

Southbourne Village Hall Risk assessment

30th October 2020

Remember to take account of the risks to the disabled – not only people in wheelchairs but also those with hearing or sight impairment.

AREA	HAZARD	Frequency/ severity of risk	Present Control measures	Adequate Yes /No	Suggested Improvements?
Car park	• Cars moving around	Medium	None	NO	Improve Signage Indicating; <i>'Patrons use the car park at their own risk'</i> Fire meeting point signage to be put up. CCTV to be installed Replace Lamp
	• Adults and children in the car park.	Medium			
	• Children unsupervised.	Medium			
	• Car park not supervised.	Medium			
	• Poor lighting	Medium		No	
Exterior-Footpaths and Garden	• Inadequate Lighting	Medium	Security light	No	Alter security light
	• Uneven surface.	Low	Security light in back. Gardener in attendance.	Yes	
	• Overgrown grass, hedges and trees.				
	• Unstable back wall in back garden- Risk of bricks falling	Medium	None	No	Make wall safe
Entrance Area.	• Slipping on wet floor	Low	Mops and buckets provided Door Mat at front door	Yes	Need list of key holders. Persons to sign for keys and to sign an agreement.
	• <u>Keys</u> ; Keys given out to persons using hall. Keys lost. Keys given out by hires without permission from committee.	Medium	Medium	No	

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Reception	<ul style="list-style-type: none"> Slipping on wet floor from walking in from outside. 	Low	Mops and buckets provided. Door mat at front door.	Yes	None
	<ul style="list-style-type: none"> Hot radiators 	Low	None	No	Add signage
Sutcliff Room And Main Hall	<ul style="list-style-type: none"> Electric Sockets /Electric shock from appliances Chairs and tables being stacked. Incorrect moving of table and chairs Chairs being stacked higher than 5 Radiators to hot 	Low	<p>Electrical appliances checked.</p> <p>Signage</p> <p>Guidance on moving chairs and tables given in hire agreement .</p> <p>Signage limiting chairs being stacked</p> <p>Thermostats on radiators</p>	<p>Yes</p> <p>No</p>	<p>Hire agreement to be updated.</p> <p>Signage to be added to radiators.</p>
Kitchen	<ul style="list-style-type: none"> Children not supervised in kitchen Hot surfaces Sharp knives Electric sockets Water spilt on floor /risk of slipping. Dangling leads Cleaning materials Hot water Cooker 	Low	<p>Signage advice</p> <p>Escape routes kept clear</p> <p>Booking form guidance</p> <p>PAT testing</p> <p>Mop and Bucket provided.</p> <p>Thermostat</p>	YES	
Stage	<ul style="list-style-type: none"> Stairs Removable steps Falling off the edge. Stage scenery inflammable. (if being used) Trap doors Electric box 		Hires being made aware of risk and advise given.	Yes	Needs to be made secure.
			Signage advice given	No	

AREA	HAZARD	Frequency/ severity of risk	Present Control measures	Adequate Yes /No	Suggested Improvements?
Under stage storage	<ul style="list-style-type: none"> Items stored under stage. 	Low	Ongoing monitoring	Yes	Clearing any current hazard materials , e.g. paint
Admin/ Cleaning Room	<ul style="list-style-type: none"> flammable items stored (e.g. paint) Cleaning chemicals Tools Floor buffer Lino lifting – trip hazard. 	Low	<p>Adequate training given on machinery. Competent use of tools only. Keep room locked. Cleaner to use ‘colour coding to prevent transfer of bacteria between areas.</p>	<p>No No No</p>	<p>Provide signage- ‘Authorised access only’. Wet floor signage to be provided</p>
Parish Office	None identified	Low	None	Yes	Contract agreement to be drawn up.
Toilets	<ul style="list-style-type: none"> Slipping on wet floor Shower and high risk of legionnaires disease.. due to sprayed water. Shower not accessible. Risk of infection higher Hot radiators 	Low	Follow guidance re legionnaires disease. Cleaner to use colour coding in bathrooms.	<p>Yes No</p>	Provide signage warning of hot radiators.
Electricity cupboard	Children and unsupervised access	Med	None	No	Provide adequate signage and lock door.
Asbestos	Building erected in 8 th November 1972 Asbestos found in front and rear of building	High	Builders notified and aware through inspection.	Yes	None

- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting, and emergency lighting, systems adequate and functioning correctly?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the gangway limits being adhered to?
- Has the electrical equipment and supply been professionally checked?
- Has the firefighting equipment been serviced?
- Has the detection system and battery been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Are the areas open to the public, free of combustible stores?
- Do all committee members know how to use the firefighting equipment?