

HEALTH AND SAFETY ASSESSMENT 4th January 2013
ST JOHN'S (KINGSDOWN) VILLAGE HALL, UPPER STREET, KINGSDOWN, DEAL, KENT, CT14 8BJ
Registered Charity Number 302777

Date of next full review January 2014

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. The '**competent persons**' are Jane Banks and Mike Glavin.

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 on 30th November 2012.

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 and each Trustee has a copy.

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.

The Booking Secretary (Mike Glavin) brings to the attention of hirers, the **Health and Safety** policy and the **Fire Risk** policy.

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).

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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 6 radiators, 1 kitchen cooker and the boiler.

Annual service and contract with British Gas performed on 04/01/2013

Due Jan 2014

Certificates kept by treasurer, copies in H+S folder in kitchen cupboard. Folder updated 05/02/2013

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.

Maintenance Officer has keys to all doors and cupboards fitted with locks.
Emergency contact details are on the website and the hall notice boards.

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
- One Class A water extinguisher mounted on the wall in the Entrance Lobby (for use on paper, wood and textiles)
- Consult folder on premises or on website www.kingsdownvillagehall.org.uk Hard copy retained by Trustees.
- KCC Inspection services 01622-605028 / Stephen Trebill 01732 369702 / Tom Morrison 07786 191387
<http://www.inspectionsservices.org.uk> Annual Inspection completed **5/10/2012** **Due October 2013**

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.

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

- Weekly check of both exits (to ensure the doors open freely)
- Weekly fire alarm testing (BS5839)
- Weekly Visual check of fire extinguishers
- Monthly emergency lighting check
- Annual fire extinguisher check
- Copies of certificates for the periodic inspection of gas appliances (6 radiators, 1 kitchen cooker, boiler)
- Copies of PAT (portable appliance tests) for electrical equipment

Due Jan 2014

Due Feb 2014

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.
The full report can be viewed on application to the secretary.
Both assessments showed a low risk property with no problems
Review is required if further building work is undertaken after January 2012

Water Supply Regulations 1999

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

Letter Box

Metal letter box fitted to external wall near main doors

HEALTH AND SAFETY RISK ASSESSMENT, 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, urn, kettles, cleaner, cooker and hood, toaster, leaf blower, insect killer, oven and PA. Passed on 19th February 2013

Due Feb 2014

Wiring - new in August 2010. Annual visual check OK

Due Jan 2014

Emergency Lighting - new in August 2010. Annual visual check OK

Due Jan 2014

External emergency Lighting installed April 2013

Due April 2014

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

Due Jan 2015

HEALTH AND SAFETY RISK ASSESSMENT, GENERAL

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

ACTION

Additional security lighting required by front steps, and all security lighting needs attention

ACTION

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

A handrail is required to the lower hall

ACTION

HEALTH AND SAFETY ASSESSMENT, LOWER HALL

Clear signs with symbols required on WC door
Paint the walls behind the WC and all fittings with contrasting colours
Chairs - stacked tidily with a sign/notice provided giving stacking guidance
Fridge needs to be open if unused
Fridge and kettle PAT tested 19th Feb 2013
Light switch in lower hall WC not immediately obvious
Toilet - Macerator fitted, paperwork retained by secretary
Install lever taps in WC
Install a grab rail by WC
Kitchen bin - needs to be emptied daily

ACTION
ACTION

ACTION – check
Due Feb 2014

ACTION
ACTION
Daily Check reqd

HEALTH AND SAFETY ASSESSMENT, 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

HEALTH AND SAFETY ASSESSMENT, MAIN HALL

Storage Cupboards - general Cupboards all tidy. Reduce contents where possible
Chairs in store cupboard - sign / notice provided giving stacking guidance
Mops/buckets - tidy storage reqd in toilet lobby area. Will be stored in new cupboard once door is fitted
Tall Step Ladder - stored by side of scout pole cupboard
Install arrow signs from main hall to Ladies and Children's toilet
Provide a few chairs with arm rests for those with disadvantages
Scout's poles - (placed in dedicated cupboard Jan 2012). Reduce contents if possible

Do not use if only one person on premises

ACTION
ACTION
ACTION

Mezzanine area

No unaccompanied children allowed – notice displayed

HEALTH AND SAFETY ASSESSMENT, TOILETS

Disabled toilet - rail on door has come off and red emergency cord (often) taped to wall **ACTION - Check at start of every session**

Clear signs with symbols required on WC door **ACTION**

Paint the walls behind the WCs and all fittings with contrasting colours **ACTION**

Lever lock and bar with no 'twist' action required **ACTION**

Mirror and towels required **ACTION**

Install lever taps in WC **ACTION**

Install a grab rail by WC **ACTION**

Mini toilet suite - wire taped to wall. Put wire in coving **ACTION**

Clear signs with symbols required on WC door **ACTION**

Paint the walls behind the WCs and all fittings with contrasting colours **ACTION**

Ladies Toilet

Clear signs with symbols required on WC doors **ACTION**

Paint the walls behind the WCs and all fittings with contrasting colours **ACTION**

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

Install lever taps in WC **ACTION**

Install grab rails by WCs **ACTION**

Men's Toilet

Clear signs with symbols required on WC door **ACTION**

Paint the walls behind the WCs and all fittings with contrasting colours **ACTION**

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

Install lever taps in WC **ACTION**

Install a grab rail by WC **ACTION**

HEALTH AND SAFETY ASSESSMENT, KITCHEN

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

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

One fire blanket in the kitchen

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

Microwave, fridge, urn, insect killer, cooker hood, toaster, oven, and kettle - PAT (portable appliance test) passed 19/02/2013

Due Feb 2014

Gas Cooker, Boiler Landlord's gas safety check by British Gas January 2013

Due Jan 2014

Bins/Rubbish - All users to remove rubbish and take away

Daily Check Rqd

Food Hygiene

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

Safety signs are displayed.

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

NO deep fat fryers to be used on premises.

ACTION – Kitchen Officer (Doreen Clark) to monitor standards

FIRE RISK ASSESSMENT, REAR SIDE EXIT

Handrail required by steps

ACTION

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

ACTION

(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)

First aid boxes are provided stocked with recommended items (located in lower hall, toilet lobby area in kitchen)

- 10 un-medicated sterile dressings (medium)
- 3 un-medicated sterile dressings (large)
- 1 un-medicated sterile dressing (eye pad)
- 1 pair blunt ended scissors
- 8 non-woven triangular bandages
- 1 packet safety pins
- 1 vent aid

ACTION - check contents regularly

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

Put a notice on the box reminding users that it is for emergency use only, that theft could cause serious harm and asking them to report to the booking secretary/caretaker if they have used items so that it can be re-stocked.

ACTION

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)

These must include waterproof dressings or blue plasters for use where food is prepared