

# Washington Village Memorial Hall Charity

## Health And Safety Risk Assessment

Business Name:	Washington Village Memorial Hall Charity		
Premises Name: Address:	Washington Village Memorial Hall School Lane Washington RH20 4AP		
Premises Description:	Single storey building of part brick, part wood construction, used as a village hall and comprising two rooms, two kitchens, four toilet areas, seven store rooms and a boiler room.		
Hours of Business	00:00 – 00:00		
Max No. of persons at any one time:	180		
Responsibility for Risk Assessments:	Trustee Board		
Building Owner: Contact Number:	Washington Parish Council		
Last Risk Assessment:	19 July 2017	By:	Freya Carter - Trustee
Next Risk Assessment:	May/June 2018	By:	Freya Carter - Trustee
Next Review:	August 2018	By:	Trustee Board

### Change Record

Date	Hazard	Item
19 July 17	Slips, trips & falls	add recording of annual check of 1st Aid Box contents

What are the hazards?	Who might be harmed and how?	Frequency of Risk	Severity of Risk	What precautions are already being taken?	Further action to be taken	Action by whom & timescale	Review Notes
<p><b>Slips, trips &amp; falls</b></p> <p>Steps – small room entrance, small room to kitchen, small kitchen exit; stage to large room, disabled toilet exit, large room rear fire exit</p> <p>Floors</p> <p>Car park</p> <p>Paths around hall</p>	<p>All</p> <p>injury to persons</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>first aid boxes provided, checked annually &amp; resupplied as necessary</p> <p>A ramp has been provided for wheelchair access to small room</p> <p>Steps from stage to large room fixed to stage</p> <p>Small room &amp; foyer has non slip flooring Large room – composite flooring</p> <p>Users asked to clean spillages immediately</p> <p>No trailing electrical leads/cables</p> <p>Mats in entrances to help prevent wet floors</p> <p>Parish Council maintains car park Regular visual checks; report any hazards to PC</p> <p>Regular visual checks of path &amp; lighting</p>	<p>checks to be recorded inside each box</p>	<p>Bryon Winslade 2017</p>	

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<b>Work at height</b> e.g. changing light bulbs, cleaning windows etc.	Anyone working at height	Low	High	Only low windows cleaned by volunteers  Stepladder in storeroom. Trustees know how to use safely. 2 people to be present when ladder used  Hirers not to use stepladder. In Conditions of Hire.			
<b>Vehicle Movement</b>	Users of the hall  Other members of the public who use & park in School Lane & car park  Pedestrians  injury by vehicles	Medium	High	Car park for several cars plus parking in School Lane.  Path around hall from car park for pedestrians  Lighting to car park  Hirers of large events advised of restrictions			
<b>Hazardous Substances</b> e.g. cleaning products	Users of the hall & volunteers  direct contact with cleaning chemicals  inhalation & skin problems	Low	Low	Cleaning materials kept in locked cupboard  Mops, brushes & rubber gloves provided  volunteers experienced in using cleaning products safely			
<b>Food Hygiene</b>	All	Low	Medium	regular quarterly checks of kitchens  registered with Environmental Services Horsham District council (Ref: WH/13)  Environmental Health inspections conducted every 3 years		next inspection - Dec 18	

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<b>Electricity</b> electricity leakage fire explosion	All electrocution injury to persons damage to facilities	Low	High	All repairs by qualified professional Mains power supply cupboard locked Annual PAT testing Portable electrical equipment visually inspected regularly & faulty items replaced immediately Inspection of wiring & fixed electrical equipment Users aware they are responsible for the safety of any equipment brought into hall (in Conditions of Hire)	next test due Jan 18 test completed 15 Dec 15. Next due 2020.		
<b>Gas</b> gas emission fire explosion	All gas inhalation injury to persons damage to facilities	Low	High	Gas equipment inspected annually All repairs by qualified professional Carbon Monoxide detectors installed and checked weekly	(see also Fire Risk Assessment) (see also Fire Risk Assessment)		
<b>Stored Equipment</b>	Users of hall, volunteers injury caused by collapsing stacks	Low	Medium	Users aware they should stack tables and chairs carefully to avoid collapse. (in Conditions of Hire)			

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<b>Manual Handling</b>	Users of hall & volunteers  injury if lift objects that are too heavy or awkward	Low	Medium	Users aware they should use equipments provided (in Conditions of Hire)  Table & Chair trollies available			
<b>Fire</b>	All  smoke inhalation  burns	Low	High	A Fire Safety Risk Assessment has been carried out  fire alarm installed and tested regularly  heat/smoke detectors installed and tested regularly  emergency lighting tested regularly			
<b>Security</b>	All  damage to property	Low	Medium	Doors and windows checked regularly.	consider installation of security system  planning permission obtained for windows/doors replacement  complete uPVC replacement of windows and doors.	Trustee Board decision needed on security system    target 2018	