

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:	4 July 2018	By:	Rob Gerig - volunteer
Next Risk Assessment:	June 2019	By:	Freya Carter - Trustee
Next Review:	August 2019	By:	Trustee Board

Change Record

Date	Hazard	Item
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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>Slips, trips & falls</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, checks recorded inside each box & 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 & 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 & lighting</p>			

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Work at height 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.			
Vehicle Movement	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			
Hazardous Substances 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			
Food Hygiene	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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<p>Electricity</p> <p>electricity leakage</p> <p>fire</p> <p>explosion</p>	<p>All</p> <p>electrocution</p> <p>injury to persons</p> <p>damage to facilities</p>	Low	High	<p>All repairs by qualified professional</p> <p>Mains power supply cupboard locked</p> <p>Annual PAT testing</p> <p>Portable electrical equipment visually inspected regularly & faulty items replaced immediately</p> <p>Inspection of wiring & fixed electrical equipment</p> <p>Users aware they are responsible for the safety of any equipment brought into hall (in Conditions of Hire)</p>	<p>next test due Jan 19</p> <p>test completed 15 Dec 15. Next due 2020.</p>		
<p>Gas</p> <p>gas emission</p> <p>fire</p> <p>explosion</p>	<p>All</p> <p>gas inhalation</p> <p>injury to persons</p> <p>damage to facilities</p>	Low	High	<p>Gas equipment inspected annually</p> <p>All repairs by qualified professional</p> <p>Carbon Monoxide detectors installed and checked weekly</p>	<p>(see also Fire Risk Assessment)</p> <p>(see also Fire Risk Assessment)</p>		
<p>Stored Equipment</p>	<p>Users of hall, volunteers</p> <p>injury caused by collapsing stacks</p>	Low	Medium	<p>Users aware they should stack tables and chairs carefully to avoid collapse. (in Conditions of Hire)</p>			

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Manual Handling	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			
Fire	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			
Security	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	