

# Washington Village Memorial Hall Charity

## Health And Safety Risk Assessment

2021 - 22

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		
This Risk Assessment:	Aug 21	By:	Lorna Goldsmith
Next Risk Assessment:	before 31 Jul 22		
Next Review:	Before 31 Mar 23	By:	Trustee Board

### Change From 20-21 Assessment

Page	Hazard/Item	Change
2	accidents	Date of check of first aid boxes
2	steps	Step completed
2	ramp	Add action to investigate use of ramp
3	work at height	date to provide ladder inspection tag
4	Food hygiene	Add date of last inspection
4	Electricity	Add dates for next PAT & 5 yrly inspection
5	handrail	completed

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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
<b>Accidents</b>	All			first aid boxes provided, checked annually, checks recorded inside each box & resupplied as necessary		BW before Aug 22	
<b>Slips, trips &amp; falls</b>	All			step and handrail provided at front entrance	use of ramp at front entrance to be investigated	BW & RG before Jan 22	
Steps Dore Room: entrance to kitchen kitchen exit Chanctonbury Room: stage disabled toilet exit rear fire exit		Low	Low	Steps to Chanctonbury Room fixed to stage handrail installed at exit			
Floors		Low	Low	Dore Room & foyer has non slip flooring Chanctonbury Room – composite flooring Users asked to clean spillages immediately No trailing electrical leads/cables; cable covers available Mats in entrances to help prevent wet floors			
Chanctonbury Roof leak		Low	Low	Ongoing maintenance schedule	annual inspection		
Car park		Low	Low	Parish Council maintains car park Regular visual checks; report any hazards to PC			
Paths around hall		Low	Low	Parish Council responsibility for path Regular visual checks of path & lighting report any hazards to PC			

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<p><b>Work at height</b></p> <p>e.g. changing light bulbs, cleaning windows etc.</p>	<p>Anyone working at height</p>	<p>Low</p>	<p>High</p>	<p>Only low windows cleaned by cleaner</p> <p>Stepladder in storeroom. Trustees know how to use safely. 2 people to be present when ladder used</p> <p>Hirers not to use stepladder. In Conditions of Hire.</p>	<p>Inspection tag required work outstanding</p>	<p>B Winslade by 31 Dec 21</p>	
<p><b>Vehicle Movement</b></p>	<p>Users of the hall</p> <p>Other members of the public who use &amp; park in School Lane &amp; car park</p> <p>Pedestrians</p> <p>injury by vehicles</p>	<p>Medium</p>	<p>High</p>	<p>Car park for several cars plus parking in School Lane.</p> <p>Path around hall from car park for pedestrians</p> <p>Lighting to car park</p> <p>Hirers of large events advised of restrictions</p>			
<p><b>Hazardous Substances</b></p> <p>e.g. cleaning products</p>	<p>Users of the hall &amp; volunteers</p> <p>direct contact with cleaning chemicals</p> <p>inhalation &amp; skin problems</p>	<p>Low</p>	<p>Low</p>	<p>Cleaning materials kept in locked Cleaner's cupboard</p> <p>Mops, brushes &amp; rubber gloves provided</p> <p>volunteers experienced in using cleaning products safely</p>			

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<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			last insp Dec.20
<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 every 5 yrs  Users aware they are responsible for the safety of any equipment brought into hall (in Conditions of Hire)	(see also Fire Risk Assessment)		next test by Dec 21       next insp 2026
<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)		

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<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)			
<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 equipment 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  Records of tests held in Archive cupboard			
<b>Security</b>	All  damage to and loss of property	Low	Medium	Doors and windows checked regularly.	planning permission obtained for uPVC replacement of windows and doors.	All less 'green doors' completed	