

Stocklinch Village Hall Committee – Health & Safety Risk Assessment of the Village Hall

Carried out by: Susi Mount & Russ Kent

Date: 22 July 2019; (plus amendments following SVHC meeting on 20 November 2019)

	Hazard/Potential hazard/Provision	Risk or Benefit to	What are we doing already?	Further Action	By Who?	Priority L/M/H	Date for Completion	Date Completed
General	Electrical appliances	All users	Bi-annual PAT tests	Continue tests	DT	M	Bi-annually	
	Fire safety equipment checks	All users	Annual checks	Annual checks	CHUBB	H	Jan 2020	
	Fire safety equipment provision/checks	All users	Contracted to Chubb	Review contract (expires Nov 2020)	SM/RK	L	Spring 2020	
	Fire alarm check	All users	Annual check at AGM	Continue annual checks	SM/RK	H	24.04.19	24.04.19
	Incident Report Book	All users	Book provided	Monthly checks of entries	SM/RK	M	monthly	
	Incident Report Book – add “This book will only be checked periodically. If an urgent matter occurs report to 1 of the following committee members:”		Book provided (in kitchen). Addition agreed 20.11.19	Add amendment to book	RK	L	Dec 2019	
	First Aid Kit (in kitchen)	All users	Kit available and checked by auditors	Annual check	SM/RK	L	22.07.19	22.07.19
	First Aid Kit		Contents expire 2021	Renew kit in 2021	SM/RK	L	2021	
Kitchen	Waste bin lid is defective – health hazard	All users		Get new bin	PS	H	Aug 2019	31.07.19

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Hall	Stacked chairs concealing fire extinguisher (left of toilet lobby)	All users	1.Chairs moved at assessment. 2. 20.11.19 SVHC agreed to move extinguisher to toilet lobby.	SVHC to consider permanent siting of chairs and/or extinguisher	2. RR	H	Nov 2019	
	Door mat at emergency exit door is a trip hazard (especially in case of fire evacuation)	All users	Mat removed on date of assessment. 2. 20.11.19 SVHC agreed to replace with thin mat		2. RR	H	Nov 2019	
	Stage – gap between rear of stage/wall is a trip/twist hazard			Infill gap (before Panto)	RR	M	Dec 2019	Nov 2019
	Emergency Exit door off hall extension cannot close (rotten frame)	All users		Make good	BH	H	22.07.19	22.07.19
Toilets	Wall mirrors in all 3 toilets are loose and could fall off (injury hazard)	All users		Stabilise mirrors	BH	L	Jan 2020	
	Extractor fan in disabled toilet not working	All users		Remove	?	L	Mar 2020?	
	No lock on door of disabled toilet	All users		Provide 'Engaged' lock	?	M	Jan 2020?	
	Redundant(?) hook to right of basin in disabled toilet (snag/injury hazard)	All users		Remove or use	?	L	Apr 2020?	
External	Redundant WW1 wooden tables stacked near shed are an obstruction and fire risk	All users		Remove from site	RR	M	Dec 2019	
	Old crockery (excess from fete) stacked near shed are an obstruction and risk of injury	All users		Remove from site	RR	L	Dec 2019	

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	Fire escape route along north side – check illumination (at night)	All users		Check	RK	H	Aug 2019	Dec 2019
	Light on rear porch roof (fire escape route) – should it be linked to automatic system?	All users		SVHC 20.11.19 – No further action	SVHC	H	Dec 2019	20.11.19
	Re above light – switch in hall not labelled (needed in emergency)	All users		Provide label	SM	H	Dec 2019	
	Light in rear porch not working	All users		Replace bulb/fix electrics	?	M	Dec 2019	
	Bramble growing across path on north side (fire escape route) is an obstruction/trip hazard	All users		Remove	RK	H	Aug 2019	Aug 2019
	Paving slab at north/front corner is raised – trip hazard (fire escape route)	All users		1.SVHC consider action. 2 20.11.19 – grind lip off	2. ?	M	Jan 2020	
	Rain ‘gulley’ between hall paving and highway (across front of hall) enables puddles to form (slip risk)	All users		Ask Parish Council to request repair by Highways Authority	RK	M	Dec 2019	
	Ground surface along north side of hall is uneven (trip/fall hazard)	All users		Level and sow grass seed	RR/RK	M	Dec 2019	Oct 2019
Shed	No internal illumination – trip/fall hazard	Committee		Fit a light battery ‘hit’ light	DT	L	Jan 2020	
	Cluttered internally – trip/fall hazards	Committee	Tidy up and provision of shelving in May 2019	Remove crockery stored after fete	RR	L	Dec 2019	