridge doors left closed.</p> <p>Caution is taken with Hot surfaces.</p> <p>Caution is taken with sharp implements.</p>	<p>Hirer checks before departure all equipment turned off and fridge doors left open.</p> <p>Hirers make everyone aware of hot surfaces, especially children.</p>	<p>A Trustee checks the Kitchen during post hire inspection.</p> <p>Children should not be allowed in the kitchen whilst the ovens are in use</p> <p>All sharp implements put away at the end of the hire.</p>

	<p>Hot water urns are safely used to prevent burns.</p> <p>Doors clear of obstructions to allow safe entrance and exit.</p> <p>First Aid required</p>	<p>Hirers make everyone aware of sharp implements, especially children.</p> <p>Hot water urns are positioned where they cannot fall over and are used by a responsible adult.</p> <p>Doors unlocked whilst the kitchen is in use and nothing placed in front of the door to block the access.</p> <p>The First Aid box is located in the Kitchen with the accident book.</p>	<p>Urns are emptied at the end of the hire.</p> <p>If a defibrillator is required they are located at the Health Centre and Cricket Pavilion.</p>
Toilets	<p>Floor becomes slippery</p> <p>Toilets not flushed and water taps left on</p>	<p>Area cordoned off and made dry as quickly as possible.</p> <p>Hirer inspects toilets flushing toilets as required and ensuring water taps off</p>	<p>Wet surface signs kept in store room.</p> <p>A Trustee checks the Toilets during post hire inspection</p>
Downstairs Storage Room	<p>Incorrect moving of heavy objects</p>	<p>All heavy objects are moved safely and stored so as not to block the entrance.</p>	<p>Use good manual handling practices</p>
Roger Eburne room	<p>Fire exits blocked</p> <p>Incorrect moving of heavy objects.</p> <p>Too many people in the room for the event they are holding.</p>	<p>Hirers ensure exits inside and out are not blocked by table, chairs, etc</p> <p>All heavy objects are moved safely.</p> <p>Hirers observe limits on numbers in the room.</p>	<p>A Trustee checks the RE Room during post hire inspection</p> <p>60 people</p>
Lighting Box	<p>Low beam hazard</p>	<p>Users made aware and beam protected by foam</p>	<p>Hazard sign posted on entrance door</p>
Upstairs Storage Room	<p>Gangway blocked with store items</p>	<p>Drama Club to ensure a clear gangway is maintained at all times.</p>	
Stage	<p>Unauthorised access to the stage.</p>	<p>Barriers on the stairs in place to restrict access and rear door</p>	<p>Stage curtains kept closed when stage not in use</p>

	<p>Items on the stage floor area create a trip hazard.</p> <p>Users falling off the front edge of the stage</p>	<p>bolted to prevent unauthorised access. Stage floor left clear.</p> <p>Users plan a safety zone from the front edge</p>	
Rear corridor to CP Room	Blocked corridor prevents safe access.	<p>Nothing stored in corridor to maintain safe access Chair lift to be in stowed position when not in use</p>	
Chair and table store	<p>Badly stacked equipment.</p> <p>Ceiling lights could be broken through poor handling of tables.</p>	<p>Tables and chairs stored in a safe manner.</p> <p>Tables removed and replaced carefully in the store.</p>	<p>Chairs not stacked above 10</p> <p>Always open both sides of the access doors and remove the trolleys to the hall for unloading</p>
Cathy Prior Room	<p>Electrical equipment left on at the end of hire.</p> <p>Fridge door left closed.</p> <p>Too many people in the room for the event they are holding.</p>	<p>Hirer checks before departure all equipment turned off.</p> <p>Fridge door left open when not required for use</p> <p>Hirers observe limits on numbers in the room.</p>	<p>A Trustee checks the CP Room during post hire inspection</p> <p>40 people.</p>
Outside space	Entrance and paths illuminated during hours of darkness.	Hirers ensure outside lights are illuminated and those on a timer are refreshed as required.	
Additional This Risk Assessment is suitable for the following Trustee-run activities; Quizzes, Bingo, Dances and Table-Top Sales			

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Signed _____

Date _____

Event _____