



EAST COWTON VILLAGE HALL Health and Safety Policy

Risk assessment

Assessment carried out by: J. Crabbe

Date of next review: 27/10/2026

Date assessment was carried out: 27/10/2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slip, trips and falls. Exterior of the building. Caused by: 1. uneven or slippery surfaces. 2. Inadequate lighting 3. Poor maintenance 4. Lack of handrail 5. Access to other hazards e.g. main road.	Users of the Hall and contractors accessing The Hall via paths and steps. Potential injuries include fractures and bruising.		Paths and steps to be cleaned of moss and fallen organic matter. Any damage to surfaces to be repaired. Barrier requirements to paths and steps to be assessed.	Committee. Arranging for architects inspection.	Ongoing	May 25 No barriers required.



ECVH-CIO, Charity Number 12007668

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Slip, trips and falls. Interior of the building. Caused by: 1.uneven or slippery surfaces. 2. slipping on wet floor 3. tripping and falling – loose mats 4. tripping and falling - Pushchairs	Users of the Hall and contractors Potential injuries include fractures and bruising.	Good general housekeeping. Advising users of potential risk to be aware.	Replace worn kitchen floor surface.	Committee	In Hand	Completed Sep 2025
Working at height	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off ladders and other means of access	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. This also applies to groups using the Hall.	Safe access to storage loft required to be put in place plus fall safety barriers	Committee	Completed	
Falling objects, e.g. stage lighting and scenery	Users of the Hall and performers hit by falling objects causing impact wounds or death	Stage lighting fixture has been reviewed. Redundant ceiling heaters removed.	Regular visual inspections.	Committee	Monthly	



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Poor Storage of tables and chairs.	Users of Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Lighter weight chairs purchased. Under stage storage trolley system constructed. No more than 3 chairs lifted at one time	None			
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty	Fixed wiring periodically inspected, tested and certificated (most recently in 2023). Users made aware they are responsible for their equipment and advised of need to check it (particularly applies to stage lighting and equipment). Users advised where main distribution board and switches are located.	Repeat electrical testing when due. Circuits re-tested when modifications made	Treasurer	Fixed wire routine checks September 2026	
Fire	Users of the Hall who might be trapped and suffer burns and smoke inhalation.	Fire risk assessment completed. Refurbished fire escape doors	Access and egress paths and doors to be assessed as suitable for wheelchair users.	Committee	Ongoing	



Review of Risk Assessment

The management committee will review this Risk Assessment annually.
The next is due.

Month 27th October Year 2026

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive --- HSE Mallard House Kings Pool, 3 Peasholme Green York YO1 7PX
- The Fire Authority, North Yorkshire 01609 780150
- The North Yorkshire environmental health department..... 0300 131 2 13