

HEALTH AND SAFETY ASSESSMENT
ST JOHN'S (KINGSDOWN) VILLAGE HALL, UPPER STREET, KINGSDOWN, DEAL,
KENT, CT14 8BJ
Registered Charity Number 302777

FULL RISK ASSESSMENT 12th FEBRUARY 2018
Date of next full review February 2019

A Introduction

The Village Hall Trustees are collectively the '**responsible person**'. They have a duty of care to ensure the property is safe for all those who use it.

This Health and Safety Assessment Risk Assessment has been carried out with regard to The Health and Safety Requirements covered under the Health and Safety at Work Act 1974, a professional Access Review commissioned in October 2012, and a visit to the hall from the Kent Fire and Rescue in November 2012.

B Aim, plan and hire agreements

The aim of this assessment is to highlight and thus reduce the risks to health and safety to protect all hall users.

A Health and Safety Folder is kept on the premises in the labelled kitchen cupboard.

This Risk Assessment is available on our website www.kingsdownvillagehall.org.uk

An Accident Book / form are available in the hall kitchen for users to record relevant events.

There is no step free access to the hall. Hirers are specifically asked in the hire agreement if there is anyone in their group who would be disadvantaged. Alternative venues can be suggested to the hirer.

Hirers (both regular users and private bookings) are made aware of the **Fire Risk** policy and the **Health and Safety** policy in operation at the hall when they sign the 'Conditions of Hire' contract.

Plans of the building *to scale* are displayed in the hall, with the two entrance / exit routes, the location of fire extinguishers and the location of the first aid boxes clearly marked.

There are two entrances / exits from the hall which can be used in the event of an emergency – the main front doors and a rear fire exit on the left side of the hall near the ladies toilets. The hall forecourt is the 'muster station'.

Fire Detection and alarm – Manual bell in the main hall, and a fire / smoke detection system is installed.

First Aid Kits for emergency use are provided (lower hall, toilet lobby area and kitchen) – new in September 2017.

There is a **Community defibrillator** in the forecourt (access code C159) installed on 7th April 2016.

C Insurance, gas and electric certificates

Copies are in the hall folder in the labelled kitchen cupboard

Gas Safety

Landlord's Gas Safety Certificate is required for the boiler.

Annual service and contract with British Gas

Completed 12 February 2018 **Due next February 2019**

Certificates kept by treasurer, copies in Health & Safety folder in kitchen cupboard and on the website www.kingsdownvillagehall.org.uk

Electricity at Work Regulations 1989

Emergency lighting is in place. New external emergency lighting installed in April 2013 (copy of certificate in folder)

All electrical systems and equipment must be installed and maintained in a safe condition.

All equipment brought to the hall by the users should be **PAT tested (portable appliance test)**, a combination of visual checks and test apparatus, with PASS/FAIL notices put on the equipment. Failed equipment must not be used.

D Hall keys & emergency contacts

Maintenance Officer has keys to all doors and cupboards fitted with locks. A spare set is kept the cleaner's cupboard in the main hall (updated Dec 2017)

Emergency contact details are on the website and the hall notice boards.

E Fire Risk Assessment and Fire fighting equipment provided on the premises (see plans on display)

- One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)
- One CO₂ extinguisher in the Main Hall mounted on the wall by main doors (for use on flammable liquids and electrical fires)
- One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)
- One CO₂ extinguisher in the Kitchen mounted on the wall by the door (for use on flammable liquids and electrical fires)
- One fire blanket in the Kitchen
- Consult folder on premises or on website www.kingsdownvillagehall.org.uk
- Commercial Services, Gibson Drive, Kings Hill, West Malling, Kent ME19 4QG
Tel: 01622 237019 Annual Inspection **Completed 11th Dec 2017; next Due December 2018**
Visual inspections are made monthly to ensure all appliances are in correct position and have not been discharged lost pressure or suffered damage.

Fire fighting policy on the premises

Manual alarm bell in main hall

Running man signs displayed

Fire Detection and alarm - new system installed Sept 2010 (including smoke detectors)

All internal doors must be closed when the hall is unoccupied.

F Records are kept in the Fire Safety folder in the labeled kitchen cupboard:-

- Monthly check of both exits (to ensure the doors open freely)
- Monthly testing of the fire alarm/smoke detectors (BS5839) is carried out by HMO
- Monthly visual check of fire extinguishers
- Monthly visual emergency lighting check
- Monthly check of the Defibrillator battery and pads (new in April 2016); IPAD SP1 pads replaced February 2018
- Annual fire extinguisher check
- Copies of certificates for the periodic inspection of gas appliances (6 radiators and one boiler) **Completed 12 February 2018 Due February 2019**
- Copies of PAT (portable appliance tests) for electrical equipment **Completed 11th December 2017 Next due December 2018**

G Asbestos and Legionnaires Assessments

These surveys were performed on 9th December 2009 and were valid for 2 years.

Visual surveys had been performed, with subsequent testing of suspect areas.

Both assessments showed a low risk property with no problems

Review is required if further building work is undertaken after January 2012

H Water Supply Regulations 1999

It is recommended that all plumbing work is carried out by a qualified plumber officially, as any breach of the regulations falls to the plumber, and not to the Trustees

I Letter Box

Metal letter box fitted to external wall near main doors – checked regularly

Keys held by Trustees S Morris (chair), J Banks (secretary), S Longland (treasurer) and Pre-school (Dec 2017)

J HEALTH AND SAFETY RISK ASSESSMENT,

J.1 ELECTRICAL SAFETY

Electrical Equipment brought into the hall is the responsibility of the hirer, and **must be PAT tested**

Electrical Equipment owned by the hall is PAT tested annually - two fridges, microwave (new on 24/11/2015), urn, kettles, cleaner, cooker, hob (new Feb 2016) and hood, toaster, leaf blower, insect killer, oven and PA. Passed **11th December 2017 Next due Dec 2018**

Wiring - new in August 2010. Annual visual check OK **Due July 2018**

Emergency Lighting - new in August 2010. Annual visual check OK **Due July 2018**

External emergency Lighting installed April 2013. Annual visual check OK **Due April 2018**

Wiring and lighting visual checks above are carried out by the Hall Maintenance Officer

Professional check due on all wiring every 5 years (certificates in H+S folder).

Checked 27th July 2016; Next Due July 2021

J.2 GENERAL

Entrance from Upper Street – the 2 Steps up from the road to the forecourt have contrasting colours on risers / nosings

Security lighting replaced July 2014. Additional light over notice board installed July 2014

There is a **Community defibrillator** in the forecourt (access code C159) installed on 7th April 2016. **Check battery and pads every month**

Entrance Lobby Steps - 11 Steps with contrasting colours on risers / nosings with trip hazard notices **displayed**

Entrance Lobby Area - Leaflets stored in dedicated storage display

Steps to Lower Hall – 5 Steps with contrasting colours on risers with trip hazard notices displayed

Handrails are provided to both halls.

J.3 LOWER HALL

Clear signs with symbols required on WC door revised / amended December 2017

Paint the walls behind the WC and all fittings with contrasting colours (blue tape affixed as temporary measure) **ACTION:** advised by Access Review

Light switch in lower hall WC not immediately obvious (blue tape affixed)

Chairs - stacked tidily with a sign/notice provided giving stacking guidance of max 8 chairs per stack.

First Aid Kit for emergency use is provided– new in September 2017

Kettle PAT tested December 2017 **Due December 2018**

Toilet - Macerator fitted, paperwork retained by chairperson

Lever taps installed in WC March 2016

Kitchen bin - needs to be emptied daily by user groups; **weekly check is made by the Hall**

Maintenance Officer (HMO)

J.4 CLEANER'S CUPBOARD IN MAIN HALL

Storage of chemicals/cleaning solutions - stored upright on shelves.

Safety data sheet from suppliers in H+S folder located in the kitchen

Flash – info.uk@pgprof.com or www.pgprof.com

Bleach – Blackhurst Wade 01304-852047

J.5 MAIN HALL

Storage Cupboards - general cupboards all tidy. Reduce contents where possible

Chairs in store cupboard - stacking guidance notice suggests a maximum of 16 chairs per stack (ie 8 chairs high); current stacks can be 13 chairs high which is a safety risk.

ACTION: re-sorting of main store to comply with guidance on the maximum height of stack

Spare chairs in store cupboard – notice displayed – contact Trustees if required

Mops/buckets - stored in padlocked cupboard

Tall Step Ladder - stored by side of cupboard. **Do not use if only one person on premises**

Arrow signs displayed from main hall to Ladies and Children's toilet; **step** highlighted with hazard tape.

First Aid Kit for emergency use is provided in the toilet lobby area– new in September 2017.

MEZZANINE AREA

No unaccompanied children allowed – notice displayed

Preschool's bookcase – ensure contents are stacked neatly on shelves and do not provide a trip hazard.

Fire retardant foam seat installed July 2017

J.6 TOILETS

Disabled toilet - red emergency cord (often) taped to wall **Check at start of every session**

Clear signs with symbols on WC door

Lever lock and bar with no 'twist' may be required

Lever taps installed in WC in March 2016

Mirror and towels provided; grab rails in place.

Mini toilet suite

Clear signs with symbols required on WC door

Walls behind WC a different colour with the rest of the toilet.

Door does not close; access needed by pre-school staff

Ladies Toilet

Clear signs with symbols provided on WC doors

Walls behind the WCs are in contrasting coloured to the WC suite

Lever taps installed in WC in March 2016

User friendly locks (with no 'twist' action) provided on all toilet doors

Men's Toilet

Clear signs with symbols provided on WC door

Walls behind the WCs are tiled with contrasting colours to the WC suite

Lever taps in WC installed Jan 2016

User friendly locks (with no 'twist' action) required on toilet doors

It was decided by the VHCM at the meeting in 28th February 2018 that grab rails in toilets, except the disabled toilet, were non-essential

J.7 KITCHEN

Kitchen has a fire door and a hatch door with a 12.5mm plasterboard fire resistant lining

One CO₂ extinguisher (for use on flammable liquids and electrical fires)

One fire blanket

Dedicated hand wash sink provided

Tea towels and washing up cloths not provided - responsibility of hirer (see hire agreement)

Cupboards labelled

Risk Assessment Folders - placed in labelled cupboard

Notice displayed- No unaccompanied children in kitchen

Notice displayed - Do not store flammable items on top of microwave or below the boiler

Microwave (new on 24/11/2015), hob (new Feb 2016), two fridges, urn, insect killer, cooker hood, toaster, oven, and kettle - PAT (portable appliance test) passed September 2017

Next due September 2018

Boiler Landlord's gas safety check by British Gas February 2017

Completed 12th February 2018 by RG Williams; next due February 2019

Bins/Rubbish - All users to remove rubbish and take away; weekly check by Hall Maintenance Officer

Black bin and green bin outside the back door belong to the pre-school

First Aid Kit for emergency use is provided– new in September 2017.

Food Hygiene

Regulations apply where food and drink is prepared, stored, sold or supplied, for profit or otherwise.

Two fridges are provided (new in May 2014); left hand fridge is designated for pre-school use

Safety signs: four are displayed *vis* Food Hygiene-12 Golden rules; Control of substances hazardous to health; Prevention of cross contamination; and C.O.S.H.H – 10 Golden rules.

New Kitchen facilities were installed in August 2010 with non-permeable work surfaces.

NO deep fat fryers to be used on premises.

J.8 REAR FIRE EXIT AREA

Handrail required by steps

At present, this exit is inadequate with regard to the steps, the lighting, and the difficulty evacuating people away from the building

The area outside the rear fire escape was clear, but long term viability to be discussed

Formalise the use of the rear fire exit with the land owners

(If we lost the use of the rear exit for any reason, the hall would NOT have to shut down, but the numbers allowed at any function would have to be reduced from our current stipulation, a maximum occupancy of 100)

ACTION: a new fire escape route/path with a gentle gradient, is being built from the rear exit to the Hall forecourt (Feb/ March 2018) which will have four sets of steps with handrails at each plus lighting. When complete this paragraph will be rewritten.

FIRST AID BOXES

Boxes are provided stocked with recommended items (located in the kitchen, lower hall and toilet lobby area)

Accident Book/form provided (in folder and first aid boxes)

A notice in each box reminds users to report any accidents to the Trustees, and to report used item; **check contents and accident report log every two months and replenish stocks as necessary.**

NB. A minimum stock of first aid items should be:

First Aid leaflet; 2 Sterile eye pads; 4 triangular bandages (preferably sterile); 6 safety pins

6 medium individually wrapped sterile unmedicated wound dressings

2 large individually wrapped sterile unmedicated wound dressings; One pair of disposable gloves

20 individually wrapped sterile adhesive dressings (assorted sizes)

Sterowash: three tubes per kit; Saline wipes: six per kit; Blue plasters: for use in food preparation 10 per kit

This risk assessment was updated in February /March 2018

IDS 5/3/18