

KENTFORD & KENNETT VILLAGE HALL

PREMISES RISK ASSESSMENT

5 January 2018

Kentford and Kennett Village Hall Premises Risk Assessment

<i>Area</i>	<i>Detail</i>	<i>Yes</i>	<i>Notes</i>	<i>N/A</i>
Car Park	Is the car park surface maintained to minimise slip and trip risks?	Yes		
	Are vehicle and pedestrian routes/flows, car park and grounds entry/exits clearly identified?	Yes		
	Is the car park well lit during use?	Yes		
	Can emergency vehicles gain access?	Yes		

Movement	Are paths, steps and any ramps to and from the building properly maintained to minimise slip and trip risks?	Yes		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	Yes		
	Have you provided matting to minimise rainwater etc being carried into the building?	Yes		
	Do rooms and corridors have sufficient lighting?	Yes		
	Are corridors clear of clutter?	Yes		
	Are there any trailing electrical leads/cables?		On occasions when trailing leads are used adequate precautions will be put in place to prevent tripping	
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	Yes		

	Is internal flooring in good condition?	Yes		
	Where any doors contain glass, is this made from a safety material?	Yes		
	Are all stairs fitted with handrails?	Yes	Loft ladder	
Electrical equipment and services	<p>If you have any fixed electrical installations:</p> <ul style="list-style-type: none"> ■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? ■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? 	Yes		
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc):	Yes		

	<ul style="list-style-type: none"> ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? 			
	<ul style="list-style-type: none"> ■ Has any damaged electrical equipment been taken out of service or replaced? 			N/A
Gas	<p>If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer? If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in</p>			N/A

	place?			
LPG	<p>If there is an externally sited LPG installation with a storage vessel:</p> <ul style="list-style-type: none"> ■ Is the area around the vessel kept clear? ■ If it is near a road, is it protected from passing traffic? ■ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition? 			N/A
Asbestos	<p>Does the hall contain any asbestos? If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building? Is there a system in place (eg fixed</p>			N/A

	<p>warning signs) to ensure the asbestos is not disturbed, and</p> <p>are regular checks made to ensure it remains undisturbed and in good condition? If damaged asbestos has been identified, have arrangements been made to ensure it is either</p> <p>repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a</p> <p>licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work</p> <p>is lower risk and can be done by a contractor who is not licensed by HSE.) Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed</p>			
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	contractors if the hall is refurbished/demolished?			
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Yes		
	Has an evacuation plan been implemented and tested?	Yes		
	Is the fire alarm tested regularly?	Yes		
	Are fire drills carried out at least once a year?		New building, regular evacuation drills are planned	
	Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)? 	Yes		

	Are combustible substances or waste stored safely?	Yes		
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	Yes		
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)			N/A
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this			N/A

	risk?Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			
Responsibility	Do users have all the information about the hall they need to operate safely?	Yes		

Additional Issues		<i>Yes</i>	<i>Notes</i>	<i>N/A</i>

Further Action Needed

Hazards noted:	Actions taken and when: