

Warkworth War Memorial Hall – Risk Assessment – November 2018

Description of Premises

The memorial Hall is made up as follows:

- 1) A single storey, pantile red roofed kitchen and former scullery area.
- 2) A two storey pebble dashed addition with an upstairs function Room (British Legion) and a bar/supper room.
- 3) The original stone chapel consists of an upstairs meeting room (the Library), a high ceiling main hall with stage and a large basement.
- 4) A 1960s single storey felt flat roofed lavatory block extension with a ladies, gents and disabled toilet as well as a small lobby forming the principal entrance to the building.

There is a small garden adjacent to the kitchen door and a larger garden to the south of the Main Hall. There is also a large area on the far side of the Ember path within the burgages that is divided in to individual allotment plots.

The main access to the whole site is through double doors off Castle Street, which leads through a covered passageway. This opens onto a concrete path running past a kitchen garden on the right. On the left is a single door to a small foyer with the kitchen through a door to the left and a cupboard room on the right. Straight ahead through a single doorway are stairs leading to the British Legion room. If you continue down the concrete path you come to a double door, normally locked, to the Supper Room. Following the path around you reach the main entrance (for vestibule, Main Hall and toilets) – a set of double doors opened by key from the outside or emergency push bar from the inside. The concrete path continues around the side of the toilet block to a large garden area comprising several allotments. The path slopes down to a gate providing access to the Ember Path, across which are further Hall allotments.

Principle Use of the Hall

The Hall is hired by a range of organisations and individuals for a variety of activities, some of which are licensable. Anyone booking the Hall must agree to the ‘Conditions of Hire’. These note the health and safety and licensing obligations that the booking places upon them. Hirers should make themselves aware of the layout of the hall and the location of fire alarms, fire extinguishers and fire exits. Detailed laminated plans are displayed in each room. It is the responsibility of all hirers to ensure the hall is securely locked after use. The building should never be left open and unoccupied.

Further to above, the Committee employ local trades people for the purposes of cleaning, safety checks and building maintenance.

Vulnerable Persons

It is the responsibility of the hirer to ensure that vulnerable persons are given adequate assistance in the event of an evacuation. Appropriate supervision of children must be given at all times.

Logging Accidents and Other Problems

An ‘Accident Book’ is available on the mantel piece, in the kitchen – next to the 1st aid kit. A folder in the kitchen drawer (near the door) contains a ‘Snags’ section for reporting any other problems encountered.

Warkworth War Memorial Hall – Risk Assessment – November 2018

Equipment/ Risk Area	Possible Hazards	Action	Responsibility	Last Actioned	Due Date
All areas	Trip/Fall Hazards	Ongoing need to ensure stairs, hand rails, floors, carpets and lighting are well maintained.	All users to log issues in Snags book	Ongoing	
Equipment (Condition)	Wear and tear	Ongoing need to identify any potential problems.	All users – to log issues in Snags book	Ongoing	
Storage	Unsafe Storage	<ul style="list-style-type: none"> To minimise risk of falling objects heavier equipment should be stored at the bottom of cupboards; Special care must be taken if storing items on top of cupboards. To minimise danger to young children hazardous materials, such as bleach or cleaning materials should be stored out of their reach. To minimise fire risk flammable materials (Paint, paper, wood..) should not be stored near potential sources of ignition. Storage must not restrict access to emergency exits. 	All users – to log problems in Snags book	Ongoing	
Doors/Windows	Inappropriate building access	All doors/windows to be secured prior to building being vacated.	All users	Ongoing	
Heating Systems	Fire/Waste of energy.	Prior to vacating building, heating systems should be turned off.	All users.	Ongoing	
All areas	Personal injury	Maintenance work and all other tasks must not be carried out unless individuals are confident in their ability to do them safely.	All users. Log accidents in accidents book for review.	Ongoing	
Basement and Stage	Personal Injury	These areas should be well managed to maintain a safe environment. Use of equipment should be limited to individuals with appropriate skills.	Drama Group	Ongoing	

Warkworth War Memorial Hall – Risk Assessment – November 2018

Equipment/ Risk Area	Possible Hazards	Action	Responsibility	Last Actioned	Due Date
Spotlights, Stage Lights & Curtains, basement hatch and the 3 edges of stage.	Personal Injury	These should be checked regularly to ensure fittings are sound, equipment is in working order and risk of falls is minimised.	Drama Group	Ongoing	
Smoke/CO Detectors	Device/Battery Failure	Regular Test	Chairman	Ongoing	Monthly
Fire Alarm System	Device Failure	1. Regular Test 2. Annual Professional Check	Chairman	Ongoing August 2018	Monthly August 2019
Emergency Lighting	Device/Battery Failure	Regular Test (Includes checking basement fire door – door opens and access is not blocked)	Chairman	Ongoing	Monthly
Fire Extinguishers	Device Failure	Annual Professional Check	Chairman	May 2018	May 2019
Gas Boiler & Fires	Risk of Gas leak or Carbon Monoxide emission.	Annual Gas Service & Safety Check. Display CP4 Certificate.	Chairman	October 2018	October 2019
Supper Room socket over radiator on external wall.	Socket is too close to the radiator.	Arrange for it to be blocked off.	Chairman		
Electrical Equipment	Failing/unsafe equipment Fire risk if faulty	1. PAT testing every 2 or 3 years 2. Professional inspection every 3 – 5 years	Chairman	January 2017	October 2019 January 2020
Strip Light Maintenance	Risk of falls	Maintenance restricted to professional engineers. In emergencies the 4.5 metre A frame (manipulated by 2 people) should be used instead of a step ladder.	Chairman		
All areas	Unidentified risks	Review of Risk Assessment document following a site inspection by 2 Trustees, with particular reference to trip hazards, unsafe storage and emergency exits.	Chairman	November 2018	November 2019

Warkworth War Memorial Hall – Risk Assessment – November 2018

Actions Previously Taken to Reduce Risk

March 2012 – Hall re-wired and emergency lighting installed.

Fire alarm fitted, tested on a monthly basis and serviced annually.

Main Hall - Chairs: Notice displayed to limit stacking to 2 chairs – to reduce danger of toppling.

Main Hall - Tables: Lightweight and easy to assemble to minimise manual handling issues.

Main Hall - Piano and Stool: On fixed castors to prevent rolling.

Main Hall - Double exit door glass panels have been replaced with safety glass to minimise potential breakage problems.

Stage Area – 4 steps up to side of stage securely fixed with metal rail.

Kitchen Area – Notice to ensure all users are aware of safe working procedures and how to cope with an oil fire plus basic first aid notice.

RBL Stairway – No longer used for storage, avoiding potential obstruction during emergency evacuation.

RBL Stairway – Coloured tape fixed to beam to highlight danger of low ceiling.

Ground Floor Toilets – Wall heaters removed to avoid fire risk.

External – Salt bin provided for treating external path when frozen over. There is no regular maintenance and responsibility for use is with Hall users.

External Lighting – 2018: Two new sensors fitted 2018, Lights fitted with long lasting LED bulbs, a solar powered sensor/light fitted near main entrance to provide some external light in the event of lamp/electricity failure.

External – Drain next to Supper Room external doors: drainage adjusted to run directly in to soil pipe to minimise potential for overflow causing ice problems.

Toilets – Fitted with emergency lights to minimise problems on loss of electrical power.

Disabled Toilet – Alarm fitted so that occupant can raise alarm in case of difficulty.