

This document is based on the 2021 Safety Tour and issues raised in this Fire Safety and Health & Safety Assessment. This year's safety tour was carried out on the 1st March 2023 and the original document was amended to cover issues raised.

1. FIRE SAFETY AND HEALTH & SAFETY ASSESSMENT: SUMMARY REPORT from Dave Jones (DJ)

1.1 The Regulatory Reform (Fire Safety) Order 2005, requires the Management Committee to undertake a Fire Safety Risk Assessment and take reasonable steps to reduce the risk from fire and make sure people can escape safely if there is a fire.

1.2 The Management Committee also has legal responsibilities under Health and Safety to ensure as far as practicable and without unnecessary bureaucracy, the hall and its equipment and facilities provide a healthy and safe place for all.

1.3 For much of the past year the hall has been used during the week and weekends, for both classes, meetings, children parties and by clubs.

1.4 In view of the interrelating aspects of Fire Safety and Health & Safety requirements the two risk assessments were carried out on the same occasion.

1.5 It is noted that the hall:

- a) Was modernised in a major way in 2009/2010 in compliance with the regulations applying at the time,
- b) As an unsupervised facility, the respective responsibilities of those hiring the building (and in charge of the activities conducted within the building) need to be emphasised as part of the contract of hire,
- c) The hall is cleaned and basic safety checks are regularly carried out by volunteers.

1.6 The hall and surrounding area appear to be generally in a good condition, safe, clean and very well managed. No major hazards or safety issues were identified.

1.7 Having regard to the design and the likely usage of the hall and assuming the recommendations and actions highlighted at Annex 1 are addressed it is reasonable to conclude that the Management Committee will be operating in compliance with relevant legal requirements and responsibilities.

1.8 The existing hall safety policy has been reviewed – Annex 2. It reflects management's strategic responsibilities and provides a timetable of essential safety checks.

1.9 This safety tour was undertaken by Trustee David Jones (DJ), Hall Lead Trustee Christine Trotman (CT), Field Lead Trustee David Sibbert (DS) and independent member Ian Taylor.

1.10 The first three of the previous safety and maintenance issues are still outstanding from 2021/ 2022-

A) Purchase and fit rubber wedge at emergency door exit.

B) Fit down pipe above kitchen roof (existing arrangement not finished off). Parts available but needs to be fitted.

C) Extract fan in kitchen (not correctly fitted) - needs to be fitted correctly. Obtain quotations and arrange work.

D) Emergency light at exit damaged, replacement unit purchased. Obtain quotation and arrange work.

The following safety and maintenance issues were added at the 2023 safety tour -

E) Paint edge of steps leading up from patio to emergency exit door.

F) Clean surface of slabs on pathways around Hall.

G) Fit LED lights in kitchen.

H) Fit protector / or guard over or on rings of oven in kitchen.

I) Tidy up Storage room.

J) Consider fitting Hinge Protectors on Fire Doors.

K) Consider Alarms for Disabled toilet.

1.11 The Management Committee is now **RECOMMENDED** to: -

(a) Consider the safety issues outlined at Annex 1 and appoint a working group to implement measures to reduce identified risks and report progress to future meetings of the Management Committee.

(b) To confirm allocation to the working party of a minor works budget, for implementation of the required measures.

(b) Approve the Safety Policy at Annex 2.

Reference documents

[HM Govt. Fire Safety Risk Assessment for Small and Medium Places of Assembly Health & Safety Executive. Example Risk Assessment for a small Village Hall.](#)

Supplementary information

- methodology used for the Fire Safety Risk Assessment
- methodology used for the Health & Safety Hazard Risk Assessment
- Independent advice was also sought from village resident Ian Taylor.
- An action timetable is under preparation.

2. MAINTENANCE (Report from DJ and CT)

2.1 In the discussions on the Fire Safety Risk and Health & Safety Hazard Assessment (paragraph 1.9 refers) the following maintenance issues were earmarked for consideration. (Internal redecoration is considered at paragraph 3)

- External paintwork to be repainted within 1-2 years.
- Check condition and contents of outside storage facilities (on an annual basis).

RECOMMENDATION

The Management Committee is recommended to refer the two maintenance issues to the proposed working group (paragraph 1.9 refers) for implementation with the allocated budget for safety improvements.

3. HALL REFURBISHMENT (Report from DJ and CT)

3.1 Brief discussions have taken place on possible future hall improvements previously identified by the Management Committee and outlined in the Annual Report of the Trustees 2020/21 e.g.

- Modernise/improve lighting.
- Modernise heating.
- Improve acoustics.
- Internal redecoration and replacement of at least some of notice boards.
- Replace flooring if necessary (current flooring was replaced in 2009/2010 at last refurbishment).

RECOMMENDATION.

The Management Committee is invited to consider whether it now wishes to undertake potential improvements and if so, invite the proposed working group (paragraph 1.9 refers) to pursue this further with a view to reporting to the Management Committee in 2023.

ANNEX 1 – SAFETY ISSUES

	Hazard	Potential Severity of Harm	Resultant Action	Priority	Target Timescale
1	Slip and trip hazards present on paths, patio and at doorways. Fill and point between slabs on paths and patio.	Harmful (H)	Effort should be made to reduce the risk. Contract to be placed to improve safety issues relating to paths, patio and doorways. New slabs and all gaps filled.	High	Within 6 months. Completed 2021.
2	Profiling paths so that there are no steps. Including from gate entrance to paths and emergency exit. Make the step from kitchen into a ramp both ways at kitchen door.	Harmful (H)	Effort should be made to reduce the risk. New concrete added and step at kitchen door removed.	High	Completed 2021.
3	Add a small step at exiting step at doorway, hall to patio door.	Harmful (H)	Effort should be made to reduce the risk. Step repositioned.	High	Completed 2021.
4	Add handrail at some of doorways - hall to patio, emergency fire exit door from hall. This will help steady people needing support when using the step.	Harmful (H)	Effort should be made to reduce the risk. Handrail considered unnecessary, Push bar of door can be used to steady person leaving by door, particularly if door is secured to wall bar.	High	Completed 2021.
5	Profile existing slabs, at right hand of front door. If cut back by approx., 70mm this would ensure that damp course is visible. Having a gap will allow water to flow away and not gather on slabs.	Harmful (H)	Effort should be made to reduce the risk.	High	Completed 2021.
6	Ensure there are no sharp edges or corners on existing handrail at front of building.	Harmful (H)	Effort should be made to reduce the risk. New Handrails fitted to existing wooden rails. New	High	Completed 2021.

			handrails protect users from any sharp corners.		
7	Install an additional handrail to existing wooden handrail at front entrance. This could be of tubular form and be of a size that can be easily grasped.	Harmful (H)	Effort should be made to reduce the risk. New handrails fitted.	High	Completed 2021.
8	The grass verge at end of toilet block should be cut back, to ensure damp course is not covered. Possibly, a kerb stone could be added some 70mm from wall, to stop damp course being covered.	Harmful (H)	Effort should be made to reduce the risk. Work carried out with new kerb stones added as required.	High	Completed 2021.
9	Guttering filling with leaves and rubbish, resulting in rainwater overflowing on path below. This could result in water freezing and a slip hazard is formed outside front door.	Not applicable	Inspect and clean guttering of leaves and rubbish once a year.	High	Within 8 months. Part of annual check of hall.
10	Section of down pipe missing from guttering above kitchen roof. This could result in rainwater splashing over lead flashing, and resultant water finding its way into kitchen and over electrics.	Not applicable	Repair down pipe. This would include securing short section of pipe back to wall. Items purchased but not fitted.	High	Within 6 months. Arrange that work is carried out in 2023.
11	A person could catch their head on existing guttering. Walking past corner of external wall of storeroom, guttering is low in this area due to height of roof. Fit guard over guttering.	Harmful (H)	Effort should be made to reduce the risk. Fit guard to existing guttering. Bins previously stored opposite corner of building, forcing person to move close to building. Bins moved to a more suitable position.	High	Within 8 months. Completed 2021.
12	All external paint work needs to be repainted. (Also included in the report under maintenance issues)	Not applicable	On-the-job risk assessment required. 4 low level window frames re painted.	Medium	Within 1 to 2 years. Some window frames

					repainted in 2022.
13	The single glazed window panels (11) are these days consider unsafe. Toughened glass panels are stronger and safer.	Not applicable	Remove old single glazed panels (11) and replace with new double-glazed panels.	Medium	Within 1 to 2 years. Work delayed for a few years.
14	The handrail on side of lavatory pan is corroded in a few areas. At present the rail presents a hygiene hazard and flaking metal could cut someone.	Harmful (H)	Effort should be made to reduce the risk. Repaint or replace safety handrail. Handrail removed and repainted.	Medium	Within 6 months. Completed 2021.
15	If asbestos is present in the ceiling area and we were to say drill surface, it is likely that a high fibre levels would be released.	Extremely Harmful (EH)	Effort should be made to reduce risk. There is no evidence of asbestos being present. Additional evidence in historical documents suggest that asbestos sheets were left in foundations of concrete ramp leading to front door. This was agreed as part of the 2009/ 2010 refurbishment work. Asbestos Management plan is to be produced.	Medium	Within 2 months. To be completed in 2022.
16	Person entering storeroom could hit head on low door frame.	Harmful (H)	Effort should be made to reduce risk. Add coloured strip and notice above or to side of door frame noting hazard. All work completed.	Medium	Within 2 months. Completed in 2021.
17	Some evidence of dampness in storeroom.	Harmful (H)	Effort should be made to reduce risk. Ensure door remains open so to prevent damp	Medium	Within 2 months. Completed in 2021.

			developing. Further investigate ways of improving air circulation. Notice added outside store room to leave door open to allow for air circulation.		
18	Tea urn which stands on work top in kitchen is pull over by a child pulling on electrical cable.	Extremely Harmful (EH)	Effort should be made to reduce risk. Remove and store tea urn away in a cupboard or storeroom. Electrical cable fixed to adjacent wall in kitchen where Tea Urn is stored and used.	Medium	Within 2 months. Completed 2021.
19	Kitchen door could possibly close on person carrying a tray of hot drinks. Person may get scolded.	Harmful (H)	Effort should be made to reduce risk. Consider the possibility of replacing the existing door closer with a slower acting one and linked to a timer. Wooden protection fitted to protect sealing unit a base of door. Additionally closing mechanism adjusted, thereby increasing time door closes.	Medium	Within 8 months. Completed 2021.
20	A person could trip over lip at emergency fire door (from Hall)	Harmful (H)	Effort should be made to reduce risk. Add a wedge strip along doorway, this strip would be fixed to existing flooring and rise to height of lip. Wedge still to be purchased and fixed to floor.	Medium	Within 2 months. Wedge to be purchased in 2023.

ANNEX 2 - FIRE SAFETY & HEALTH & SAFETY POLICY

The Management Committee is committed to providing a safe environment for all those who visit or use the Village Hall and will: -

- Ensure a Fire Safety and Health & Safety Hazard Assessment is undertaken on an annual basis by one or more appointed members of the Management Committee and reported to the Committee.
- Ensure procedures are in place for all in house and contracted checks to be undertaken in accordance with the timetable set out at the end of this document.
- Record checks undertaken and outcomes are reported to the Management Committee for decision and action as appropriate
- Include a standard agenda item on each management meeting to identify any actions necessary to keep relevant policies and procedures up to date.
- Provide and keep up to date a CHAFT specific notice board in the main hall for all relevant safety notices.
- Ensure the documentation for hiring the hall places appropriate emphasis on the hirer's responsibilities and includes a request for users to report any problems.

IN HOUSE AND CONTRACTED CHECKS.

Every five years

Electrical Installation Condition Report

Annually

Fire Safety risk assessment and Health & Safety Hazard risk assessment

Servicing of fire extinguishers.

Servicing of fire alarm

PAT testing of electrical equipment.

Monthly

Check notice board includes FS & H&S Policy, Fire Procedures, Safeguarding Policy, Insurance Documentation and Conditions of Hire.

Weekly.

In house tests of fire alarm and emergency lighting.

Examine accident book and check first aid kit.

Scrutinise entrance hall notice board.

Check hygiene in kitchen and toilets.

Check waste bins.

REVIEWED March 2023.