



## Premises Risk Assessment – 06-04-2017

Review Date: Feb 2018

### Uses of the Village Club, By Whom

Kingsclere Village Club is a community centre that is run by a committee of part-time volunteer trustees and is rented out to members of the public on an unstaffed basis. The village club runs some learning and leisure classes, and uses teachers contracted on a term by term basis to deliver them. Some organisations lease or rent the building and therefore have their own employees present and visitors on the premises. Other users of the village club are contractors, visitors and volunteers who help to maintain the building and gardens. As the building is used for learning and leisure, it is acknowledged that many users may not have health and safety in the forefront of their minds when using the premises.

### Premises Risk Assessment Purpose

The Village Club has a legal duty to take reasonable measures to ensure the venue, access to it and any equipment or substances provided are safe for people using it, so as is reasonably practicable. As a Charitable Organisation, we also have health and safety duties (and fire safety duties) for those who use the venue. We work to ensure that we keep the building in good repair and have appropriate fire precautions in place.

This risk assessment is the most important of our risk assessments. It considers risks within the fabric of the building as well as equipment and substances provided. All our other risk assessments supplement this one. They consider particular hazards arising from how the building is used.

What are the hazards	Who might be harmed	What are we already doing	What further action is needed	Action by who	Action completed
<b>1 Slips, Trips and Falls</b>					
a <u>Main Entrance</u> Uneven floor Uneven floor	All users All users	* Listed building status limits ability to relay this * Caution included in Event Guidance			
b <u>Main Hall</u> Sloped access from patio doors into main hall	All hall users, in particular children and elderly	* Caution included in Event Guidance			
c <u>All Toilets</u> Slippery when wet	All users All users	* Anti-slip floor finishes have been installed * Caution included in Event Guidance			
d <u>Servery &amp; Kitchen</u> Slippery when wet	All users	* Anti-slip floor finishes have been installed * Caution included in Event Guidance * Children under 11 years of age must not be allowed in these room – included in Event Guidance			
e <u>Holding Room</u> Uneven floor	All using that room	* Good lighting is provided * Caution included in Event Guidance			
f <u>Upstairs Small Rooms</u> Uneven floor	All using that room	* Good lighting is provided * Caution included in Event Guidance			
g <u>Upstairs Corridor</u> Uneven floor and steps	All upstairs users	* Good lighting is provided * Caution included in Event Guidance * Steps and flooring are contrasting covers			



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<b>1 Slips, Trips and Falls (cont.)</b>					
h <u>Stairs</u>					
Trip hazard	All upstairs users	<ul style="list-style-type: none"> <li>* Good lighting is provided</li> <li>* Caution included in Event Guidance</li> <li>* Anti-slip floor finishes have been installed with nosings</li> <li>* Handrails are provided</li> </ul>			
<b>2 Working at Height</b>					
a <u>All Rooms</u>					
Changing light bulbs/fuses/maintenance	Volunteers	<ul style="list-style-type: none"> <li>* Part share in maintenance tower stored at Fieldgate has been purchased</li> <li>* Users instructed to report broken bulbs and not attempt to change them in event guidance</li> <li>* Ladder/maintenance tower to be used</li> <li>* Ladders/maintenance tower to be kept in a good state of repair</li> <li>* Suitable foot wear to be used when using ladder/maintenance tower</li> <li>* Ladders/maintenance tower only to be used by competent adults</li> <li>* No lone workers to use ladders/maintenance tower</li> </ul>			
<b>3 Accessing the Premises</b>					
a <u>Parking Nearby</u>					
Blocking highways and private residences	General public	<ul style="list-style-type: none"> <li>* Information about nearby public parking and the need to park responsibly publicised ++</li> <li>* Chairman or delegate to intervene in the event of a report of dangerous parking</li> </ul>			
b <u>Accessing Building</u>					
Crossing road from parked cars	All users coming by car	<ul style="list-style-type: none"> <li>* Caution included in Event Guidance</li> </ul>			
c <u>Parking in Garden</u>					
Joining main road on blind bend	Users parking in garden and general public	<ul style="list-style-type: none"> <li>* Caution included in Event Guidance</li> </ul>			
d <u>Vehicle Movement</u>					
Vehicles parked in garden	Users in garden/exiting the hall	<ul style="list-style-type: none"> <li>* Nothing</li> </ul>	<ul style="list-style-type: none"> <li>* Control measures to be agreed and included in Event RH Guidance at next review</li> </ul>		



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<b>4 Hazardous Substances</b>					
<b>a Toilets</b>					
Toilet cleaner on shelf	All users especially children	* Chemicals are kept in their original containers, upright, out of reach of children & clearly labelled	* Children under 11 years of age to be supervised at all RH times – include in Event Guidance	RH	10/05/16
<b>b Servery &amp; Kitchen</b>					
Cleaning products	All users especially children	* Cleaning products marked 'irritant' not purchased and milder alternatives bought instead	* Store products upright in a box to avoid falling and spillages * Attach safety clip to cupboard door where products are stored * Place signage on cupboard to alert users to the location of cleaning products * Children under 11 years of age to be supervised at all RH times – include in Event Guidance * Bi-annual check to ensure products marked irritant are not provided	RH RH RH Chairman	10/05/16 10/05/16 10/05/16
<b>c Storage Cupboards</b>					
Paint, adhesives and chemicals for maintenance	All users especially children	* Chemicals are kept in their original containers, upright & clearly labelled	* Control measures to be agreed and included in Event Guidance at next review	RH	
<b>5 Shock from Electricity</b>					
<b>a Main Hall/Holding Room</b>					
Sockets at a low level in a room regularly used by small children	Children	* Covers placed over sockets in some rooms, but removed/lost by other users * Socket covers are available for use but kept in a drawer on the Servery, and notification is in the Event Guidance * Bi-annual count/replacement scheduled * Request for covers to be replaced if removed in error included in Event Guidance			
<b>b Main Hall and Main Entrance</b>					
Fuse boxes are located in public areas	All users	* Fuse boxes are located out of reach * Non-tamper warning included in Event Guidance			
<b>c All Rooms</b>					
Sockets are provided throughout the building	All users	* Electrical appliances supplied by the Village Club are PAT tested annually * Users instructed that appliances they bring in must comply with the Electricity at Work Regulations in event guidance * Qualified electricians are used to undertake electrical works			



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<b>5 Shock from Electricity (cont.)</b>					
d <u>Patio</u> An outside electrical supply is provided	All users	<ul style="list-style-type: none"> <li>* Electrical appliances supplied by the Village Club are PAT tested annually</li> <li>* Non-tamper warning included in Event Guidance</li> <li>* The socket is covered to protect from wet weather</li> <li>* Socket is not to be used in wet weather</li> <li>* Wet Weather caution included in Event Guidance</li> </ul>			
e <u>Men's Toilet</u> Electrical socket placed below leaking sink	Men, boys, cleaner	<ul style="list-style-type: none"> <li>* Leak has been stopped by turning off water</li> </ul>	<ul style="list-style-type: none"> <li>* Upgrading sink to ensure it is attached to wall, including the provision of sealant to prevent leaks</li> </ul>	Trustees	
f <u>Men's Toilet</u> Inadequate means to dry hands		<ul style="list-style-type: none"> <li>* Hand towel has been provided</li> </ul>	<ul style="list-style-type: none"> <li>* Provide a permanent means to dry hands</li> </ul>	Trustees	
<b>6 Injury from Gas Explosion</b>					
a <u>Kitchen</u> Oven		<ul style="list-style-type: none"> <li>* Gas oven has been removed and replaced with electric</li> </ul>			
b <u>Main Hall</u> Wall heaters	All users in the Hall, fire service	<ul style="list-style-type: none"> <li>* Instructions for safe use provided on each heater</li> <li>* Heaters are serviced annually</li> <li>* Caution added to Information for Fire Service</li> <li>* Caution added to Event Guidance</li> </ul>			
c <u>Upstairs Toilet</u> Gas Boiler	All users of upstairs toilet, fire service	<ul style="list-style-type: none"> <li>* Boiler is serviced annually</li> <li>* Boiler is located in a closed cupboard</li> <li>* Caution added to Information for Fire Service</li> <li>* Caution added to Event Guidance</li> </ul>			
<b>7 Hot Surfaces</b>					
a <u>Men's Toilet</u> Exposure to hot water pipes	Men, boys, cleaner	<ul style="list-style-type: none"> <li>* Water heater currently not working</li> </ul>	<ul style="list-style-type: none"> <li>* The water heater needs to be replaced or repaired.</li> </ul>	Trustees	
b <u>Servery &amp; Kitchen</u> Kettles – risk of burns	All users preparing refreshments	<ul style="list-style-type: none"> <li>* Sinks with cold water are provided</li> <li>* First aid box is provided</li> <li>* Unplug kettles after use – added to event guidance</li> <li>* Take care warning added to event guidance</li> <li>* Children under 11 years of age must not be allowed in these rooms – include in Event Guidance</li> </ul>	<ul style="list-style-type: none"> <li>* The pipes need to be boxed in</li> <li>* Attach warning sign to wall next to kettles "hot water can scald – take care"</li> </ul>	Trustees RH	



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<b>7 Hot Surfaces (cont.)</b>					
c <u>Kitchen</u> Oven – risk of burns	Users who request the use of Kitchen for an event	<ul style="list-style-type: none"> <li>* The kitchen is only opened by specific request of a hall user</li> <li>* Children under 11 years of age must not be allowed in kitchen – included in Event Guidance</li> <li>* Sinks with cold water are provided</li> <li>* First aid box is provided</li> </ul>	* Provision of oven gloves and heat-proof aprons	FS	
d <u>Main Hall</u> Wall heaters	All users in the Hall	<ul style="list-style-type: none"> <li>* Heaters are protected by a fire guard attached to the wall</li> <li>* Fire guard scheduled for bi-annual inspection</li> </ul>			
<b>8 Stored Equipment</b>					
a <u>Main Hall Chair Store Room</u> Stacked chairs and tables	All users in the Hall	<ul style="list-style-type: none"> <li>* A trolley is provided for restraining stacked tables</li> <li>* Include cautions in Event Guidance including height of safe stacks of chairs; how to store tables, no children in store room</li> </ul>	Provide a storage plan with photo as guide within the Chair Store Room	RH/LP	
b <u>Left Hand Cupboard with Chair Store Room</u> Toys stored for Village Bunnies	All users in the hall	* Nothing	<ul style="list-style-type: none"> <li>* Place sign on door to advise the cupboard is for Village Bunnies only</li> <li>* Remind Bunnies parents/carers of their responsibilities to store items safely in Occupational Licence</li> <li>* Consider need for Village Bunnies to keep cupboard door closed and locked</li> </ul>	RH SM Trustees	
c <u>Upper Right Hand Cupboard with Chair Store Room</u> Foam blocks and bricks plus belts and mats for yoga	All users in the hall	* Cupboard is scheduled for bi-annually clear out	<ul style="list-style-type: none"> <li>* Place sign on door to advise the cupboard is for Village Club Yoga Class only</li> <li>* Consider the need to lock the door</li> </ul>	RH Trustees	
d <u>Lower Right Hand Cupboard with Chair Store Room</u> Mats for pilates	All users in the Hall	* Cupboard is scheduled for bi-annually clear out	<ul style="list-style-type: none"> <li>* Place sign on door to advise the cupboard is for Village Club Yoga Class only</li> <li>* Consider the need to lock the door</li> </ul>	RH Trustees	
e <u>Servery and Kitchen</u> Sharp knives	All users accessing these rooms	<ul style="list-style-type: none"> <li>* Knives removed from kitchen</li> <li>* Event Guidance says– If sharp knives are required please bring your own and take away afterwards. Any knives left behind will be disposed of.</li> </ul>			



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<b>9 Injury from Manual Handling</b>					
a <u>Main Hall</u>					
Tables and Chairs	All users in the hall	<ul style="list-style-type: none"> <li>* A wheeled table trolley is provided to encourage safe movement of tables</li> <li>* A chair trolley is provided to encourage safe movement of small stacks of chairs</li> <li>* Provide in Event Guidance advice that children are not to be moving chairs and tables; adults are to lift no more than 3 chairs at a time, or 1 table; do not drag chairs across the floor</li> </ul>			
b <u>Holding Room</u>					
Tables and Chairs	All users in the Holding Room	<ul style="list-style-type: none"> <li>* Provide in Event Guidance advice that children are not to be moving chairs and tables; adults are to lift no more than 3 chairs at a time, or 1 table; do not drag chairs across the floor</li> </ul>			
<b>10 Serious or Fatal Injury Resulting from Fire</b>					
<u>All Areas</u>					
	Everyone in the building	<ul style="list-style-type: none"> <li>* Smoke alarm installed, checked regularly and serviced annually</li> <li>* Fire exits labelled</li> <li>Revised evacuation procedure inserted into event guidance</li> <li>* Emergency lighting installed, checked regularly and serviced annually</li> <li>* Fire extinguishers supplied and serviced annually</li> <li>* Prohibition on naked flames and explosives being brought into the building is provided in the Village Club Rules</li> <li>* Trustee induction includes introduction fire procedures</li> </ul>	* Undertake a Specific Fire Risk Assessment	LP	
<b>11 Serious or Fatal Injury Resulting from Moving Parts in Machinery</b>					
<u>Garden</u>					
Lawnmower	Volunteers	<ul style="list-style-type: none"> <li>* Any machinery used must be well maintained</li> <li>* Machinery only to be used by competent adults</li> <li>* Suitable clothing including footwear must be worn</li> <li>* The need for additional protective equipment to be considered</li> <li>* No lone worker to use machinery</li> </ul>			
<b>12 Asbestos</b>					
<u>Holding Room</u>					
Asbestos is located within the chimney breast above library	Contractors and Fire Service	<ul style="list-style-type: none"> <li>* The asbestos has been sealed off behind the fire place</li> </ul>	<ul style="list-style-type: none"> <li>* Commence an Asbestos Register</li> <li>* Include in Information for Fire Service</li> </ul>		