# Kings Worthy Community Centre

# Hazard Identification and Risk Assessment

| **Venue: Kings Worthy Community Centre** | **Assessed By: Lyndsey White** | **Date:**<br>**29 May 2026** |
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| **Review date** | **29 May 2027** | |
| **All persons are encouraged to read and understand this document which supports the requirements of the HSWA 1974. Both employers and employees have a duty of care. All users, staff and volunteers must act safely when attending the community centre.**<br>**This risk assessment does not attempt to cover every activity undertaken by users of the hall. Where appropriate hirers will provide specific activity-based risk assessments for the activities they are undertaking.** | | |

| | **Probability (P)** | **Severity (S)** | **Risk Level (R)** | **Consequence** |
|---|---|---|---|---|
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| **Item** | **Activity / Area of hall** | **Hazard** | **Risk Assessment (Without Controls)** | | | **Controls** | **Risk Assessment (With Controls)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | **P** | **S** | **R** | | **P** | **S** | **R** |
| 1 | Slips, trips & falls | Users of the hall and car park may suffer injuries such as fractures, cuts or bruising if they fall or slip, e.g. on spillages, falling branches, icy conditions and tripping over obstacles. | 3 | 3 | 9 | Hazards will be mitigated by:<br>• Safe access to the building during icy conditions by using salt/grit as required.<br>• Weekly inspection of open spaces undertaken by Maintenance Contractor and issues reported to Parish Office.<br>• Trees are inspected and works carried out as per consultants' recommendations.<br>• Grounds Maintenance contractors to keep pathways clear of debris and moss.<br>• Grounds Maintenance contractors regularly trim plants and vegetation. | 2 | 3 | 6 |

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| | | | | | | • Parking space for visitors with disabilities is available closest to the entrance.<br>• Good lighting in car park and all rooms and corridors in building<br>• Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.<br>• No storage in corridors.<br>• No trailing electrical cables/leads are permitted, and safety covers must be fitted where needed.<br>• Front door closer is fitted with safety sensors to detect people accessing the door and is serviced annually by a qualified door technician.<br>• Chairs provided meet EN16139:2013 and have a maximum weight capacity of 160 kg (25 stone). | | | |
| 2 | Work at height | Anyone working at height could suffer injuries, possibly very serious ones, should they fall. | 3 | 4 | 12 | • Any contractors working at the hall are responsible for making their own safety arrangements if working at height.<br>• Hall users should not climb onto unstable structures to access areas out of reach e.g. Chairs or tables. | 2 | 3 | 6 |
| 3 | Loft | Head injury from low ceiling/beams. Slips & falls, exposure to rodent droppings/insulation | 2 | 3 | 6 | • Only authorized people are permitted in the loft space and Parish staff members only access the loft with another member of staff, contractor or Councillor present.  Access key for the hatch kept in locked cleaners' cupboard which is not accessible to the public/hall users. | 1 | 2 | 2 |

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| | | | | | | • Contractors access loft space with someone present on-site. If on-site unaccompanied, regular checks are made to ensure they are safe.<br>• Member of staff or barrier erected when loft hatch is down warning of the danger.<br>• Anyone entering the loft space must wear an appropriate face mask and disposable gloves. Signage on inside of loft hatch confirming this.<br>• Regular pest control visits undertaken (at least quarterly) and any rodent activity dealt with promptly. Rodent faeces to be removed once rodent activity has stopped (based on advice from pest controller). | | | |
| 4 | Hazardous substances e.g. cleaning materials | The cleaner and users risk skin problems from prolonged use of cleaning chemicals<br>Vapour may cause breathing problems from strong chemicals<br>Eye damage from direct contact with cleaning materials | 3 | 2 | 6 | <u>Chemicals for cleaning the building:</u><br>• External cleaning contractors used and no associated cleaning chemicals to be kept on-site.<br><u>Chemicals for use by hall users:</u><br>• Only washing up liquid and surface cleaner to be available. Full COSHH assessment to be undertaken for both and made available (including any associated control and/or first aid apparatus).<br>• Quantity of above available to hall users to be kept to a minimum to reduce risk.<br><u>Chemicals kept for use by the Parish Office:</u><br>• Full COSHH assessment to be undertaken for both and made available (including any associated control and/or first aid apparatus).<br>• Staff to ensure that instructions are read carefully and products are diluted as per instructions | 2 | 1 | 2 |

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| | | | | | | General:<br>• Never transfer products to unmarked containers. Washing up liquid dispenser to be labelled as such.<br>• COSHH register must be kept updated with any new cleaning materials and made available as appropriate. | | | |
| 5 | Electricity and carbon monoxide | Electrocution, scalding & burns, gas and/or CO2 leakage. Slips & falls (due to front door knocking someone over) | 2 | 5 | 10 | • EICR test is undertaken every 5 years and PAT testing undertaken annually.<br>• All repairs are undertaken by a qualified electrician.<br>• Private hall users - Portable equipment must be checked for visual signs of damage before use and users remain responsible for it at all times.<br>• Commercial hirers and contractors (DJs, bands, caterers, etc.) – They remain responsible for any equipment they bring into the hall and must be able to show appropriate PAT testing and safety checks have been undertaken.<br>General –<br>• Fuse board in locked cupboard and not accessible to members of the public/hall users.<br>• Any damage reported to the Office is made safe immediately and repaired as soon as possible.<br>• Boiler is regularly serviced (annually) and has an external vent.<br>• Carbon monoxide detector is installed next to boiler.<br>• Portable heaters/fires are not permitted at any time. | 1 | 3 | 3 |
| 6 | Stored / stacked equipment | Injury caused by stacked chairs and / or tables falling | 3 | 2 | 6 | • Users must stack chairs and tables carefully as set out in the on-site instructions.<br>• Chairs must be moved using moveable storage trollies | 1 | 2 | 2 |

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| | | | | | | wherever possible.<br>• Correct manual handling techniques for lifting to be used. Users should not lift more than 2 chairs at one time.<br>• Hirers using storage cupboards are responsible for ensuring items are stored sensibly and that shelves are not overloaded, and items are not leaning against the doors. | | | |
| 7 | Manual handling | Users may suffer back pain when lifting heavy or awkward objects. | 2 | 3 | 6 | • Correct manual handling techniques for lifting to be used. If you need to lift something manually, follow HSE advice. If in doubt, ask for help and as a minimum:<br>a) Reduce the amount of twisting, stooping and reaching<br>b) Avoid lifting from floor level or above shoulder height, especially heavy loads<br>c) Adjust storage areas to minimise the need to carry out such movements<br>d) Consider how you can minimise carrying distances<br>e) Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components | 1 | 2 | 2 |
| 8 | Fire | If trapped, users or staff could suffer fatal injuries from smoke inhalation/burns | 2 | 5 | 10 | • Fire Risk Assessment and maintenance logbook stored in office.<br>• Gas boiler serviced annually to ensure it is functioning correctly.<br>• Fire Emergency Action plan displayed appropriately. No permanent phone is provided. Users should dial 999 on their mobile phone in the event of an emergency. | 2 | 3 | 6 |

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| | | | | | | • Maintenance contract in place for fire alarm, sensors/detectors, emergency lighting, fire shutter & extinguishers.<br>• Extinguishers available for use by suitably trained persons only. Do not place yourself at unnecessary risk.<br>• Keep escape routes clear.<br>• Fire exits clearly marked and fire escape route signage present.<br>• Chairs used in the hall are certified to BS 5852:2006 Crib 5. | | | |
| 9 | Naked flames | Hirers light candles for their event | 3 | 4 | 12 | • It is recommended that all types of naked flames (including candles and tea lights) are not used, and LED replica lights offer a safer alternative.<br>• As per the hire agreement, only standard birthday candles can be used, and users are fully responsible for their safe use and extinguishment. Users should note:<br>a) Birthday candles should only be used as cake decorations and mounted in secure suitable holders. Cake to be positioned centrally on a table or worksurface so as not to cause a hazard.<br>b) Care should be taken around children and other flammable decorations which make also be present.<br>c) All naked flames should be extinguished at the end of the event and disposed of off-site.<br>d) If a burn occurs – Follow first aid guidance in the first aid box provided. First box contains burn dressings for small burns. Medical advice should be sought if needed from 999 (emergencies) or 111 (non-emergencies). | 2 | 3 | 6 |

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| 11 | Water (including legionella) | Risk of contracting Legionnaires disease from contaminated water. Risk of scalding from hot water | 2 | 4 | 8 | <u>Hot water –</u><br>**Note - Hot water is provided via an unvented hot water cylinder with electrical immersion heater to heat the water to the appropriate temperature. All publicly accessible taps fitted with Thermostatic Mixing Valve (TMV) on the supply or built into the tap itself.**<br>• Monthly water temperature tests are undertaken to ensure that hot water is at least 50°C (after being run for one minute) on the supply pipe, and below 44°C from the outlet.<br>• To prevent scalding, hot water supply to cut-off in the event of cold-water supply failing.<br>• Only non-TMV regulated tap to be in the cleaner’s cupboard and locked from use by unauthorised persons. Clear signage present to identify risk of scalding from this tap.<br>• Testing to be undertaken with a professionally calibrated thermometer held in the flow for outlet testing and using pipe probe for pipe temperature.<br><u>Cold water –</u><br>**Note – Water fed directly from buildings main supply.**<br>• Monthly water temperature tests are undertaken to ensure that cold water is below 20°C (after being run for two minutes).<br>• Testing to be undertaken with a professionally calibrated thermometer held in the flow for outlet testing and using pipe probe for pipe temperature. | 1 | 4 | 4 |

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| | | | | | | General -<br>• "Not drinking water" signs on all outlets apart from main kitchen tap.<br>• Hot water warning sticker displayed on unit to warn of risk of scaling.<br>• Hot water boiler regularly heats water to keep it at the right temperature (boiling) throughout the day.<br>• Hot water boiler is wall mounted and thus cannot be tipped over. It also has its own direct water feed from the mains (located under the kitchen sink).<br>• Hall is in regular use (including by Parish Council) and thus taps are in regular use.<br>• The unvented hot water cylinder is serviced annually by an engineer.<br>• All cisterns are properly covered. | | | |
| 12 | Kitchen | Burns | 3 | 3 | 6 | • Appliances checked as part of EICR (fixed) or PAT testing (portable).<br>• Instructions for use of the oven/microwave to be clearly displayed on-site. | 3 | 2 | 4 |
| 13 | Vehicle movement(s) | Users of the hall and car park (including staff & Councillors) may suffer serious injury if struck by cars whilst manoeuvring | 3 | 4 | 12 | • Car park surface maintained to be as even as possible.<br>• Entrance to car park to remain clear.<br>• Car park is well lit with external lighting.<br>• Parking spaces are lined with white lines | 2 | 3 | 6 |

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| 14 | Spread of virus/bacteria | Users of the hall (including staff & Councillors) could become ill from contracting transmissible viruses and/or bacteria. | 4 | 3 | 12 | • Full cleaning regime in place and suitable appropriate anti-bacterial/virucidal cleaner to be used.<br>• General cleanliness is to be included in the above regime.<br>• Hire terms to include requirement to clean spillages. | 2 | 3 | 6 |
| 15 | First aid | Users of the hall may require first aid treatment for a multitude of injuries (risk is lack of first aid provision) | 3 | 3 | 6 | • Commercial hirers are required to provide their own first aid arrangements, including training and provision of first aid equipment/supplies.<br>• BS8599 compliant first aid kit to be made available to cover hall attendees.<br>• Guidance leaflet included in first aid kit. If uncertain, medical advice must be sought via 999 (for emergency injuries) or 111 (for non-emergency injuries).<br>• Parish Office must be notified if the first aid kit is used.<br>• Parish Office will undertake a weekly check of the first aid kit to ensure the seal remains unbroken, kit is in date and re-stock as required. | 2 | 3 | 6 |