



ASHCOMBE VILLAGE HALL - RISK ASSESSMENT

RISK ASSESSMENT TITLE	Assessment carried out by	Date	Date of next review	Adress
SKITTLES	Tom Hunt	Sept '26	September 2027	Ashcombe Village Hall Ashcombe EX7 0QD

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) Hazard Severity x Likelihood of Occurrence = RISK.

HAZARDS No.	HAZARD	WHO WILL BE EFFECTED	ACTION TAKEN (to control risk)	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
1	Fire safety and evacuation	Leader (the person leading the event), helpers (people serving drinks, food, moving furniture) and guests (people attending the event). Injuries caused by fire or as a result of evacuation process	Emergency lighting and fire alarms are tested 6 monthly by a member of the Village Hall Management Committee (VHMC) and a log is kept in the fireproof container under the server counter. The leader to address all helpers and guests to ensure they know where emergency exits are located and avoid blocking these at events. Fire doors are in place and other fire prevention measures. Evacuation points and refuge areas are known. Leader to advise helpers and guests if a fire evacuation drill or	Helpers and guests to advise leader if any fire hazards are noticed	Helpers and guests	At each event.	Ongoing

			alarm test is expected, if not, then any alarm to be considered as real and evacuation of the hall is to take place.				
2	Hazards – slips, trips and falls	<p>Leader helpers and guests.</p> <p>They may trip, slip or fall at the event.</p>	<p>Leader and helpers to ensure that there are no trailing cables or obstructions in walkways.</p> <p>Any food or drink spillages to be advised to the leader or helpers so that they can be cleared up as quickly as possible.</p> <p>If wear and tear is noticed with the flooring, trailing cables or obstruction in walkways is seen this should be reported to the VHMC.</p> <p>There is no specific disabled access to the building as the entrance to the village hall is on the ground level with no steps.</p>	<p>Leader to do a visual inspection of venue at the start of each event and report any concerns to the VHMC.</p>	Leader and helpers.	At the beginning of each event.	Ongoing
3	Hazards – electrical	<p>Leader, helpers and guests could get an electrical shock.</p>	<p>Electrical equipment is PAT tested every 5 years by an accredited electrical contractor and a record of this is kept by the treasurer and copied in the TEDs.</p> <p>Leader to ensure that helpers know how to use kitchen equipment, eg, kettle, ovens, hobs, dishwasher.</p> <p>During winter, heating will be turned on by the leader, by using the coin meter and switches at the main electrical control centre in the Committee Room</p>	<p>Leader and helpers to advise VHMC if there are any appliances with showing signs of wear and tear.</p> <p>No electrical equipment is used by guests.</p>	Leader and helpers.	At each event.	Ongoing
4	Hazards – chemicals	N/A	N/A	N/A	N/A	N/A	

5	Hazards – equipment (use and maintenance)	Leader helpers and guests.	Leader and guests to advise VPMC if any equipment shows signs of wear and tear.	See Risk 3. No hazardous equipment is used by guests.	Leader, helpers and guests.	At each event.	Ongoing
6	Moving furniture	Leader and helpers.	<p>Furniture such as tables and chairs are stored in the storage areas located at the rear of the village hall.</p> <p>Leader to ensure that there are sufficient helpers to ensure furniture is moved safely, eg, 2 people to move a table.</p> <p>After each event, leader to ensure that tables and chairs are returned to the storage areas and stored as they were found, ie, no more than 7 chairs in each stack, table legs to be folded-in.</p>	Any broken or damaged furniture to be notified to the VPMC.	Leader and helpers.	At each event.	Ongoing
7	Ventilation	Leader, helpers and guests.	There is no mechanical ventilation. Fresh air enters through doors and windows.	Windows and doors can be opened to provide natural ventilation if required.	Leader, helpers and guests.	At each event.	Ongoing
9	First Aid – Kit, Accident Book Defibrillator	Leader, helpers and guests.	<p>The first aid kit is kept by the bar. An accident/incident book is kept behind the bar</p> <p>There is a defibrillator on the outside wall of the village hall left of the front door.</p>	N/A	N/A	N/A	Ongoing

9	Serving alcohol	Guests may consume alcohol.	<p>Due to the nature of this event, it is possible that guests may consume alcohol.</p> <p>Serving staff to request id and proof of age to all people appearing to be under the age of 18 who seek to buy alcohol.</p> <p>We do not permit people to bring alcohol obtained elsewhere onto the site. Where underage drinkers are identified, they will be required to leave</p> <p>No under 18's to be sat at the bar</p>	<p>Ensure that water is offered.</p> <p>No serving under 18</p> <p>No serving anyone already intoxicated</p>	Leader, helpers & guests	At the event	Ongoing
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10	Injury from flying pins and balls (direct impact from thrown balls, rebounding pins, or early delivery)	Sticker up (Person replacing the pins after they've been knocked down)	<p>Stickers-up must stand strictly within the protected side recess.</p> <p>Never stepping onto the diamond while balls are in play.</p> <p>Clear visuals – players must wait before sticker-ups are well clear of the diamond and in the side recess before playing.</p> <p>Return chute – returning balls must be placed into the designated chute, never thrown back down the alley.</p> <p>No under 18's permitted as sticker-ups without adult supervision at all times.</p>	<p>Ensure all participants follow rules.</p> <p>Ensure balls are thrown from behind the end board as advised by Leader</p> <p>RISK ASSESSMENT AND RULE TO BE PUT ON SKITTLES NOTICEBOARD</p> <p>Non Club Members & Non-League Visitors to read notice board Rules & Seek permission before Playing.</p>	Leader, helpers, guests and participants	At each event.	Ongoing
11	<p>Muscular Injury (throwing heavy balls, or resetting the pins)</p> <p>Over Enthusiastic Participants</p>	Bowlers, sticker-ups, older club members	<p>Sticker-ups are rotated evenly on every leg to prevent repetitive strain and fatigue.</p> <p>Prominent guidance should be provided to promote proper lifting format (bending knees, non-twisting stance, etc)</p> <p>Check and identify participants over exuberant with their throwing</p>	Give warning to all participants who are over enthusiastic	Leader, helpers, guests and participants	At each event	Ongoing
12	Unruly Behaviour	Participants, supervisors and staff	Refusal to abide by operators rules/guidance will result in participants being refused play or possible game stopped completely	Give warning to all participants	Leader, helpers, guests and participants	At each event	Ongoing

13	Rebound Hazards	Injury to spectators (side wall ricochets or pins flying off the rear frame)	Physical barriers are built in the existing area (back padding behind the diamond) to absorb impact. Seating is strictly behind the throwing line and tables and chairs are provided a good distance from the play area	Ensure seating area is away from the main area of play to the left and close to the bar away from play area.	Leader, helpers, guests and participants	At each event	Ongoing
14	Slips & Trips	All Attending	No drinks are permitted on the playing area or sticker up zone. Footwear must be flat, non-slip shoes. Balls must be stored in the designated box with the pins after the game has finished.	Ensure there is Immediate clean-up of any liquid. Mop and bucket or dry paper towel provided	Leader, helpers, guests and participants	At each event	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Signed:

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