

# **WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

## **RISK ASSESSMENT**

February 2017

## **Introduction**

Willaston Memorial hall is a registered charity managed by a committee of Trustees the majority being elected by the prime users of the Hall. Under normal operational conditions the committee meets every other month but special meetings can be called preferably with 7 days notice. The day-to-day activities are managed by the elected Officers namely:

Chairman	Colin Jerrett
Vice Chairman	Roger James
Treasurer	Keith Greenfield
Secretary	Rob King
Booking Secretary	Mrs Liz Young

The Hall has no paid employees. Cleaning is undertaken on a twice weekly schedule by a firm of contract cleaners and maintenance is dealt with by specialist companies as required. It is therefore believed that there is no statutory requirement to produce a Risk Assessment. However, this document has been produced in the interest of promoting the safe use of the Hall and its facilities.

## **Slips, trips and falls**

The interior of the Hall was completely refurbished in 2004. Floor surfaces are in good condition and free from tripping hazards.

The entrance porch, corridor, kitchen and cloakroom are fully tiled and can become slippery when wet. Special mats are in place just near the main entrance and in front of the kitchen sink and these absorb the main wetness from footfall and spillage. These mats are changed on a regular basis by a specialist contractor. Users are encouraged to mop up any amounts of spillage wherever this may occur using the colour coded mops as appropriate.

The main Hall floor is wood strip which provides a good surface free from imperfections and is unlikely to cause trips or falls. As of January 2017 the floor is ready to be re-sanded and re-varnished.

Disabled access is provided at the front entrance via a ramp. Rear access is available into the garden area by one of two different doors. This allows access to the garden area only as access to the Village Green is via a large wooden gate which would be hard to manage by a sole disabled person in a wheelchair.

The Committee Room is carpeted wall to wall and care needs to be taken to ensure that the carpet is not allowed to come adrift from the fastening across the doorway into the room.

~~Paths around the Hall exterior over which the Trustees have jurisdiction are~~ The front entrance is properly lit by sensor activated lighting thus providing safe access to the Hall.

Contract cleaning is performed on a twice weekly basis and checking the facility for cleanliness is part of the post hire check. In addition on weekdays the Playgroup accept responsibility for any additional cleaning that may be required above and beyond that carried out by the contract cleaners.

## **Asbestos**

An Asbestos survey was carried out during the five year period 2003 - 2008 on the instruction of the Trustees. No asbestos was identified during that survey.

## **Hazardous substances**

Within the Hall dangerous chemicals use is restricted to standard cleaning materials stored in typical domestic quantities. They are kept in cupboards secured with childproof locks in the kitchen area and in a locked store cupboard. No other special precautions are considered necessary.

## **Work at height**

Work at height is restricted to use of a domestic style and height stepladder primarily used for the purpose of accessing the interior lighting on the sidewalls. Ladders are locked and secured in a storage area thereby preventing use by anyone other than Trustees who are familiar with the risks and specialist contractors who will be equally familiar or provide their own ladders.

## **Manual handling**

For most users of the Hall the heaviest manual handling operation is the movement of tables and / or chairs. Tables are secured with strapping on specialist trolleys to facilitate movement from the storage room into the main Hall. Chairs are stacked and stored in the old front entrance porch and a chair mover trolley is located in that area. Whilst care moving chair stacks is required the trolley can be used to safely move 6 chairs at a time.

Further manual handling issues can arise in the kitchen when food, in particular soup, is prepared in large quantities. Dedicated electric soup heating urns are provided and this reduces the risk of accident in the kitchen. It is sensible to ensure that children are excluded from being in the kitchen unless absolutely necessary.

**A minimum of TWO people are required for movement of the PIANO. Notices are displayed on the piano cover regarding movement and the fact that the Trustees do NOT accept any liability for injury through inappropriate handling.**

## **Display screen equipment**

A large careen is provided at the far end of the hall. This is spring loaded and care is required when opening the screen or closing it to ensure that the pull chord is held at all times when opening or closing the screen.

## **Noise or vibration**

There are no specific noise or vibration issues at the hall other than use of the public address system. Microphones are in a locked safe and anyone using the public address system should ensure that they switch on with the volume at a low setting initially.

## **Electricity and Gas**

The electricity and gas systems are inspected on an annual basis by suitable qualified contractors thereby ensuring their safe operation. Any required maintenance work is carried out by appropriate ~~contractors who are used to working in the Hall~~. Changing of lightbulbs is usually carried out by one of the Trustees who is familiar with the handling of the stepladder.

**The Trustees will inspect electrical plugs, leads and sockets for damage at least quarterly taking remedial action where considered necessary.**

Playgroup accept responsibility for ensuring that all electrical sockets are childproofed.

## **Work Equipment**

Anything other than very simple maintenance work is carried out by suitably qualified contractors. No specialist equipment is kept on the premises other than the secured stepladder.

## **Building Maintenance Work**

Major comprehensive external refurbishment was carried out during the latter part of 2016. Work needed was identified by a suitably qualified **buildings** surveyor and then **a specialist conservation architect** project managed all the work which had been identified. All work was carried out by specialist contractors appropriate to the particular job and selection was handled by the project manager based upon tender price and reputation.

Specialist equipment is needed for any high level maintenance work either inside or out and appropriate scaffolding is erected or “cherry picker” used **by appropriate contractors**.

## **Fire Risk Assessment**

The last assessment was carried out in 2006 and a new assessment of fire risk is to be undertaken.

The Hall is provided with FOUR clearly marked fire exits. It is well provided with fire extinguishers which are professionally serviced on an annual basis.

The Hall is equipped with a fire alarm system which is professionally serviced annually in accordance with the manufacturers' instructions.

Users of the Hall are encouraged, when possible, to take their rubbish away with them but suitable facilities are provided outside at the rear of the Hall.

## Central Heating system

Gas boilers are serviced on an annual basis.

Radiators and associated pipework **in the main hall** are covered to avoid burn risk. New radiators which will be safer and more heat efficient are due to be commissioned during 2017.

## Radiation Hazard

There is no known cause of radiation hazard inside the building or outside in areas for which the Trustees are responsible.

## Accidents

An up to date first aid kit is maintained in the kitchen and kept on top of the refrigerator along with an accident report book. All accidents must be logged and reported to a member of the management committee. It is incumbent upon the Trustees to fully investigate any more serious incident and to take corrective action when considered appropriate. Where necessary the Police and / or Health and Safety Executive would be informed in order that any appropriate investigations may be carried out.

The managing Trustees do NOT provide qualified first aiders for events.

A Trustee is responsible for ensuring that supplies within the First Aid box are both complete and in date.

## Animals

**The presence of suitably identified Guide and Assistance Dogs in the Hall is accepted without notice.** Anyone wishing to bring other animals, reptiles, insects etc into the Hall must outline the circumstances and safety provisions adopted to the managing Trustees for permission to be considered. Failure to do this risks forfeiture of any security deposit paid. This is of particular importance to anyone organising a children's party where they are wanting to have entertainment involving the above.

## Summary

Application of common sense is the biggest single action which can be taken to avoid / lessen the risk of accidents happening.

## Review

This Risk Assessment will be subject to bi-annual review.