

## Risk assessment

Company name: **Mudford Village Hall**

Assessment carried out by: **Jan Sugg**

Date of next review: **March 2026**

Date assessment was carried out: **March 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
<b>Slips and trips</b>	Kitchen/food service volunteers and customers may be injured if they trip over objects or slip on spillages. Vulnerable visitors with poor mobility/eyesight	Good housekeeping: work areas kept tidy, goods stored suitably. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks quickly reported to manager. Volunteers clean up spillages (including	Remind staff to maintain good standard of housekeeping. All accidents to be reported in the Accident Book, kept in the Health & Safety folder and reported at Committee Meetings to ensure lessons learnt and any further action taken.	Chair of MVH	March 2025	

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		dry spills) immediately using suitable methods and leave the floor dry. Suitable cleaning materials available. Good lighting in all areas No trailing cables or obstruction in walkways. Steps and changes in level highlighted.				
<b>Manual handling. Manipulating heavy items such as ingredients, bags of shopping, trays of glasses, trays of crockery/cutlery, putting up/ and</b>	All volunteers may suffer injuries such as strains or bruising from handling heavy/bulky objects.	Commonly used items and heavy stock stored on shelves at waist height. Suitable mobile steps provided, and staff trained to use	Ensure all volunteers have read risk assessments and Health & Safety Policy. Work in buddy system wherever possible. Purchase sack trolley.	Chair MVH	February 2025	

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<p><b>down tables and chairs</b></p>		<p>them safely. Handling aids provided for movement of large/heavy items. Sink at good height to avoid stooping. Volunteers trained in how to lift safely. Care taken when putting tables together (buddy system if possible)</p>				
<p><b>Contact with steam, hot water, hot oil and hot surfaces</b></p>	<p>Kitchen and food service volunteers may suffer scalding or burns injuries.</p>	<p>Volunteers expected to use a certain duty of care with risk of hot oils spillage and on procedure for emptying/cleaning fryers. Volunteers understand risks of</p>	<p>Display 'hot water' signs at sinks and 'hot surface' signs at hot plates</p>	<p>Chair MVH</p>	<p>March 2025</p>	

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		<p>releasing steam safely Water mixer taps provided are the gold standard, so care must be taken with separate taps Heat-resistant gloves/cloths/aprons provided.</p>				
<p><b>Knives</b></p>	<p>Volunteers involved in food preparation and service could suffer cuts from contact with blades.</p>	<p>Volunteers expected to use a duty of care and presence of mind when handling sharps. Knives will be suitably stored when not in use. First aid box provided and details of first aiders provided.</p>	<p>Remind volunteers that suitable cutters will be provided to open packaging. Knives only to be used for food preparation.</p>	<p>Chair of MVH and all Volunteers</p>	<p>March 2025</p>	

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<p><b>Food handling</b></p>	<p>Frequent hand washing can cause skin damage. Some foods can cause some volunteers to develop skin allergies. Incorrect preparation and storage of food can lead to serious outbreaks of ill health</p>	<p>All volunteers involved in the preparation, cooking, and handling of food will complete Level 2 Food Safety and Hygiene for Catering. Certificates to be kept in the Health &amp; Safety Folder. Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands. Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems.</p>	<p>Volunteers encouraged to follow good hand hygiene principles in washing and drying. Report any issues of skin irritation</p>	<p>Chair of MVH and all volunteers</p>	<p>March 2025</p>	

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		Where handling cannot be avoided, hands are rinsed promptly after finishing the task.				
<b>Contact with bleach and other cleaning chemicals</b>	Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems	Dishwasher used instead of washing up by hand. All containers clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Long-handled mops and brushes, and strong rubber gloves, provided and used. Staff wash rubber	Volunteers encouraged to follow good hand hygiene principles in washing and drying. Report any issues of skin irritation	Chair of MVH and all volunteers		

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		gloves after using them and store them in a clean place.				
<b>Electrical</b>	Volunteers could suffer serious/fatal injuries as a result of an electric shock.	All electrical items PAT tested by a qualified electrician prior to use. Volunteers are expected to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment to the MVH designated Handyman. Volunteers know where the fuse box is and how to safely switch off electricity in an emergency.	Ask a qualified electrician to inspect electrical equipment and advise on how often these should be inspected and tested.	Chair of MVH	March 2025	

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		<p>Access to the fuse box to be kept Residual current devices (RCDs) installed on supplies to hand-held and portable appliances. clear.</p>				
<p><b>Fire</b></p>	<p>Volunteers, visitors or customers could suffer serious/fatal injuries from burns/smoke inhalation.</p>	<p>Fire alarm system checked weekly and documented in Health &amp; Safety Folder. Fire Assessment Officer performs yearly monitoring. Fire Risk Assessments done and the necessary action taken. Remind all users of</p>		<p>Designated Fire Warden Chair of MVH</p>	<p>March 2025</p>	

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		the hall of the No Smoking policy.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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