

**WARWORTH MEMORIAL HALL RISK ASSESSMENT  
SEPTEMBER 2017**

<b>Equipment/risk area</b>	<b>Possible hazards</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Last actioned</b>	<b>New due date</b>
<b>General: Fire extinguishers</b>	Fire risk if not operational	Annual checks	Continue annual checks	Secretary	May 2017	May 2018
<b>Main hall</b>						
4 steps down into hall from Supper room	Could cause trip/falls	Treads firmly in place/metal hand rails either side	Check condition on regular basis	Committee members	Ongoing	
Laminated wooden floor/carpet surround	Could cause trips/slips/falls	Floor and carpet in good condition	Check condition on regular basis	Committee members/hall users	Ongoing	
4 double hanging strip lights/2 double fixed ceiling strip lights - very high ceiling	Danger of falls from stepladders when replacing strip lights	Arrange for a professional electrician to replace strip lights when necessary. In emergencies the 4.5 metre A frame (manipulated by 2 people) should be	Check they are working on a regular basis	Committee members	When required	

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		used instead of a step ladder.				
Spotlights mounted high on wall	Danger if become loose	Regular checks. Safety chains in place.	Check on regular basis	Drama Group	On going	
2 double glazed large windows set high	Security and ventilation issues	Windows open with brass hook pole - easily available	Check pole is available on a regular basis	Secretary	On going	
Fabric covered metal chairs	Could topple if stacked too high	Notice to restrict to 2 in each stack	Check that this is being done on a regular basis	Committee members/hall users	Ongoing	
Piano and stool	Could roll/topple	On fixed castors	No further action required			
Stacked folded tables stored in corner of Hall	Could cause manual handling issues	Lightweight and easy to assemble	No further action required			
Double exit door push/pull	In event of fire could cause restrictions	Hook-backs provided and green lit fire exit sign over door  Health and safety notice affixed to wall	No further action required			
Double exit door glass panels	Could break and cause damage	Glass had been replaced with safety glass	No further action required			

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<b>Stage area</b>						
2 sets of stage lights secured by metal brackets	Could become loose	Check they are securely fixed on a regular basis (visual check only)	Check on a regular basis	Drama Group	Ongoing	
2 sets of stage curtains	Could become detached	Fixed securely	Check on a regular basis	Drama Group	Ongoing	
Basement hatch	Could cause fall if not kept secure	Regular checks	Check on a regular basis	Drama Group	Ongoing	
Four steps up to side of stage	Could cause trips/falls	Metal rail securely fixed	No further action required			
Stage flooring	Could cause trips/falls	Carpet in satisfactory condition	Check on a regular basis	Drama Group	Ongoing	
Edges of stage - 3 pieces of wood	Partially fixed - could cause falls	The edging has been temporarily screwed in place while a permanent solution is being sought.	Check on a regular basis	Drama Group	Ongoing	
<b>Main foyer</b>						
Flooring/lighting	Could cause trips/falls if not adequate	Hard lino floor and lights in good condition. Light switches all labelled	Check on a regular basis	Secretary	Ongoing	
Window	Security issue if	Regular security	Check on a regular basis	Committee	Ongoing	

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	not secure	checks		members/Hall users		
Main exit doors	Security issue if not secure	Fire doors operated by push bar - cannot be opened from outside except with key	All Hall users to be aware of need to close and secure doors after use.	All Hall users	Ongoing	
Concrete outside path	Could cause trips if dark outside	New light sensor lights installed March 2012	Lights checked in electrical test by qualified practitioner every 2/3 years.  Check on a regular basis	Secretary  Committee member/ Hall users	January 2017  Ongoing	Jan 2020
Drain next to Supper room external doors	Overflow icing over during cold months when drain is blocked	Drainage has been adjusted so that water now runs directly into soil pipe.	No further action required			
<b>Ground floor toilets</b>						
Electric wall heaters in disabled and gents toilet and convector heater in ladies	Fire hazard if left on or faulty	Now disabled	No further action required			
Water heater unit in each of	Could scald if water too	Annual electrical check by qualified	Notices warning of hot water to be displayed.	Secretary	January 2017	January 2018

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the three toilet areas	hot/electrical fault could occur	practitioner				
All lighting in good condition	Fire hazard if lighting circuits faulty	Lighting circuits tested every 2/3 years by qualified practitioner.	Check on a regular basis	Secretary	January 2017	January 2020
All equipment	Health and safety issues if equipment not maintained to a good standard	Visual checks on regular basis	Check on a regular basis	Committee members/Hall users		
<b>Stairs to library</b>						
Wooden hand rail	Could become loose	Fitted securely	Check on a regular basis. In addition an extra handrail has been fitted on the opposite side to the stairs for extra safety.	Committee members	Ongoing	
Stair carpet	Could cause trips	Carpet in good condition and fixed firmly	Check on a regular basis	Committee members	Ongoing	
Sash window on landing	Security issues	Fixed by easily removed single nail.	Check on a regular basis	Secretary	Ongoing	
Single unisex toilet up further five stairs	Stairs could cause trip hazard	Good carpet and stairs/landing well lit.	Check on a regular basis	Committee members	Ongoing	

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<b>Library</b>						
Flooring	Cold cause trips	Well fitted carpet	Check condition on regular basis	Committee members	Ongoing	
2 large skylights	Security issue	Fixed securely	Check on a regular basis	Committee members	Ongoing	
	Safety issues if glass broken	Visual checks on a regular basis	Check on a regular basis	Committee members	Ongoing	
Gas fire	Risk of carbon monoxide leak	Annual gas service and safety check. Carbon monoxide/smoke detector fitted	Carbon monoxide/smoke detector to be checked on an annual basis by a qualified practitioner	Secretary	August 2017	April 2018
<b>Kitchen</b>						
Vinyl flooring	Could be slippery when wet	Warning notice displayed	No further action			
Electric wall heater	Risk of fire if faulty	PAT tested regularly	PAT test every 2/3 years, yearly inspection by Committee	Secretary	January 2017	January 2018
External venting extractor fan	Lack of ventilation if faulty, although sash windows have been	Newly installed extractor fan fitted in Spring 2017. Extractor linked to lighting	PAT test every 2/3 years, yearly inspection by Committee	Secretary	Installed 2017	January 2018

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	restored and can now be opened for ventilation	system.				
Electric cooker	Fire risk if faulty	PAT tested regularly	PAT test every 2/3 years, yearly inspection by Committee	Secretary	January 2017	January 2018
Cleaning cupboard with various materials	Cleaning materials could be dangerous to young children	Bleach/cleaning materials stored on highest shelf	No further action required			
Various kitchen electrical equipment	All present a fire risk if faulty	PAT tested regularly	PAT test every 2/3 years, yearly inspection by Committee	Secretary	January 2017	January 2018
2 sash windows	Security issues	Sash windows have been restored and security stoppers installed to prevent wide opening	Check windows on a regular basis	Committee members/Hall users	Ongoing	

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<b>Hall way between kitchen and storage area</b>						
Hall floor	Slippery when wet	Warning sign to be put in place by cleaner	No further action required			
External door	Security issue	Yale and 5 lever lock installed	Update list of key holders	Secretary	Ongoing	
Electricity/fuse boxes	Risk of fire if faulty – all new equipment installed in March 2012	Full electrical inspection carried out in January 2017	Regular inspections to be carried out by qualified practitioner	Secretary	January 2017	January 2020
Fire alarm system	Ineffective if not in working condition	Annual inspection by qualified practitioner  Monthly check by Committee member	Annual inspections to be organised  Volunteer to be sought to carry out monthly check	Secretary  Chairman	Jul/Aug 2017	July 2018
<b>Storage area</b>						
With 3 locked cupboards, one broom cupboard and one free standing cupboard	Free standing cupboard could topple  Items stored on top of cupboards could fall and cause damage	Confirmed in 2010 that it is unlikely to topple  Tops of cupboards were cleared in summer 2015	No further action required  Cupboard owners to ensure that no items are stored on top of cupboards	Relevant Committee member	Ongoing	



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Lino-tiled floor	Could cause trips if faulty	Check regularly in good condition	Check on a regular basis	Secretary	Ongoing	
	Could cause trips if wet	Hall users mopping up as required	Check on a regular basis	Hall users	Ongoing	
Single sash window	Could cause security issues	Sash window has been restored and security stoppers installed to prevent wide opening	Check windows on a regular basis	Committee members/Hall users	Ongoing	
3 steps down to Supper room	Could cause falls/trips	Safe treads provided with adequate visibility/grab rail	Check quality of treads/visibility on regular basis. Ensure grab rail is secure.	Committee members	Ongoing	
<b>Supper Room</b>						
Gas fire	Risk of carbon monoxide leak	Annual gas service and safety check. Carbon monoxide/smoke detector fitted	Carbon monoxide/smoke detector to be checked on an annual basis by a qualified practitioner.	Secretary	August 2017	August 2018
	Surround could fall and harm someone	Annual gas service and safety check	Currently this is not safe. Gas fitter has been asked to rectify asap.	Secretary	Ongoing	

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Main exit doors	Security risk if not secure	Fire doors operated by push bar - cannot be opened from outside except with key	All Hall users to be aware of the need to close and secure doors after use.	All Hall users	Ongoing	
Concrete outside path	Could cause trips if dark outside	New light sensor lights installed March 2012	Lights checked in electrical test by qualified practitioner every 2/3 years  Check on a regular basis	Secretary  Committee member/Hall users	January 2017  Ongoing	Jan 2020
Socket over radiator on external wall	Electrical test has deemed this to be unsafe	Highfields have been asked to block the socket to ensure it cannot be used. <b>NB This has not yet been actioned.</b>	Check on a regular basis	Secretary	Ongoing	
<b>Stairway to BL room</b>						
Art display boards stored at bottom of stairs	Could cause obstruction in event of evacuation for fire	Art Group aware of keeping area clear by correct storage	Check on a regular basis	Art Group secretary	Ongoing	
Stairs often used by elderly	Could cause slips/trips/falls	Well carpeted, non-slip mat at	Handrails have been fitted to the Library			

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population		bottom, lighting provided with switch top and bottom of stairs and skylight. Wooden stair rail fitted securely	stairs and RBL members are encouraged to use these stairs should they need extra support.			
Low beam crosses ceiling	Danger of users hitting heads	Coloured tape fixed to beam	No further action required.			
<b>BL Room</b>						
Carpeted floor	Could cause trips/falls	Carpet in good condition and well fitted	Check on a regular basis	Deputy chair of BL	Ongoing	
Gas wall fire	Could emit fumes	Carbon monoxide/smoke detector placed in room Annual gas safety check	Fire to be serviced annually. Carbon monoxide/smoke detector to be checked on an annual basis by a qualified practitioner	Secretary	April 2017	April 2018
Fan heater, kettle and vacuum cleaner	Electric shocks if faulty	PAT tested regularly	PAT test every 2/3 years, yearly inspection by Committee	Secretary	January 2017	Jan 2020
Boxes stored on top of cupboards	Dangers of falls when overreaching	Stepladder provided	Users to be aware of safe procedure when using stepladder	All users	Ongoing	
Fire	If trapped users could be endangered	Fire risk assessment done in 2011 and necessary action	Room users to ensure that route is kept clear	BL and Art Group members	Ongoing	

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		taken including provision of fire escape route through back of room and down library stairs.				
Dehumidifier	Flood if water not disposed of regularly  Risk of fire if faulty	Deputy Chair of BL emptying on a regular basis  PAT testing on regular basis	Continue to empty on regular basis  PAT test every 2/3 years, yearly inspection by Committee	Deputy Chair of BL  Secretary	Ongoing  January 2017	January 2020
3 large outward opening windows	Risk of falling out of room	Windows have been fixed so that they can only be opened a few inches	No further action required			
Three steps down into RBL room from Library side entrance	Risk of falling	A handrail has been fitted for safety purposes	No further action required			
<b>Basement area</b>						
<b>1<sup>st</sup> Basement</b>						
17 stairs to	Could cause	Secure wooden	Check in good condition	Drama Group	Ongoing	

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basement with carpet fitted.	trips/falls	handrail fitted and carpet in good condition. Lighting with switches top and bottom	on a regular basis			
Basement floor – 2 large pieces of carpet on concrete floor	Could cause trips/falls if lifting around edges	Covers large area and in reasonable condition	Check carpet does not curl up at edges on a regular basis	Drama Group	Ongoing	
Fixed electric wall heater	Fire hazard if faulty	PAT tested on a regular basis	PAT test every 2/3 years, yearly inspection by Committee	Secretary	January 2017	January 2020
Main gas boiler fixed to outside wall	Carbon monoxide fumes	Annual Gas safety check, vented outside	Annual service to be carried out and CP4 safety certificate obtained. Carbon monoxide/smoke alarm fitted.	Secretary	August 2017	August 2020
Fire door exit	Needs to be visible and openable in event of fire	Yale lock functions correctly.  Emergency lighting installed March 2012 checked on an annual basis  Door opened on regular basis to ensure it is not	Check lock on regular basis  Check on annual basis by qualified practitioner  Monthly check required to ensure that door can be freely opened	Drama Group  Secretary  Drama Group	Ongoing  July/August 2017  Ongoing	Jul 2018

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		blocked from other side				
Single unisex toilet	Sanitary problems if not working correctly	Refurbished in 2014	Regular checks required to ensure still in good working order	Drama Group	Ongoing	
Wooden stairs to rear of building	Slips/falls in wet conditions	Only to be used in emergencies. These steps and the back door have recently been replaced	Regular checks required to ensure still in good working order	Drama Group	Ongoing	
<b>2<sup>nd</sup> basement</b>						
Large quantity of wooden furniture and stage props stored	Trip hazards and fire risks	Lighting provided in basement area	Drama Group needs to be aware of good housekeeping and keep walkways clear especially around access to gas meter	Drama Group	Ongoing	
Many tins of paint	Inflammable material/fire risk	Stored well away from any ignition source	Ensure Drama Group continues to store away from any fuel/ignition source.	Drama Group	Ongoing	

**Finalised 21 September 2017**

**Next review September 2018**