



Risk Assessment

Principle Uses of the Centre

The Brizen Young People's Centre (BYPC) is used for a wide variety of events and has several groups which hire the Centre on a regular basis, as well as being home to three Youth Clubs.

The Centre is hired by a range of voluntary and statutory organisations and private individuals for private and public events. It is not licensed for the sale of alcohol. The Hall Hire Agreement forms the basis of the Hiring Agreement and draws attention to the terms and conditions to which they must adhere.

It is the responsibility of hirers and contractors to ensure the hall is securely locked after use as the building should never be left open and unoccupied.

People at Risk

Staff: The Centre does not employ any staff.

Centre Users (50 maximum) and Contractors: They will generally be familiar with the Centre and if not, a Trustee will arrange to meet them prior to their booking to show them around.

Other Members of the Public (who are not using the hall): Members of the public may walk past the front, one side and rear of the Centre. They may play boules on the court to the rear of the Centre, use the Multi-Use Games Area (MUGA), skate park or playing field behind the Centre.

Source

This risk assessment is based on the checklist for village and community halls provided by the Health and Safety Executive, developed in consultation with Local Government Regulation.

		Y/N	N/A	Notes
Car Park				
	Is the car park surface maintained to minimise slip and trip risks?	Y		Responsibility of CBC.
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	N		Entrance/exit the same. No clear definition of pedestrian/vehicle routes. Responsibility of CBC.
	Is the car park well lit?	N		No lighting in the car park. Responsibility of CBC/GCC.

	Can emergency vehicles gain access?			Yes, but only if they have a barrier key. Responsibility of CBC.
Movement around the building				
	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	Y		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			Emergency lighting is operational. Centre currently looking at updating outside door light.
	Have you provided matting to minimise rainwater etc being carried into the building?	Y		
	Do rooms and corridors have sufficient lighting?	Y		
	Are corridors clear of clutter?	Y		
	Are there any trailing electrical leads/cables?	N		
	Are permanent fixtures in good condition?	Y		
	Is internal flooring in good condition?	Y		
	Where any doors contain glass, is this made from a safety material?	Y		
	Are all stairs fitted with handrails?		N/A	
Electrical equipment and services				
	Are fixed electrical installations correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	Y		
	Are fixed electrical installations inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	Y		
	Has any portable or fixed electrical equipment been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?	Y		
	Has any damaged portable or fixed electrical equipment been taken out of service or replaced.		N/A	

Gas equipment and services/LPG				There is no gas or LPG supply to the Centre.
Asbestos				There is no asbestos in the Centre.
Fire				
	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Y		
	Is the fire alarm tested regularly?	Y		
	Are regular checks made to ensure escape routes and fire exit doors are unobstructed?	Y		
	Is fire-fighting equipment in place and tested regularly?	Y		
Legionnaires' disease				
	Do you or users do anything that involves spraying water?			No – showers in Pavilion decommissioned.
	Are temperature checks carried out?	Y		By external contractor.
Responsibility	Do users have all the information about the hall they need to operate safely?	Y		

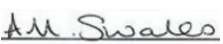
- Regular Hirers will be advised that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.
- An annual review of this Fire Risk Assessment will take place after the AGM to allow for any required updates and will be updated as appropriate in the interim periods.
- New Trustees will be made aware of this Fire Risk Assessment.

Signed by 2 Trustees on behalf of all Trustees.

Name Jodie Underhill

Signature  Date 2/9/26

Name Angela Swales

Signature  Date 2/9/26

Last updated September 2026

