

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

**FULL RISK ASSESSMENT 18<sup>th</sup> FEBRUARY 2019**  
**Date of next full review February 2020**

**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](http://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 7<sup>th</sup> April 2016. Pads checked yearly February 2019 – **due next February 2020**

### **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 18<sup>th</sup> February 2019; **due next February 2020**

Certificates kept by treasurer, copies in Health & Safety folder in kitchen cupboard and on the website [www.kingsdownvillagehall.org.uk](http://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**

A spare set of keys for all hall doors and cupboards fitted with locks keys are 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 CO<sub>2</sub> 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 2kg dry powder 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](http://www.kingsdownvillagehall.org.uk)
- Commercial Services, Gibson Drive, Kings Hill, West Malling, Kent ME19 4QG  
Tel: 01622 237019 Annual Inspection **Completed 18<sup>th</sup> Dec 2018; next due December 2019**  
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)
- 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 18<sup>th</sup> February 2019; next due half term February 2020**
- Copies of PAT (portable appliance tests) for electrical equipment **Completed 4<sup>th</sup> December 2018 Next due 4<sup>th</sup> December 2019**

### **G Asbestos and Legionnaires Assessments**

These surveys were performed on 9<sup>th</sup> 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. Longland (treasurer), J. Banks (secretary), I. Stephen (PCC / H+S) 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, insect killer, oven and PA. Passed **4<sup>th</sup> December 2018 Next due 4<sup>th</sup> Dec 2019**

Wiring - new in August 2010. Annual visual check OK **Due July 2019**

Emergency Lighting - new in August 2010. Annual visual check OK **Due July 2019**

External emergency Lighting installed April 2013. Annual visual check OK **Due April 2019**

Wiring and lighting visual checks above are carried out regularly

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

**Checked 27<sup>th</sup> July 2016 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 7<sup>th</sup> April 2016. **Check battery and pads every month**

**Entrance Lobby Steps** - 11 Steps with contrasting colours on risers / nosings with trip hazard notices **displayed; nosings replaced January 2019**

**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; **nosings replaced January 2019.**

**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*

Chairs - stacked tidily with a sign/notice provided giving stacking guidance

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

Kettle PAT tested 4<sup>th</sup> December 2018 **Due 4<sup>th</sup> December 2019**

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

Toilet - Macerator fitted, paperwork retained by chairperson

Lever taps installed in WC March 2016

Kitchen bin - needs to be emptied daily by user groups; **checked weekly by the Hall Cleaner.**

## **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](mailto:info.uk@pgprof.com) or [www.pgprof.com](http://www.pgprof.com)

Bleach – Blackhurst Wade 01304-852047

## **J.5 MAIN HALL**

Storage Cupboards - general cupboards all tidy if overcrowded.

**Chairs in store cupboard** – after re-sorting on 18<sup>th</sup> Feb 2019 the height of the stacks in the store cupboard were reduced. If these three stacks; one of 23, one of 16 and one of 17 are maintained this will reduce the safety risk to users. Guidance notices stressing ‘extreme caution’ when stacking and unstacking chairs were displayed in November 2018 and remain in place.

The lightweight ladder should be used by anyone removing chairs from the tallest stack, or when re-stacking after an event. Fifty-six chairs now reside in the store room, a further twenty are on the mezzanine floor and twenty-four in the Lower Hall.

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 are not a trip hazard.

Fire retardant foam seat installed July 2017

Twenty chairs in two stacks are stored on the floor of the Mezzanine area.

## **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 on 28<sup>th</sup> 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 CO<sub>2</sub> 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 4<sup>th</sup> December 2018

**Next due 4<sup>th</sup> December 2019**

Boiler Landlord's gas safety check by British Gas February 2017 **Completed 18<sup>th</sup> February 2019 by RG Williams; next due half term February 2020**

Bins/Rubbish - All users to remove rubbish and take away; weekly check by hall cleaner.

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**

A new fire escape from the rear exit door was built in summer 2018 by the landowner of the plot.

It consists of a fenced area with concrete path including five sets of two steps together with hand

rails along the Hall wall. User groups took part in fire drills in the Autumn of 2018 to test the

speed of exit for both young (pre-school) and older (WI) groups. All groups were satisfied with

the arrangements.

### **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/ Normasol - three tubes per kit*

*Saline wipes: six per kit*

*Blue plasters: for use in food preparation a number in each box*

*Supplies are replenished regularly.*

This risk assessment was updated on 18<sup>th</sup> February 2019

IDS `18/2/19