

TINGEWICK VILLAGE HALL

REVIEW OF RISK ASSESSMENTS RECOMMENDATIONS - ORIGINAL DOCUMENT OCT. 2010

REVIEW DATE:- JANUARY 2015

FIRE SAFETY RISK ASSESSMENT			
SOURCE	HAZARD/RISK IDENTIFIED	ACTION RECOMMENDED	CURRENT SITUATION
ELECTRICAL			
Fixed Appliances	Insulation breakdown, short circuit, insecurely attached equipment & mischievous tampering.	Regular visual checks Regular inspection & testing	Part of Health & Safety inspection plan. TS Electrical "engaged"
Portable Appliances	Poor insulation, broken plugs & tampering.	Regular visual checks & PAT testing	Part of Health & Safety inspection plan.
Hirers Equipments	As above plus trailing leads & inadequate supervision.	Hirer to be the <i>Responsible Person</i> & to ensure his equipment complies with regulations. Conditions of Hire to incorporate these responsibilities.	Hire conditions amended to emphasise responsibilities
GAS	No gas piped into the Hall. Problem with LPG canisters stored in Scouts shed from time to time.	Scouts informed LPG not allowed on site. Have ready access to shed's contents and regular inspections.	Part of Health & Safety inspection plan.
SMOKING	HALL <i>Exterior Emergency Exits</i> from Kitchen & Committee: Room doors: The narrow paths past these doors are edged with grass/weeds/scrub and a wooden shed.	Ensure all no smoking signs remain in place as a reminder & make hirers aware of their responsibilities. Apply weed-killer on a regular basis. Put up no smoking and directional Emergency Exit signs.	Incorporated in Conditions of Hire Part of Health & Safety inspection plan. Signs in place.
ARSON	Ineffective gate allows unrestricted access to the rear of the building where there are wooden buildings. The unauthorised storage, by the scouts of large amounts of combustible material.	Erect new gate to prevent "casual" access and improve security. Scouts to remove all unauthorised material from site.	New gate being made (2012) Scouts removed material from site.

PROTECTION MEASURES	<p><i>Fire Extinguishers & Fire Blanket</i> - Tampering by unauthorised persons.</p> <p><i>Fire/Smoke Alarms</i> -Battery units in the roof could not be tested due to access problems. Committee Room & behind proscenium arch not protected</p> <p><i>Emergency Lighting</i> - Bulb and power pack failure</p> <p><i>Escape Routes</i> - Wooden Doors can swell and bind Exit Routes - no external directional exit signs</p> <p>East Route - Wheelie bin and poorly hung gate may obstruct emergency route. No visible sign stating that this is an emergency exit route.</p> <p>West Route - Large amounts of combustible material (mainly wood) belonging to the Scouts stored without authorisation along with barrels causing an obstruction.</p>	<p>Regular visual & maintenance checks.</p> <p>Additional units to be installed in unprotected areas and to cover those where access is difficult.</p> <p>Yearly maintenance checks.</p> <p>Check regularly Signs to be sited at appropriate points</p> <p>Check for obstructions and renew gate and add exit sign.</p> <p>Scout to be requested to remove all offending material. Regular checks to be introduced.</p>	<p>Part of Health & Safety inspection plan MK FIRE carry out yearly maintenance.</p> <p>Mains operated units installed in roof. Units sited in Committee Room & behind arch. Testing:- Part of Health & Safety inspection plan.</p> <p>MK FIRE carry out yearly maintenance.</p> <p>Part of Health & Safety inspection plan. Signs in place</p> <p>Under construction</p> <p>All material removed. Part of Health & Safety inspection plan.</p>

JANUARY 2015

ELECTRICAL

5 year electrical inspection due this year.

ARSON

Shed - Odd gas cylinder still appears maintain inspections.

PROTECTION MEASURES

Abbottfire engaged to carry out service/maintenance. Kitchen emergency exit light not working correctly.

SLIPS, TRIPS & FALLS

Car park floodlight not working. Storage shed floor and back wall breaking up, creating serious safety issues - to be replaced.

HAZARDOUS SUBSTANCES

New cleaner for Hall - Stowe School trained.

HEALTH & SAFETY RISK ASSESSMENT

HAZARD	RISK IDENTIFIED	ACTION RECOMMENDED	CURRENT SITUATION
SLIPS, TRIPS & FALLS	Car Park - possible break-up of surface. Hall Lighting - Adequate for all rooms Spillages Mats Trailing Leads Boundary Paths: Both East & West side paths are emergency exits. The west path surface is in poor condition varying from gravel uneven flagstones and "mud" covered concrete. Wooden poles also obstruct this path.))) Check regularly)) Remove obstructions. Clean-up and even out west path surface.	Part of Health & Safety inspection plan. Obstructions removed. Path cleaned-up but due to the nature of the path it was not practical to even up the surface. The condition of the the path made it difficult and time consuming to clean. The path also quickly became mucky and slippery again due to "debris" falling off overhanging ash trees. These were cut back. Although the situation improved, it was not overcome. A quote for completely renovating the West path was obtained for various

			options - (£2800 - £5500) Oct 2013 - Westside redeveloped - area paved and clean & tidy -£7200
WORKING AT HEIGHT	Use of ladders	Village Hall stepladder to be inspected regularly. Hall users to be made aware of proper use	Part of Health & Safety inspection plan. Incorporated into Conditions of Hire.
VEHICLE MOVEMENT	Car park entrance not clearly marked Hirers to be aware of their responsibilities regarding parking Impact on local community	 Liase with School and local residents making them aware of the risks and their responsibilities	 Incorporated into Conditions of Hire
HAZARDOUS SUBSTANCES	The mixing of incompatible cleaning materials Storage of cleaning chemicals	Cleaner to be advised of risks and the use of PPE Provide a secure cupboard.	PPE provided and cleaner advised Lockable cupboard available.
ELECTRICITY	Risk of Electric Shock from:- Fixed Appliance & Wiring) Village Hall Portable Appliances) Portable Appliances - Hirers	Electrical integrity check by electrician PAT testing Hirers informed that their equipment must comply with current legislation and position of main fuse box	Part of Health & Safety inspection plan Incorporated into Conditions of Hire.
STORED EQUIPMENT	Unstable stacking of tables and chairs	Hirers to be informed that they must stack items properly	Incorporated into Conditions of Hire

MANUAL HANDLING		Options to be investigated to establish whether the problems in handling items such as tables and chairs can be minimised	
ASBESTOS	Possible risk of inhalation of asbestos fibres.	Investigate the possibility of asbestos on site.	One drainage downpipe may be asbestos advice to be sought.
FIRE	Hirers encountering and/or becoming trapped	Fire risk assessment carried out and a number of actions identified	Ensure actions identified are acted upon.

2012 - Assessment

Fire Safety in Halls (The Regulatory Reform [Fire Safety] Order 2005). It is recommended that Hall Management Committees include an A4 precis of the assessment and a copy of the emergency plan along with the Conditions of Hire for the Hall. Hirers would be then asked to sign to confirm that they have understood the precis and understand the fire procedures in the Hall.

To achieve this it will be necessary to confirm that all the current "Terms and Conditions of Hire" are up to date and contain the relevant information

FORM	HIRERS PACKAGE TO COMPRISE	DETAILS	CHANGES
1)	FORM A - LETTINGS FOR OCCASIONAL HIRERS SPECIAL CONDITIONS OF HIRE	Detailing Hire & Function Details To be signed by Hirer	Include "I have read and understood the fire procedures in the Hall".
2)	FIRE & HIRERS RESPONSIBILITIES	Action to be taken in the event of a fire, responsibilities along with items from the assessments also includes hirers copy of Special Conditions of Hire	None
3)	STANDARD CONDITIONS OF HIRE (Compressed Version)	Complete version	None
4)	FORM B - APPLICATION FOR A BAR	Issued where applicable	

5)

STANDARD CONDITIONS OF HIRE

3 page version for "easier" reading
Available on request.

None

FURTHER ACTION

5 year inspection period

*Needs to be made an
integral part of the Hire
Conditions package.
Done.*

*New gate made & in place
Oct-12*

*Rechargeable power
packs to be replaced
every 4 years*

Gate in place
Oct-12



FURTHER ACTION

West side path needs to be refurbished and cleaned regularly -the latter using "contract labour"?

Area completely renovated - needs to be

**maintained on regular
basis.**

***Macho image takes
over***

Ongoing

*air fire risk
have read and*

DATE

01/10/2012

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