

Health & Safety Risk Assessment

Brookwood Memorial Halls



The Management Committee acknowledges their responsibility to assess and manage the risks presented by the Hall facilities. Hazards may include: fire; slip, trip and fall hazards; electricity; gas; machinery or equipment operation or failure; physical strain from heavy loads; chemical; escarpments; poor lighting; structural failures (light rigging, balconies, trees); crowd crush; sewage; noise; food contamination; water contamination; accumulations/rubbish; pedestrian/motor vehicle conflict; lone working.

At Risk parties may include: hirers, trustees, members, volunteers, contractors, public and children who may use or visit the premises, as well as neighbours. Existing precautions should be evaluated. Identified required improvement actions plans should be assigned, scheduled and monitored to completion. Risk actions should be prioritised by risk severity and likelihood of eventuality. A separate Fire Risk Assessment is completed. Health and Safety England (HSE) Health & Safety Checklist for village and community halls completed. A separate Covid-19 Risk Assessment is completed.

The Health and Safety Risk Assessment of the premises has been conducted with the following results:

Hazards	At Risk	Evaluate, remove, reduce	Action plan	Status
Access without responsible person supervision	Hirers, public, children	Hire agreement specifies hirer responsibilities. Premises locked, authorised key holders. Access using keypad on a case by case basis Electric door entry/exit system provides push/pull opening.	Monitor	OK
Car park – car movements injurious to pedestrians	Hirers, public, children, members	Warning signs in place; well lit; visually separated areas. Drive & car park closed to vehicles whilst icy conditions prevail. Access closed to	Monitor Annually remind group youth hirers to ensure children safety on arrivals & departures.	OK

		pedestrians if a safe path cannot be kept open. Shared hires – avoid same time car movements, remind hirers.		
Trips, falls, slips, drops, cuts, burns	Cleaner, hirers, children, members	Walkway surfaces are generally level and lit. Hirers informed that stage used only by children under supervision. Floors checked at least weekly by Caretaker and logged on iAuditor Terrace banks are planted to reduce risks. Kitchen burns and cuts – no unsupervised children signs, warning hot signs, sharp cutlery in locked cupboard checked weekly. First Aid kits and Burns Kit seals checked weekly by a Caretaker and logged on iAuditor. First Aid kits include cold pads. Spillage Kit for cleaner in cupboard.	Monitor. Hirers using craft knives reminded annually to do safety check after each hire. Cleaner reminded annually to take care with waste and to use sharps disposal kit provided. Occasional hirers with children specifically reminded of stage fall risk.	OK

		Car park island painted white annually during Summer Clean Up.		
Emergency evacuation, threat of terrorism	Hirers, children, public, members	Instructions in each area. Checked weekly. Limited numbers. Hirers responsible for children and people with disabilities, hire agreement reminds. Noticeboards carry Suspicious Packages, RunHideTell, ItsNothingBut signage. Maintained Emergency Exit signage on exit routes	Monitor. Remind annually hirers responsible for children and people with disabilities.	OK
Chemicals, waste, sharps	Cleaner, hirers, children, members	Locked storage. No COSHH hazardous chemicals. Secure waste bins. Sharps disposal kit in kitchen cupboard. Weekly review by Caretaker and logged on iAuditor.. Guidance reminder to cleaner annually	Monitor	OK
Electrical safety – Main system	Hirers, children, members	Triannual professional check – Major changes check. Residual Current	Electrical safety certification June 2022. RCDs checked last 2Q2022	OK

		Devices (RCDs) checked quarterly.		
Portable electrical appliance safety	Hirers, children, members	Annual January competent person check. Fault log.	Monitor. Last Jan-Mar 2023 next Jan 2024	OK
Gas boilers, storage	Hirers, children, members	Boilers - Annual professional service. Cylinder Storage - locked external cage, weekly check, warning signs in place. Smoke and Co2 alarms in boiler rooms, tested weekly.	Last 4Q2023. Next 2023 Monitor	OK
Training, protective equipment, hazard avoidance, lone working maternity	Cleaner, volunteers, members	Specific instruction to new staff. Annual reminder to cleaner and committee. Sharps disposal kit in kitchen.	Monitor and remind annually	OK
Trees, structural safety, lighting, rigging, fencing	Hirers, children, staff, neighbours	Annual professional and monthly walk-around review, fault log. Fencing around fall hazards.	Monitor. Full digital tree survey April 2023 - urgent work being quoted for	OK
Food preparation	Hirers, children, members	Kitchen cleanliness checked at least weekly by a Committee member. Daily cleaning and foodstuffs/rubbish removal. Provision of cleaning and drying	Monitor	OK

		materials, First Aid kit, paper towels, guidance notes, fridge thermometer. Food preparation guidance to hirers.		
Kitchen burns and scalds	Hirers, children, members	Unsupervised children prohibited, warning signs, guidance notes, First Aid kits checked weekly.	Monitor	OK
Delays in helping heart attack victims	Hirers, guests, children, members	Automatic external defibrillator device located outside Halls, green light checked weekly, notices in each Hall.	Monitor	OK
Physical safety – equipment. Chairs, ladders, trolleys, tables	Hirers, children, staff, trustees	Annual competent person check. Fault log checked weekly. Guidance notes, premises reviews weekly.	Monitor. Safety review on new purchases.	OK
Asbestos fibre inhalation risk	Hirers, children, staff, volunteers, workers	Professional inspection Jan 2019 identified asbestos fibre safely embedded in cement panels on Halls and shed roofs and gable walls of small hall and tin shed. Safe whilst undisturbed.	Label, monitor, inspect annually, last June 2022 maintain a register. Annual remind Scouts. Workmen alerted to risk on arrival onsite.	OK