

Risk Assessment

Carried out by Kathy Law & Hamish Thompson 18/03/23

Item	Yes/No or N/A	Comments and action(s) required
GENERAL/all areas		
Fire Alarms / Carbon monoxide Alarms testing	Yes	Weekly and recorded in Logbook - Committee
Emergency Lighting testing	Yes	Weekly and recorded in Logbook - Committee Annual Test 20/01/23 - Committee/EKE Alarms
Fire Extinguishers /Fire Blanket inspection	Yes	Weekly and recorded in Logbook - Committee Annual service 03/01/23 - Mainpoint
Portable Appliance Test (PAT) testing	Yes	Every 2 years, last test 10/10/22 - Stallard
Electrical installation inspected competent person	Yes	Every 5 years, last test 03/08/20 - Stallard
Both gas installations (kitchen & disabled toilets) serviced	Yes	Annual service 21/04/23 - S Jeffries
Are all the heaters fitted with suitable guards and fixed in a position away from combustible materials?	N/A	
Is the use of extension cables kept to a minimum?	Yes	
Are flexes run in a safe place where they will not be damaged?	Yes	
Is the workplaces free of rubbish and combustible waste materials?	Yes	
Have measures been taken to ensure that smoke and flames cannot spread from part to another within the building?	Yes	
Are there any identified trip hazards inside the hall?	No	
Are there a sufficient number of exits of suitable width for the number of people present in the building?	Yes	
Do the exits lead to a safe place?	Yes	
Are the escape routes free from obstruction?	Yes	
Are exits always unlocked when the hall is in use?	Yes	
Are the escape routes clearly and correctly signed?	Yes	
Are the escape routes free from obstruction?	Yes	
Are the escape routes adequately illuminated?	Yes	
CAR PARK/ Building EXTERIOR		
Do the exits lead to a safe place/?	Yes	
Are the escape routes free from obstruction?	Yes	
Have measures been taken to protect the facility against arson attacks?	Ongoing	Investigate the provision of external post box
Are there any identified trip hazards?	Yes	Lower step requires painting
Metal gate, secured against swinging?	Yes	
Pot holes in lane and carpark	Yes	Minor potholes in carpark to be filled
Telephone pole - adequately marked to identify as hazard	Yes	
Sensor lighting/ external lighting	Yes	
Footpath fire escape path front of hall	No	Needs gravel infilling and trip hazard painting
Disabled car park access ramp	Yes	
Outside store	Yes	Needs clearing out, used for temporary storage
Defibrillator - pads and batteries	Yes	Replace Pads by 28/09/24, Battery by 20/11/23
ENTRANCE HALL		
Are exits always unlocked when the hall is in use?	Yes	
Are the devices securing exit doors capable of being immediately opened without the use of a key?	No	Investigate replacing internal key operation with thumb lock
Lightswitches, identification for external and interior lights	Yes	
Are exits always unlocked when the hall is in use?	Yes	
Do the doors on escape routes open in the direction of travel?	Yes	
BAR AREA		
Extension lead to till/card reader	Yes	
Heater over alarm	Yes	
Bar spotlights	Yes	Discoloured but now very rarely used
Bar isolating switch	Yes	
Water heater	Yes	Requires recorded legionella testing
First aid box	Yes	
Chiller extension lead	Yes	Very rarely used
DISABLED TOILET		
Emergency alarm cord/ reset function	Yes	Requires recorded test
Gas heater serviced - see first page for date etc	Yes	
Extractor fan	Yes	

GENTLEMENS TOILETS		
Defibrillator isolator switch	Yes	
Urinals water-miser access in ceiling panel	Yes	Label on wall required
LADIES TOILETS		
Floor heating vents	Yes	
KITCHEN		
Solar generator inverter and meter	Yes	
First aid kit and accident book	Yes	
Various switches	Yes	
ALL portable electrical appliances/leads	Yes	
Dishwasher	Yes	
Both Consumer units	Yes	
2 electric cookers	Yes	
Gas hot water boiler serviced - see first page for date etc	Yes	
MAIN HALL		
Stage area	Yes	Beware of falls
All chairs and tables to be checked annually for wear & tear	Yes	
Heating control panel	Yes	
Light control panel	Yes	
Are the curtains fireproofed	?	To be checked
Are the ceiling tiles made from a material that is to a fireproof specification?	Yes	
TABLE & CHAIR STORE		
All tables - card, 4 foot and 6 foot	Yes	Check annually for wear & tear
Plastic chair storage	Yes	
CLEANERS STORE		
Are all the following stored safely? cleaning materials	Yes	General tidy up to assist ease of use
Comments		
Notice board		