

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

This document has been reviewed subsequently to the 1st March 2023 Safety Tour and updated where necessary.

1. The management committee is not required to record the findings of this Hazard/ Risk Assessment (with less than five employees) however, there are sound management reasons for transparency and understanding. CHAFT uses volunteer for general upkeep and cleaning of Hall.

2. The Hazard/ Risk Assessment were applied to the building and surrounding area, including access and exit routes and to the equipment and facilities provided. Thought was given as to who might be at risk and actions necessary to remove, reduce and protect from risk identified, as appropriate.

3. People potentially at risk:

- User groups (frequent users).
- Hirers (occasional individual or group hire).
- Trustees.
- Volunteer cleaners.
- Volunteer maintenance workers.
- Contract workers.
- Young children (with child buggy).
- Disabled and the elderly (with wheelchair).
- Voters.
- People attending meetings.

4. The assessment team visited each part of the hall in turn to identify Health and Safety hazards. Issues relating to electrical equipment and services are referred to in the Fire Safety Assessment.

5. Fixed installations installed, modified, or repaired are inspected and tested by an electrician or suitably qualified person before being put into use. Portable and fixed electrical equipment is inspected and tested (PAT tested Aug 2019).

6. Actions have been identified and need to be considered to remove, reduce and protect from hazards and potential risk. The actions specific to this year's assessment are presented in Annex 2 of the Fire Safety and Health & Safety Hazard/ Risk Assessment.

7. To identify the hazards and assess the risks, the safety team used a step-by-step process for controlling health and safety risks potentially caused by hazards in the hall and the surrounding area.

8. The safety team identified the hazards; how likely it would be that someone could be harmed and how serious it could be. Could we for example eliminate the hazard altogether or reduce the hazard.

9. The Identification of actions and potential severity of harm guidance will be based on the following conditions and will result in the suggested outcomes.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

POTENTIAL SEVERITY OF HARM (table)

- a) **Slightly Harmful (SH)** Superficial injuries, irritation from dust and ill health leading to temporary discomfort.
- b) **Harmful (H)** Lacerations, burns, concussion and sprains.
- c) **Extremely Harmful (EH)** Amputation, major fractures and fatal Injuries.

IDENTIFICATION OF ACTIONS (table)

Risk Level with suggested Actions.

- a) **Trivial (Triv)** No action is required.
- b) **Tolerable (Tol)** No addition controls are required. Monitoring is required to ensure that the controls are maintained.
- c) **Moderate (Mod)** Efforts should be made to reduce the risk, which should be implemented within a given time period.
- d) **Substantial (Sub)** Work should not be started until the risk has been reduced.

10. The aim of the following is to ensure that there has been adequate safety consideration given to all areas and what potential harm could be sustained by people. For consistency, the Potential Severity of Harm and Identification of Actions lists have been used throughout.

11. The major areas considered in this report are listed below. Hazards and risk issues are summarized from the safety tours. The resulting actions from this report will be divided in two distinct categories, actions with potential severity of harm with a suggested action and timescale. The second type of action will relate to maintenance and /or decorating with an on-the-job risk assessment.

a) HALL

- The hall structure is in good condition and is mainly a red brick-built structure with a slate laid roof.
- The hall was modernised in 2010, which included a new entrance hall and two new toilets. The kitchen and adjacent storeroom were also added.

b) PATHS and PATIO

- Both paths and patio have are several steps and trip hazards. Handrails at some of the doorways would help steady a person with mobility issues:
- Generally, the gaps between the slabs are between 10 and 15 mm and a person could catch their heel and trip or fall over.
- There are several steps (trip hazards) from gate entrance to paths and emergency exit door.
- There is a step on the pathway either side of the kitchen door which is a trip hazard from both directions.
- At the exit doorway onto the patio there is one deep step. May be too deep for people with mobility issues.
- At exit doorway onto patio there is no handrail.
- Emergency exit at front of hall has no handrail.
- Handrail at front of building has corner at hip height which may cause injury.
- Handrail at front of building is wider than hand width and is difficult to grip in an emergency.
- At the right of front door there is evidence of water splashing on brick work above damp course (this has discoloured the brickwork).

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

- Grass verge at front of toilet block is above the damp course and may cause damp in the toilets.

ACTION (1 - 8) Potential Severity of Harm - Harmful
Indication of Action – Moderate

Action and Timescale - Effort should be made to reduce the risk, the risk reduction measures should be implemented with a defined time period.

We recommend that the paths and patio work is carried out as soon as possible.

Actions 1 to 8 could be grouped together and the work carried out as one package.

- Action 1** Fill or 'point' between slabs on both paths and patio.
- Action 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.
- Action 3** Add a small step to existing step at doorway, hall to patio door.
- Action 4** Add handrail at some of doorways – hall to patio and emergency fire exit door from hall. This will help steady people needing support when using the step.
- Action 5** Profile existing slabs, at right of front door. If cut back by approximately 70mm this would ensure that damp course is visible. Having a gap will allow rainwater to flow away and not gather on slabs.
- Action 6** Ensure there are no sharp edges or corners on existing handrail at front of building.
- Action 7** Install an additional handrail to existing wooden handrail at front entrance. This could be a tubular form and be a size that can be easily grasped.
- Action 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.

c) ROOF AREAS

No visible problems.

d) GUTTERING AND DOWN PIPES

- Generally good in all areas. Guttering to right of front door was cleaned out (mainly moss and leaves) in February 2021. A section of down pipe is missing from main roof down onto kitchen roof. If not repaired, then rainwater could splash or flow onto wall above lead flashing and possibly result in damage. Water could eventually make its way to kitchen below.
- There is also concern at the height of the guttering at corner of hall, external corner of storage room. This guttering appears lower than normal, a person could catch their head on the corner when walking past bins. The bins could be stored in a different location.

- Action 9** Inspect and clean guttering of leaves and rubbish once a year (September / October).
- Action 10** Repair down pipe, which would include securing short section of pipe back to wall.
- Action 11** Fit guard/ shield to existing guttering.

Actions (9) and (10) these Actions relate to Maintenance and/or redecorating with an on-the-job risk assessment.

Action (11) Potential Severity of Harm – Harmful

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

Indication of Action - Moderate.

Action and Timescale - Effort should be made to reduce the risk.

e) ALL EXTERNAL PAINTWORK

Some paintwork flaking in several areas. All paintwork needs to be repainted this year or next, no urgency.

We would suggest dividing the work into two parts (a) low level up to 3 metres (lower risk) and (b) above this level, would be higher risk and would possibly need scaffolding/ towers with additional safety equipment.

All painting work will be included in annual maintenance plan, in a 1 year, 2 year, 3 year or 5 year timescale.

Action 12 This action relates to maintenance and/ or redecorating with an on-the-job risk assessment of external paintwork.

f) BOUNDARY FENCING AND WALL

- There is a metal fence along the side boundary and to the back. Beyond the fence at back are wooden panels. Some of these panels are damaged a (neighbour's property).
- To the side there is a garage/workshop (a neighbour's property). Lumps of moss appear to fall from sloping roof of workshop onto hall's path and slabs, creating a possible slip hazard.
- There is a stone wall to front of building, generally in good condition, the inside face needs to be re-pointed at some stage.

g) OUTSIDE STORAGE

There are two wooden storage units butting up against the walls of hall. The units are in good condition and contain a range of items - paint tins (paint used on fencing on play area), a set of skittles (used at village fete), also signs and equipment used at fete. Possibly contents of each storage should be checked annually.

h) BRICKWORK

No visible problems. Other than issues already covered, ensure damp course is not covered and section of down pipe over kitchen roof is fitted. – Actions (9) and (10).

i) ALL EXTERNAL DOORS

No visible problems. Action (1) to (7) have already been raised covering the improvement to doorways and pathways.

j) WINDOW FRAMES AND WINDOW PANELS

Wood frames appear to be in good condition. 11 of the window panels around the hall are single glazed, one frame overlooking patio at rear is made up of 6 panels. The remaining 5 panels are at side of hall, three in one unit at top, the other two below this. If panels are replaced with double glazed units, then heat loss would be reduced. Replacing with toughened glass would be safer and more secure.

Action 13 This action relates to maintenance and /or redecorating with an on-the-job risk assessment. Replace the 11 glass panels with double glazed units. Subsequently the wooden frames can be painted, both inside and out.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE

HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

k) DRAINS AND SERVICES

No visible problems. The halls water meter and external water stop cock, are located on the grass verge to the side of gate entrance, under the yellow painted Fire Hydrant Cover.

l) ENTRANCE HALL

Generally, in good condition. A small area of plaster has lifted from wall to side of door entering hall itself. There is no evidence of dampness in area of damage. The area will need to be repaired before repainting.

m) TOILET BLOCK

The disabled toilet (left hand side) - The handrail on side of toilet is corroded in several areas.

Action 14 Re-paint or replace handrail.

Potential Severity of Harm Harmful.

Indication of Action Moderate

Action and Timescale Effort should be made to reduce the risk (improve hygiene issue and surface of metal is flaking, which could lead sharp edges forming).

n) MAIN HALL

Generally, in good condition. The vinyl floor although appears in good condition, it is covered in several scratches. The wooden panelling around the outside of room is in good condition.

o) CEILING

No visible problems. Because of the age of building, asbestos sheeting may have been used at some stage. There is no knowledge of asbestos being present. If we are to do work in future on the ceiling, for example - modernizing the heating or lighting, then prior to work starting a check should be made of material to be cut or drilled before work is started.

p) STOREROOM

The room has a very low doorway, a few inches below a standard door.

The room contains a fold away tennis table on wheels, stacked chairs, a number of fold-away tables, cleaning equipment and a large number of plastic containment boxes, containing documents. There is some evidence of dampness on one of walls, this may be due to poor ventilation.

Action 15 Record on maintenance programme about checking for asbestos before starting any work at ceiling level.

Action 16 Add notice above door warning of low height and add coloured strip above doorway to highlight danger.

Action 17 To ensure door is left open and prevent a dampness issue, a latch could be used to hold door back to wall.

Actions (15), (16) and (17)

Potential Severity of Harm Harmful.

Indication of Action Moderate

Action and Timescale Effort should be made to reduce the risk.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE

HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

q) KITCHEN

Generally, in good condition. The general concern is unsupervised children in the kitchen. Children could touch hot surfaces such as a hot hob, a hot kettle, or a hot tea urn. The tea urn sits on the worktop in right hand corner with a trailing electrical cable. There is the potential risk of a child pulling the cable and tea urn onto them causing major injury. If the tea urn is not used, then it should be stored away and if it is used then urn should be firmly fixed to worktop or kitchen wall. Several ideas were considered as to how we could control access of children into kitchen. Improve signs and using larger print on notices.

One suggestion was to have a second kitchen door handle fitted at a higher level. This may stop children getting in but would also prevent them getting out.

- Action 18** Remove and store tea urn away in storeroom and/or cupboard.
Action 19 Replace automatic door closer linked to fire alarm. This is also raised in the Fire Safety Risk Assessment (2020).
Action 27 Ceiling Extract Fan currently exhausts in ceiling void, a safer design would be for ceiling extract to exhaust to outer wall.

Potential Severity of Harm	Harmful.
Indication of Action	Moderate
Action and Timescale	Effort should be made to reduce the risk.

r) FIRE DOORS

There are two fire doors in the hall, one at the entrance area and the second exits from hall onto pathway at front of building. At this second exit there is concern that a wheelchair and/or child's pushchair would have difficulty getting through doorway without assistance. There is a small lip on hall side and on exit side the drop is several inches. See actions (2) and (4) which consider the large drop on leaving doorway.

- Action 20** Add a wedged strip along doorway, this strip would be fixed to existing vinyl flooring and rise to height of lip.

Potential Severity of Harm	Harmful.
Indication of Action	Moderate
Action and Timescale	Effort should be made to reduce the risk.

s) ELECTRICAL CIRCUITS

No visible problems.

t) WATER SUPPLY

All water is delivered from mains water (no water Tank). All taps within hall are run for a few minutes every week, to flush away bacteria (such as legionnaires disease). The hall's main water stopcock and water meter are located under the yellow Fire Hydrant cover to the side of entrance and on grass verge.

u) LIGHTING PROVISION

No visible problems. Lighting could be better throughout the building. There is poor lighting in storeroom, and the bulb is an energy saving type. This bulb is longer than normal and the ceiling is lower than usual.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE HEALTH & SAFETY HAZARD/ RISK ASSESSMENT

Action 21 Consider modernising all lighting in and outdoor. This action relates to maintenance and/ or redecorating, with an on-the-job risk assessment.

v) HEATING

Heating is by electrical heating. There are 4 electric bar heaters suspended from the ceiling in the main hall. Suspended from the ceiling are large fans. There are small wall mounted heaters in toilets and kitchen.

Action 22 Consider modernising all heating throughout the building. This action relates to maintenance and/or redecorating, with an on-the-job risk assessment.

w) ALL INTERNAL AND EXTERNAL WOODWORK

Generally, in good condition. Woodwork and window frames will need to be painted if glass panels are replaced.

Action 23 Paint all woodwork. This action relates to maintenance and/or redecorating, with an on-the-job risk assessment.

x) ALL INTERNAL WALLS

Generally, in good condition. Some areas will need to be repaired before repainting.

Action 24 Repaint all walls. This action relates to maintenance and/or redecorating with an on-the-job risk assessment.

y) NOTICE BOARDS

There are many notice boards within hall, which appear to have been painted several times. The surface of the boards appears to be very hard and it is very difficult to use pins.

Action 25 Replace some or all notice boards. This action relates to maintenance and/or redecorating with an on-the-job risk assessment.

z) OUTSIDE AREAS (storage areas and signs)

- Outside store areas – the contents need to be checked annually to ensure there are no unnecessary materials.
- There is no sign at end of lane from main street, directing emergency vehicles along lane.

Action 26 Check annually contents of storage areas.

Action 28 Produce an Asbestos Management Plan/register.

Historical documents show that Asbestos sheet were placed in foundations of laying of concrete ramp leading to front door. This was carried out in 2009/ 2010 during the latest major refurbishment of Hall. Basic principles to consider when managing Asbestos - Don't remove Asbestos unnecessarily, removing it can be more dangerous than leaving it in place and managing it.

Health Safety Executive (HSE) recommend that the owner of building produce an Asbestos Management Plan / Register for Asbestos present.

**CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE
HEALTH & SAFETY HAZARD/ RISK ASSESSMENT**

CONCLUSION

All 28 actions need to be considered and addressed. 18 actions are considered to be Harmful and Moderate and effort should be made to reduce the risk. The remaining 10 actions relate to maintenance and/or redecorating with an on-the-job risk assessment or refurbishment issues.