

# **TINGEWICK VILLAGE HALL**

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# TINGEWICK VILLAGE HALL

DATE: 6/12/10  
DOCUMENT REVIEW DATE: 6/12/13

## HEALTH & SAFETY ASSESSMENTS

### REGULATORY REFORM (FIRE SAFETY) ORDER 2005

**Description:** Tingewick Village Hall was originally built in 1935 and is held under a deed dated 22<sup>nd</sup> April 1975, as a public charitable trust (Registration No. 269466) for use as a Village Hall for the inhabitants of the Parish of Tingewick.

The single storey building is of wooden construction with featheredge board on the exterior attached to a wooden frame, while internally, the walls are lined with both painted board and aluminium sheet. "Slate" tiles cover the roof again on a wooden frame. The raised floor, supported by brick piers, consists of wood boards, which in the main hall and committee room are exposed and sealed, while the remaining areas within the building are covered in non-slip vinyl.

Overall, the building internally measures 19 metres in length and 12.9 metres at its widest point. It comprises:

|                    |              |                   |             |
|--------------------|--------------|-------------------|-------------|
| Main Hall          | 14.85 x 7.61 | with raised stage | 2.63 x 5.15 |
| Committee Room     | 3.15 x 4.35  |                   |             |
| Kitchen            | 3.15 x 3.15  |                   |             |
| Bar                | 2.62 x 1.85  |                   |             |
| Gents Toilet       | 3.57 x 1.6   |                   |             |
| Ladies Toilet      | 1.45 x 1.85  |                   |             |
| Disabled Toilet    | 2.3 x 1.85   |                   |             |
| Entrance Vestibule | 0.95 x 2.28  |                   |             |

In addition there are three separate wooden out-buildings used for storage purposes:

|  |             |                 |  |
|--|-------------|-----------------|--|
| Hall Shed (storage of tables & chairs etc) | 5.45 x 1.8  |                 |  |
| Scouts Shed (1)                            | 3.69 x 2.47 | ) used for      |  |
| Scouts Shed (2)                            | 1.0 x 0.5   | ) various items |  |

NB. All measurements are approximate and in metres.

***Hall Management:*** There are three Holding Trustees who have stewardship of the Hall and oversee a managing committee that can consist of up to twelve persons. This committee includes the elected positions of:-

Chairman  
Vice Chairman  
Treasurer  
Secretary  
Lettings Officer

***Use of the Hall:*** To be available, in the main, for hire by the parishioners of Tingewick, and others within the locality, without distinction as to their political, religious and other opinions. Such uses would include meetings, recreation and leisure activities and events organised by various societies.

The Hall is available to hirers (18 years old and over) for occupancy ca 18 hours/day, 7 days a week and is licensed for various forms of entertainment.

Provision has been made for persons with limited mobility problems, i.e. in wheel chairs, with regard to ingress, egress and toilet facilities.



## FIRE SAFETY RISK ASSESSMENT

| Fire hazards & Possible Sources of Ignition  | Risk to Persons | Nature of Risk   | Action  | Review                         |
|--|-----------------|--|---|--------------------------------|
| <b>ELECTRICAL</b>  |                 |  |   |                                |
| <p>a) <i>Fixed Appliances:</i></p> <p style="padding-left: 40px;">Oven<br/>Hall Heaters (8)<br/>Committee Room Heaters (2)<br/>Water Heaters (5)<br/>Extractor Fans (3)<br/>Circulation Fan (2)<br/>Lighting</p> | Low             | Insulation breakdown, short circuit, insecurely attached equipment & mischievous tampering resulting in electrocution and/or fire.   | <p>Visual checks.</p> <p>Regular inspection/testing by qualified electrician.</p>   | <p>6 months</p> <p>5 years</p> |
| <p>b) <i>Portable Appliances – V.H.</i></p> <p style="padding-left: 40px;">Cooler<br/>Kettles (4)<br/>Tea Urn<br/>Vacuum Cleaner<br/>Fan Heaters (2)</p>   | Low             | Poor insulation, broken plugs, tampering by unqualified persons  | <p>Regular visual checks.</p> <p>Portable Appliance Testing by qualified persons.</p>   | <p>3 months</p> <p>2 years</p> |
| <p>c) <i>Portable Appliances – Hirers</i></p> <p style="padding-left: 40px;">Various – e.g.<br/>Disco equipment<br/>Amplifiers<br/>Food warmers<br/>Plugs &amp; leads</p>  | Low – Moderate  | Insulation breakdown, poor wiring/fusing, trailing leads, inadequate supervision.  | <p>Hirer to be aware that they are the <i>Responsible Person</i> and have to ensure that all equipment brought in to the Hall is safe and complies with regulations.</p> <p>The Hiring conditions to incorporate these responsibilities</p> | <p>3 months</p>                |
| <b>GAS</b>   |                 |  |   |                                |
|  | Low             | <p>There is no gas piped to the Hall.</p> <p>However it has been found from time to time bottles of LPG have been stored in the Scouts shed. This gas may cause or contribute to fire.</p> <p>Gas bottles are BANNED</p> | <p>Institute regular checks to ensure gas bottles are not brought on to Village Hall premises.</p>  | <p>3 months</p>                |
| <b>SMOKING</b>   |                 |  |   |                                |
| <p><i>HALL:</i> As per current legislation, smoking is not allowed in the Hall. However there are 3 exits to outside areas where smoking may occur:</p>  | Low             |  | <p>Ensure all no smoking signs remain in place as a reminder.</p> <p>Make hirers aware of their responsibilities – hiring conditions.</p>   | <p>1 year</p>                  |

|                |  |   |  |   |
|----------------|--|---|--|---|
| <b>SMOKING</b> | <p><i>a) Main Hall Exit to Car Park:</i><br/>This part of the car park is the main smoking area.</p> <p><i>b) Kitchen Door:</i><br/>This exits on to a narrow path between the Hall and site the boundary. The path is edged with weeds and grass.</p> <p><i>c) Committee Room Door:</i><br/>Exits on to a path that runs between the Hall and a wooden storage shed with a large area of scrub behind.</p>  | <p>The bin provided for cigarette-ends may present a fire risk if overfull.</p> <p>) Carelessly discarded stubs<br/>) or matches could ignite<br/>) dry grass/weeds and/or the<br/>) wooden structures.</p>   | <p>Bin to be emptied regularly.</p> <p>Keep grass and weeds down – apply weed killer occasionally.</p> <p>Place no smoking sign outside both doors.</p>  | <p>N/A</p> <p>6 months</p>                      |
| <b>COOKING</b> | <p>An oven is provided for the sole purpose of keeping food warm. All meals are prepared using outside catering facilities.</p>  | <p>Smoke inhalation</p> <p>Burns</p>  | <p>Fire extinguisher and fire blanket positioned near cooker.</p>  | <p>N/A</p>                                      |
| <b>ARSON</b>   | <p>There is unrestricted access to the Hall from the public highway via the car park. High boundary fencing at the sides and rear of the Hall severely restricts access from those quarters. However, at the front of the Hall, on the East side, there is a small heavy unlocked wooden gate. This forms part of an exit route as well as providing permanent access to all sides of the Hall including the outbuildings (2 of which are unlocked). At the rear of the Hall is a raised area covered with weeds and scrub. Also, the Scouts store large amounts of combustible material (wood, plywood, plastic barrels etc) in close proximity to the outbuildings and Hall.</p> | <p>By the nature of its situation the Hall is very susceptible to the possibility of unauthorised persons entering the site unseen and unchallenged. Although there is security lighting in place this cannot be regarded as a complete deterrent. The amount of combustible material available is sufficient to fuel a large conflagration. The build up of weeds and scrub could contribute to the fuel load particularly when dry.</p> | <p>Replace small gate at the East side with a taller one operated by an emergency push bar (rear access being only through Hall). If the committee room is in use at the time as the Hall, access arrangements to be made between hirers.</p> <p>Regularly apply weed killer to destroy weeds etc.</p> <p>Remove all “loose” combustible material from the site or provide a designated area away from the main building where it can be stored safely and tidily with good accessibility.</p> | <p>6 months</p> <p>6 months</p> <p>3 months</p> |

| <b>PROTECTION MEASURES</b>  |            |   |   |   |
|---|------------|---|---|---|
| <p>a) <i>Fire Extinguishers:</i><br/> 1 x CO<sub>2</sub><br/> 2 x Water<br/> 1 x Foam<br/> 1 x Powder</p> <p>b) <i>Fire Blanket</i></p> <p>c) <i>Fire/Smoke Alarms:</i><br/> There are 4 alarms in the main Hall. 2 are situated in the upper most part of the roof and 2, at eaves level, at opposing corners. No other alarms present.</p> <p>d) <i>Emergency Lighting:</i><br/> There are emergency lights leading to all fire exits (3).</p> <p>e) <i>Escapes Routes:</i><br/> <i>Internal Routes in Hall.</i><br/> There are 3 designated/signed escape routes.<br/> i) Main Hall via the swing doors, vestibule and double doors on to the car park and assembly point.<br/> ii) Kitchen – this leads on the path that runs along the East side of the building.<br/> iii) Committee Room – leads on to path on the west side.<br/> There are no external signs on any of these exit doors.</p> | <b>Low</b> | <p>Risk of tampering by unauthorised persons.</p> <p>Due to access problems the units at the highest point cannot be regularly tested.</p> <p>Alarms may fail to function if battery levels low.</p> <p>The proscenium arch may reduce the level of protection over the stage.</p> <p>Other than the main Hall, little protection is available to other parts of the building.</p> <p>Bulb and power failure (charging back-up batteries) would be major risks.</p> <p>Wooden doors can swell and bind affecting ease of opening.<br/> The lack of external signs to denote emergency exits could result in the doors being blocked on the outside.<br/> With no directions for both east and west exits, as to the quickest exit route, there could be confusion for those not familiar with the Hall.</p> | <p>Regular visual checks. Check green tag in place.</p> <p>Regular maintenance check by qualified persons.</p> <p>Only replace batteries when low power is signalled. Cover these 2 alarms with 2 additional ones at lower level.</p> <p>Regular battery tests.</p> <p>)<br/>)<br/>) Install alarms in all other areas – 7 in all.<br/>)<br/>)<br/>)<br/>)</p> <p>Regular checks by qualified persons.<br/> Replace rechargeable batteries every 4 years.</p> <p>Check all doors regularly.</p> <p>Directional Fire Exit signs to be on the east &amp; west external escape routes.</p> | <p>3months</p> <p>1 year</p> <p>6 months</p> <p>1 year</p> <p>4 years</p> <p>3 months</p> <p>6 months</p> |

|  |   |   |   |   |
|--|---|---|---|---|
| <p style="text-align: center;"><b>External Routes.</b></p> <p><i>i) The East Route leads to the car park. Other than a Wheelie Bin this route is clear. Entry to the car park and assembly point is via a poorly hung gate that has to be lifted to open/close. Other than cross-hatching on the car park there are no signs to indicate that this is an emergency exit.</i></p> <p><i>ii) The route on the West side goes past the 3 storage sheds to a grassed area edging the car park via a full size door let into the brick boundary wall. An emergency release handle operates the door. Apart from the 3 storage sheds the exit path is flanked by large quantities of stored combustibles (8 x 4 sheets of plywood, wooden poles and beams). The approach to the emergency door is restricted by double stacked, large plastic barrels (180 litre?) on one side and 8 x 4 sheets of plywood and traffic cones on the other side. On the outside of the door there is no indication that this an emergency exit.</i></p> | <p style="text-align: center;">Low<br/>-<br/>Moderate</p> <p style="text-align: center;">Moderate<br/>-<br/>High</p>                        | <p>Wheelie Bin could obstruct the exit route if not left in its designated space.</p> <p>Being difficult to open, the gate could restrict exiting the site.</p> <p>The public uses the car park at all times of the day. Although the area is hatched cars often park across this gate making it difficult/impossible to exit.</p> <p>The combustible material stored at the West side of the Hall constitutes a major hazard in that it could provide a considerable amount of “fuel” to a fire in the vicinity. Sparks from a fire in this area could also have an impact on the thatched roof of the neighbouring property.</p> <p>The barrels/wood/cones will restrict the flow of people approaching the exit. It is feasible that these items could fall, be blown or pulled over, completely blocking the exit</p> | <p>Ensure Bin is in designated spot – notice and/or loose chain to keep in place.</p> <p>Replace gate with a lighter/taller version with emergency push bar and correctly signed.</p> <p><b>See ARSON</b></p> <p>All “loose” combustible material to be removed from site or stored in a more appropriate location.</p> <p><b>See ARSON</b></p> <p>All exits to be checked regularly for accessibility and ease of opening.</p> | <p style="text-align: center;">3 months</p> <p style="text-align: center;">3 months</p> <p style="text-align: center;">3 months</p> |
| <p style="text-align: center;"><b>OUTBUILDINGS</b></p> <p><i>a) Village Hall Shed - Unlocked: Used for storing tables, chairs and cleaning equipment.</i></p> <p><i>b) Scouts large Shed - Unlocked: Storage of a large amount of scouting items including small LPG cylinders of indeterminate age.</i></p> <p><i>c) Scouts Small Shed - Locked: Contents unknown.</i></p>  | <p style="text-align: center;">Low</p> <p style="text-align: center;">Low<br/>-<br/>Moderate</p> <p style="text-align: center;">Unknown</p> | <p>Currently accessible by anyone coming in off the road.</p> <p>As a).<br/>No direct control over contents.</p> <p>Key not available to V. Hall.</p>   | <p>Suitable side gate should greatly reduce risk.</p> <p>As a).<br/>Regular inspection of shed contents.</p> <p>Obtain a key and inspect regularly.</p>   | <p style="text-align: center;">3 months</p> <p style="text-align: center;">3 months</p> <p style="text-align: center;">3 months</p> |

# FIRE

The hirer is deemed to be the Responsible Person during the period of hire. As the Responsible Person, the hirer is the designated person in charge of the Hall and is responsible for the well being of other persons in the Hall during that period of hire.

It is advisable that the Responsible Person is aware of:

Names/numbers of persons present during the hire period.

Emergency Exits and signs.

The assembly point in the event of a fire or emergency –  
***ROYAL OAK CAR PARK***

This is situated next to the Village Hall car park on the East side.  
Access being via Main Street.

After evacuation to the *ROYAL OAK* car park a roll call should take place.

## IF YOU DISCOVER A FIRE:

Raise the alarm – **CALL THE FIRE BRIGADE.**

Dial 999 from the phone box in the Village Hall car park.

Address: Tingewick Village Hall, Main Street, Tingewick  
MK18 4NN.

Evacuate Hall: All persons to assemble in the Royal Oak car park.  
Carry out a roll call.

## REMEMBER!

Use nearest available exit (close doors behind you)

Do not stop to collect personal belongings

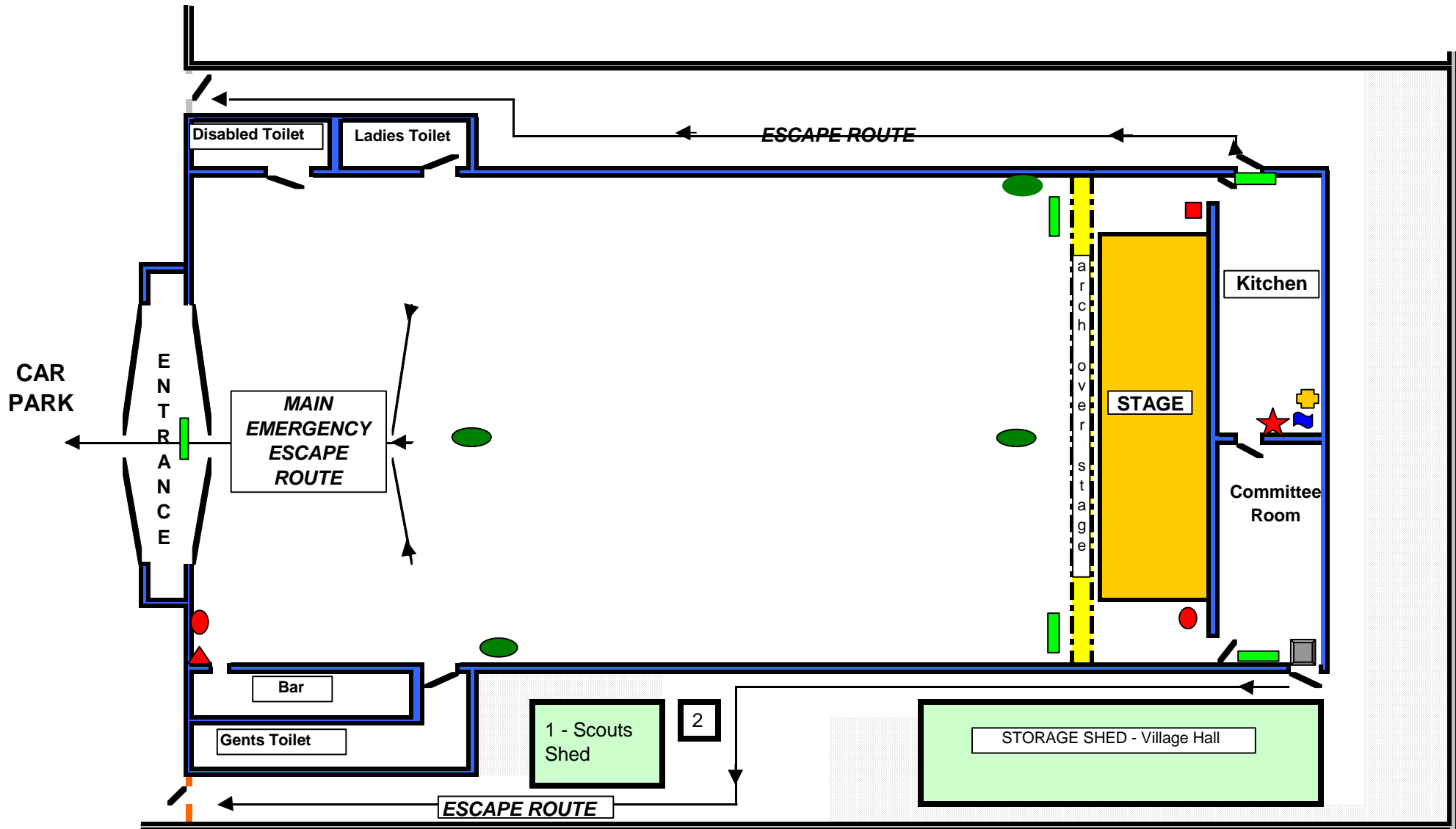
Do not re-enter the Hall until told it is safe to do so.






Attack the fire, *if possible*, with the appliances provided but without taking personal risks. If in doubt “GET OUT”.



# TINGEWICK VILLAGE HALL






October 2010



-  fire blanket
-  emergency lights
-  disabled alarm
-  first aid box & accident book
-  inaccessible areas

-  Main Fuse Box

Not to Scale

-  smoke alarm
-  foam extinguisher
-  water extinguisher
-  powder extinguisher
-  carbon dioxide extinguisher

***PLEASE REMEMBER!***

As Hirer of Tingewick Village Hall you have become the “**RESPONSIBLE PERSON**” for the period of your hire.

Any items left in the Hall unattended are at the Hirers risk. Liability is not accepted for the loss or damage of any item in or on Tingewick Village Hall property.

The fuse box is situated in the far southwest corner of the Hall in the committee room. In an emergency pushing the larger central switch upwards will turn off the electric supply.

If it is established that Hiring Terms and Conditions are being infringed during the hire period, such as:

Underage drinking

Drinking without a licence application

the Committee reserve the right to close the Hall immediately.

All tables and chairs to be stacked safely so as not constitute a hazard to other Hall users.

Entry into the Hall prior to the agreed hire period (to set-up etc) is not permissible unless previously agreed with the Lettings Officer.

In cases where the Hall has been let to two separate hirers (i.e. Hall and Committee Room), one or both will be requested to ensure that all parties have reasonable access to their relevant areas.

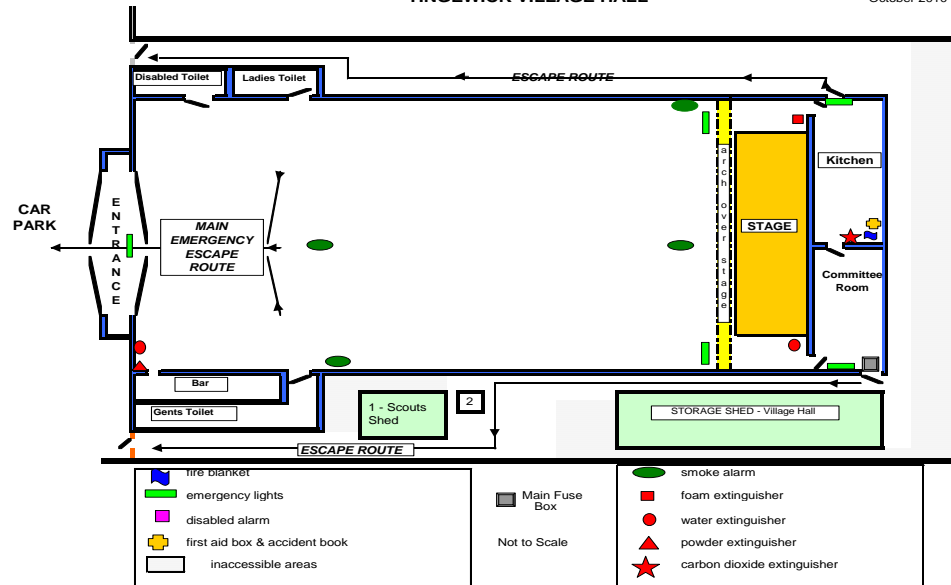
The Hirer is responsible for the safe use of the stepladder. A copy of HSE guidance on safe use of stepladders is available from the secretary.

*Terms and Conditions Addendum*

# TINGEWICK VILLAGE HALL



October 2010



## FIRE

The hirer is deemed to be the “**RESPONSIBLE PERSON**” in the context of the FSO 2005 regulations.

It is advisable that the hirer is aware of:

Numbers/names of persons present during the hire period.

Emergency exits and signs.

The assembly point in the event of a fire - **ROYAL OAK CAR PARK.**

After evacuation a roll call should take place.

### IF YOU DISCOVER A FIRE:

**Raise the alarm** – **Call the FIRE BRIGADE** – Dial 999 – phone box in Village Hall car park. Main Street, Tingewick, MK18 4NN.

**Evacuate the Hall** – assemble in ROYAL OAK car park. Carry out roll call.

**REMEMBER:** Use nearest available exit (close doors behind you).

Do not stop to collect personal belongings.

Do not re-enter Hall until it is told safe to do so.

Attack the fire, *if possible*, with the appliances provided but without taking personal risks. If in doubt “**GET OUT**”

## HIRERS RESPONSIBILITIES

To Hire Tingewick Village Hall, Hirers must be 18 years old or over.

Hirers must make themselves aware of the risk assessments made for the Hall. A copy is on the Village Hall notice board or is available on request.

Where applicable all electrical equipment *is to comply* with current portable appliance legislation (i.e. PAT certificated). Care should be taken with the positioning of all electrical and trailing leads.

Use of “smoke generating” equipment is *not* advisable.

Hirers must make sure that they are familiar with the location of fire exits, extinguishers and assembly point.

When the hire period has expired the hirer is responsible for ensuring that the Hall is left clean and tidy and that they do not leave items that may endanger person/s subsequently entering the Hall.

The car park is at the Hirers disposal during the hire period. It is the hirer’s responsibility to ensure that the various emergency exits are not blocked and that vehicles are not parked in such a manner as to cause hazard or nuisance to Hall users or others.

# TINGEWICK VILLAGE HALL – HEALTH & SAFETY RISK ASSESSMENT.

**Date: October 2010**

Having no employees, Village Hall risk assessments were not formally recorded other than as part of the monthly meetings. However, the Committee has decided to undertake formal assessments in order to reduce the risks to persons involved with Hall.

| HAZARDS                           | WHO MAY BE AT RISK/<br>NATURE OF RISK  | CURRENT SITUATION  | ACTION  | WHO            | WHEN/<br>REVIEW |
|-----------------------------------|--|--|---|----------------|-----------------|
| <b>Slips, Trips<br/>and Falls</b> | Users of the Hall, car park and boundary paths. Injuries may include bruising and fractured limbs resulting from uneven and overgrown surfaces, spillages and objects left lying around.<br><br><i>Risk low to moderate.</i>   | Car park – Surface maintained to be as even as possible.<br>Disabled parking space available by main doors.<br>Security lighting available.  | Inspect regularly, repair as necessary.                     | Secretary      | 3 months        |
|                                   |  | Hall Lighting – Adequate lighting in all rooms   | Check regularly   | Secretary      | 3 months        |
|                                   |  | Spillages – Terms & Conditions specify that hirers clear up after themselves.<br>Cleaner is aware of products that can be used and warning signs to be employed during cleaning.<br>Toilets, Kitchen and Bar have non-slip vinyl floor covering. | Check that the cleaner is taking the necessary precautions. | Secretary      | 3 months        |
|                                   |  | Mats – These are placed at the main entrance and committee room exit to reduce the ingress of rainwater.<br>There is no mat at the kitchen exit as this was not considered to be practical in this particular area.                              |   |                |                 |
|                                   |  | Leads – There are no trailing electrical leads or cables.  |   |                | Secretary       |
|                                   | Boundary Paths – Both East side and West side paths are emergency exits. Other than the wheelie bin the East path is free of obstacles with a reasonable surface.<br>The West path surface is in poor condition varying from gravel, flagstones and mud covered concrete. The exit point is also restricted by barrels and sheets of plywood. Wooden scaffold poles project over the path. | Ensure bin is properly located.<br>See <b>ARSON</b> .<br><br>Remove all obstructive material from site ASAP. Clean mud from path to expose original concrete. Even out remaining surfaces with flagstones and/or gravel.<br>See <b>ARSON</b> .   | Secretary<br>/<br>Treasurer                                 | 3 –6<br>months |                 |

|                                  |  |   |   |  |  |
|----------------------------------|--|---|---|--|--|
| <p><b>Working at Height.</b></p> | <p>Anyone working at height. Serious injury may result should they fall.</p> <p><i>Risk - low</i></p>  | <p>A stepladder is available for use by Hirers, committee members and the cleaner. Hall users are aware of the proper use of stepladders via the Hire Terms and Conditions. Self-employed workers engaged to carry out maintenance and repair have a responsibility for their own health and safety.</p>  | <p>Regular checks on the condition of the Stepladder. A copy of HSE guidance is available. Check latest version is available</p>  | <p>Secretary</p> <p>Secretary</p>                                  | <p>6 months</p> <p>1 year</p>                                  |
| <p><b>Vehicle Movement.</b></p>  | <p>Drivers, their passengers and pedestrians using the car park. In addition to persons using the Village Hall, there is a considerable amount of unauthorised parking:</p> <p><i>Dropping off/picking- up children from both school and pre-school. Adults attending both schools. Overnight parking by local residents.</i></p> <p>Pedestrians, particularly children, could suffer serious injury if struck by vehicles in the process of parking or entering/leaving the car park.</p> <p><i>Risk – moderate to high</i></p> | <p>Car park entrance not clearly marked.</p> <p>Hirers are advised of their responsibilities with regard to car parking in the Terms and Conditions of Hire.</p> <p>Signs denote that the Village Hall car park is private. Outside of hire period’s local residents park their vehicles with the knowledge of the committee. Both parties are aware that this is an unofficial situation and is a service to the local community by keeping vehicles off nearby streets.</p> <p>A greater problem is seen to be the uncontrolled parking by those dropping-off/picking-up children at the schools.</p> <p>A barrier is not considered viable, as access to the school car park (behind the Hall) is required at varying times.</p> | <p>Erect car park sign with 5 mph speed limit.</p> <p>Maintain Terms and Conditions.</p> <p>Contact local residents making them aware of their responsibilities.</p> <p>Liase with the schools to establish whether any alternative parking arrangements can be provided. At the very least for them to inform parents of the risks</p> | <p>Secretary</p> <p>Secretary</p> <p>Chairman</p> <p>Secretary</p> | <p>6 months</p> <p>2 years</p> <p>6 months</p> <p>6 months</p> |

|                             |  |   |  |           |          |
|-----------------------------|--|---|--|-----------|----------|
| <b>Hazardous Substances</b> | <p>Cleaning chemicals are the most commonly available with the cleaner being at most risk. The problems most associated with these would be:</p> <p>Direct Contact with skin &amp; eyes – eye damage, dermatitis etc.<br/> Vapours such as solvent and bleach – breathing difficulties.<br/> Mixing products such as bleach and acid descalers – evolution of chlorine breathing difficulties, eye damage etc.</p> | <p>Bleach and washing up liquid are mainly used for cleaning purposes. Descaling products are only used in “one off recovery” procedures.</p> <p>As there is no suitable storage facility on site for cleaning materials, other than washing up liquid, the cleaner removes all cleaning materials, from site.</p> <p>Toilet blocks are provided by the Royal Oak as and when required.</p> <p>Cleaning equipment (mops, buckets etc) is stored in the shed along with the tables and chairs.</p> | <p>Cleaner to be made aware of the hazards involved with the cleaning in use.</p> <p>Secure cupboard to be provided for these products. Not rely on them being removed after use.</p>  | Secretary | 3 months |
|                             | PPE  | No personal protective equipment provided.  | <p>Arrange to supply:</p> <p>Gloves to protect hands<br/> Facemask and goggles to protect from dust when cleaning in roof space.</p>   | Secretary | 3 months |
|                             | <p>The Scouts have unofficially stored large LPG cylinders on site. These could aid fires, or if leaking, create an explosive atmosphere.</p> <p><i>Risk low</i></p>   | <p>Repeated requests to remove <i>all</i> gas cylinders ultimately led to their removal. However, it is foreseen that this situation could occur again.</p>   | <p>Regular inspection of Scouts storage sheds.</p>   | Secretary | 3 months |
| <b>Electricity</b>          | <p>Users risk electric shocks or burns from faulty equipment or installation:</p> <p><i>Fixed Appliances &amp; Wiring.</i><br/> <i>Portable Appliances – V. Hall.</i></p> <p><i>Portable Appliances – Hirers.</i></p> <p>See also <b>ELECTRICAL</b></p> <p><i>Risk low to moderate</i></p>   | <p>) Electrical integrity checked by qualified Electrician.<br/> ) Appliances PAT certificated</p> <p>Hirers informed, via Terms and Conditions, that equipment brought into the Hall must comply with current legislation.</p>   | <p>Plugs, sockets and wiring checked regularly for visual signs of damage.</p> <p>Ensure Terms and Conditions are current.<br/> Hirers to be informed of the position of the fuse box and how to turn off the electrical supply in an emergency.</p> | Secretary | 3 months |
|                             |  |   |  | Secretary | 5 years  |
|                             |  |   |  | Secretary | 2 years  |
|                             |  |   |  | Secretary | 3 months |
|                             |  |   | Secretary  | 3 months  |          |

|                                |  |  |   |                  |                 |
|--------------------------------|--|--|---|------------------|-----------------|
| <p><b>Stored Equipment</b></p> | <p>Unstable stacks of tables and chairs risk collapsing on users causing injury.</p> <p><i>Risk low</i></p>  | <p>Hires are expected to stack the tables and chairs in a safe manner. This however is not always the case.</p>  | <p>Users to be informed that they must stack tables and chairs carefully so that they do not collapse.</p>  | <p>Secretary</p> | <p>3 months</p> |
| <p><b>Manual Handling</b></p>  | <p>Tables and chairs are stored in both the committee room and shed. Removing/replacing these from the shed requires manoeuvring round corners and up and down steps which may result in persons suffering back injuries.</p> <p><i>Risk low to moderate</i></p> | <p>Only one set (of three) of chairs is equipped with trolleys for manoeuvring. However they have to be taken off the trolley to get them out of the shed. Tables also have to be manhandled out of the shed. To minimise the handling problem a number of tables are stored in the committee room and one set of chairs are kept on the stage in the main hall.</p> | <p>Owing to the layout between the Hall and storage shed, even the use of ramps and trolleys may not ease the handling situation. However, various options to be investigated to see if the problem can be reduced.</p> | <p>Secretary</p> | <p>1 year</p>   |
| <p><b>Asbestos</b></p>         | <p>Any Hall user that comes into direct contact with building materials manufactured from or incorporating asbestos.</p> <p><i>Risk low</i></p>  | <p>Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are at most risk. It is not known whether asbestos/asbestos based materials are present within the Hall. There are no risk controls at present.</p>   | <p>Establish whether the Hall contains any asbestos (i.e. in wall panels, ceiling tiles etc). If found, asbestos risk controls to be introduced.</p>  | <p>Secretary</p> | <p>6 months</p> |
| <p><b>Fire</b></p>             | <p>Any Hall user, if trapped, could suffer fatal injuries from smoke inhalation and/or burns.</p> <p><i>Risk low</i></p>   | <p>Fire risk assessment carried out and number of actions identified.</p>  | <p>Ensure actions identified by the Fire Risk Assessment are carried out.</p>   | <p>Secretary</p> | <p>6 months</p> |

# TINGEWICK VILLAGE HALL - HEALTH & SAFETY CHECKS

| <b>CHECKS</b>  | 2010 | 2011    |   |   |   | 2012    |   |   |   | 2013    |   |   |   | 2014    |   |   |   | 2015    |   |   |   |  |
|--|------|---------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|--|
|  | 4    | QUARTER |   |   |   | QUARTER |   |   |   | QUARTER |   |   |   | QUARTER |   |   |   | QUARTER |   |   |   |  |
|  |      | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 |  |
| <b>FIRE EXTINGUISHERS</b>  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| ANNUAL MAINTENANCE CHECK   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| VISUAL CHECK - 3 months  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| GREEN TAG CHECK - 3 months   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>ELECTRICAL</b>  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| WIRING/PLUGS - VISUAL CHECKS - 6 months                                |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| SUPPLY INTEGRITY - REGS 1989 - 5 Yrs.                                  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| PAT TESTING - 2 Years  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>SMOKING/ARSON</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK NO SMOKING SIGNS IN PLACE - 1 Yr.                                |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| APPLY WEEDKILLER OUTSIDE - 6 months                                    |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>SMOKE ALARMS</b>  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| TEST BATTERIES - 6 months  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>EMERGENCY LIGHTING</b>  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| ANNUAL MAINTENANCE CHECK   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| REPLACE RECHARGABLE BATTERIES - 4 Yr.                                  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>DOORS/EMERGENCY DOORS</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK ALL DOORS OPEN EASILY AND ARE NOT OBSTRUCTED - 3 months          |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>STORAGE SHEDS</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK THAT LPG OR OTHER ILLICIT MATERIALS ARE NOT STORED - 3 months    |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>CAR PARK</b>  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK CONDITION OF SURFACE - 3 months                                  |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>HALL LIGHTING</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK ALL BULBS AND TUBES - 3 months                                   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>PATHS AND EMERGENCY ROUTES</b>                                      |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| ALL PATHS AND ROUTES TO BE CLEAN AND FREE FROM OBSTRUCTIONS - 3 months |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>STEP LADDER</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| CHECK FOR DAMAGE AND GENERAL CONDITION - 3 months                      |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |
| <b>INITIALED</b>   |      |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |

If satisfactory tick the appropriate box. Any comments to be recorded on the attached sheet:





**SAFETY CHECK/MAINTENANCE CONTRACTS**

**FIRE EXTINGUISHER MAINTENANCE:** Frequency – 1 Year

**MK FIRE Ltd.,  
UNIT 1 59/69 QUEENS ROAD  
HIGH WYCOMBE  
BUCKS.  
HP13 6 AH**

**01494 465378**

**Service Agreement No. 07-2524368**

**EMERGENCY LIGHTING MAINTENANCE:** Frequency – 1 Year  
**(Rechargeable Batteries - Replaced):** Frequency – 4 Years

**MK FIRE Ltd.  
As above**

**ELECTRICAL SURVEY (Electricity @ Work 1989 Regs.)  
Frequency – 5 Years**

**TS ELECTRICAL  
07734 807 584  
01280 815 437**

**Tom Saaverson**

**(No formal contract)**

**PORTABLE APPLIANCE TESTING:** Frequency – 2 Years

## TINGEWICK VILLAGE HALL – RISK ASSESSMENT – REMEDIAL ACTION

| ITEM                                 | ACTION  | WHEN                           | DONE | WHO | DATE |
|--------------------------------------|---|--------------------------------|------|-----|------|
| <b>TERMS AND CONDITIONS OF HIRE.</b> | Add to Terms & Conditions of Hire information concerning:<br>a) Responsibilities of “Responsible Person”.<br>b) Stacking tables and chairs.<br>c) Stepladders.<br>d) Electrical equipment into Hall by users.<br>e) Fuse Box. | <b>1/1/11</b>                  |      |     |      |
| <b>SMOKING</b>                       | No Smoking signs outside Kitchen & Committee Room.  | <b>1/7/11</b>                  |      |     |      |
| <b>ARSON</b>                         | Replace gate on east side, add emergency bar and sign.<br>Remove combustible and obstructing material from outside.   | <b>1/7/11</b><br><b>1/4/11</b> |      |     |      |
| <b>SMOKE ALARMS</b>                  | Add alarms to all “rooms”. Replace the 2 units in the roof with ones in a more accessible position.   | <b>1/7/11</b>                  |      |     |      |
| <b>ESCAPE ROUTES</b>                 | Directional Fire Exits signs for both east and west routes.<br>Add Fire Exit sign to the outside of the west exit.  | <b>1/7/11</b><br><b>1/7/11</b> |      |     |      |
| <b>SMALL SHED SCOUTS</b>             | Obtain key and check contents.  | <b>1/4/11</b>                  |      |     |      |
| <b>PATHS</b>                         | Clean-up west path and make safe.   | <b>1/7/11</b>                  |      |     |      |
| <b>CAR PARK</b>                      | Erect car park sign with speed limit. Contact local residents and school to remind of the risks and their responsibilities.   | <b>1/7/11</b>                  |      |     |      |
| <b>HAZARDOUS CHEMICALS</b>           | Provide a secure cupboard for cleaning materials.<br>Provide gloves, mask and goggles.  | <b>1/7/11</b>                  |      |     |      |
| <b>MANUAL HANDLING</b>               | Investigate whether there are any suitable means available to assist with the manoeuvring of stored tables and chairs.  | <b>1/12/11</b>                 |      |     |      |
| <b>ASBESTOS</b>                      | Check to determine whether asbestos has been incorporated into the construction of the building.  | <b>1/12/11</b>                 |      |     |      |