

Risk Assessment

Section A: General Details of the Setting

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| Building and Address: | Levens Village Hall (Institute) Adj. to Walnut Tree House Lowgate Levens LA8 8NL | | |
| Name of Persons undertaking Risk Assessment | Alan Miller | Risk Assessment carried out on: | 3 December 2021 |
| Signatures: | | | |
| Manager of Premises: | Levens Village Hall (Trustees) | | |
| Risk Assessment presented to and agreed with Committee on: | Next meeting | | |
| Planned Review Date: | December 2022 | | |

It has been agreed that the Risk Assessment for this property will be carried out at least twice a year, or more often should a new hazard be identified between planned assessments.

A copy of this Risk Assessment is given to all users of the Institute and is on display in both the Upper and Lower main rooms.

Section B: Identification of Risks/Hazards

| Area | List of Significant Hazards | Type of Harm (including who might be harmed) | Existing Controls | Further Action Point (Reference to Section C Action Plan) | Checked: |
|--------------------------------|---------------------------------------|--|---|---|----------|
| 1. Entrance Hall | 1. Front Door | Children could exit premises straight onto main road | Usage guidance states that door should be kept bolted should activity involving children without their parents be taking place. Bolt is easy to draw back in case of fire | 1.1 Bolt running free and easily – continue checking weekly | ✓ |
| | 2. Covid 19 | Illness | Sanitizers available ACRE guidance . | Use up to date guidance | ✓ |
| | 3. Stone Steps | Steps are of a similar colour so users with poor visibility may trip on them | None currently | 1.2 Ensure visibility strips are clear and easy to see and replace if necessary | ✓ |
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| 2. Upper Cloakroom Area | 1. Chair Storage | Tripping/Falling hazard due to storage of extra chairs in this area | Chairs are carefully stacked facing the wall as there is nowhere else to store them | 2.1 No further action required at this time | ✓ |
| | 2. Ladder Storage | Falling on top of user | Ladders to be secured to pegs using a strap | 2.2 No further action required at this time | ✓ |
| | 3. Ladder use | User access to ladders without knowledge from Committee | Sign is fixed to wall near ladders stating that ladders are to be used by identified personnel only and full risk assessment for use of ladders is also displayed | 2.3 No further action required at this time | ✓ |
| | 4. Disabled toilet – hot water supply | Burning of skin | Water takes a very long time to get hot enough to scald. Warning Hot Water sign is fixed above tap | 2.4 No further action required at this time | ✓ |
| | 5. Wall heater | Burning and fire hazard if covered | Heater has built in safety guard for elements. Sign displayed indicating that the heater may be hot and must not be covered at any point | 2.5 No further action required at this time | ✓ |

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| | 6. Main toilets – hot water | Burning of skin | Water takes a very long time to get hot enough to scald Warning Hot Water sign is fixed above tap | 2.6 No further action required at this time | ✓ |
| | 7. Main toilets – hand dryer | Burning of skin | Unit could get hot to touch Warning sign indicating that the unit may get hot | 2.7 No further action required at this time | ✓ |
| | 8. Toilet catches for locks | Sticking of locks whilst user inside cubicle | Locks are checked regularly and kept free and oiled | 2.8 Locks to be checked regularly and kept free and oiled | ✓ |
| | 9. Fire Extinguisher | | Last checked 5 Nov 2021 | 2.9 No further action required at this time | ✓ |
| | 10. Stone Steps | Slipping hazard when wet through use | Yellow warning sign has been purchased and is used when necessary. | 2.10 No further action required at this time | ✓ |
| 3. Upper Room | 1. Fire Extinguisher | | Last checked 5 November 2021 | 3.1 No further action required at this time | ✓ |
| | 2. Top Store Cupboards | Falling items when opening doors | Groups are all informed of this and only certain groups use these cupboards Notices fixed on inside of doors to remind users to stack items carefully in cupboards. | 3.2 No further action required at this time | ✓ |
| | 3. Table storage | Trapping fingers taking them out/putting them back in | Groups are reminded of this through the Risk Assessment Notices fixed on inside of doors to remind users to take extreme care when moving tables in & out of cupboards. | 3.3 No further action required at this time | ✓ |
| | 4. Electricity Meter cupboard | Children could open and have access to | Bolt catch has been added to prevent easy opening | 3.4 No further action required at this time | ✓ |
| | 5. Sound System | Electric shock | PAT tested annually | 3.5 PAT tested: 18 June 2021 | ✓ |
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| 4. Upper Kitchen | 1. General concern over ease of access for children | Children | Groups informed in Conditions of Hire that children should not use or enter the kitchen without the supervision of a responsible Adult. | 4.1 Notes of use to be checked and updated as necessary | ✓ |
| | 2. Covid 19 | Illness | Sanitizer available | ACRE guidelines | ✓ |
| | 3. Electrical Items | All users – electric shock | PAT tested annually | 4.2 PAT tested: 18 June 2021 | ✓ |
| | 4. Knives | Access to children | Again in notes, children should not have access to kitchen area without supervision | 4.3 None needed | ✓ |
| | 5. Hot Water | Burning of skin | Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap | 4.4 No further action required at this time | ✓ |
| | 6. Fire Blanket | Conforms to regulations and is unused | Check in-date and not been used | 4.6 Replace if necessary | ✓ |
| | 7. Oven | Electrical and burning hazard | PAT tested: 18 June 2021 | 4.7 Annual PAT testing | ✓ |
| | 8. Water Boiler | Electrical and burning hazard | PAT tested: 18 June 2021 | 4.8 Danger Hot Water signage in place | ✓ |
| | 9. Cleaning Store | Ease of access and hazard inside | Hook-eye catch attached to keep door closed to prevent too easy access, and all chemicals to be stored safely on shelving | 4.3 No further action required at this time | ✓ |
| | 10. Portable Electric heater | Electric shock | PAT tested annually | 4.9 PAT tested: 18 June 2021 | ✓ |
| | 11. Henry Hoover | Electric shock | PAT tested annually | 4.10 PAT tested: 18 June 2021 | ✓ |
| | 12. Fire Extinguisher | | Last checked 5 November 2021 | 4.11 Sign showing extinguisher position | ✓ |
| 5. Stairs Upper to Lower Hall | 1. Table storage | Trapping fingers taking them out/putting them back in | Groups are reminded of this through the Risk Assessment | Sign on door warning of stairs | ✓ |

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| | | | Notices on inside of doors to remind users to take extreme care | | |
| | 2. Slipping on stairs if wet/damp | Slipping | Yellow warning signs available for display | 5.2 No further action required at this time | ✓ |
| | 3. Stairs | For poor vision users, possibility of tripping/falling | None currently | 5.3 Yellow strips to be painted/adhered to edging of steps to ensure high visibility | ✓ |
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| 6. Lower Cloakroom | 1. Toilet – Hot Water | Burning of skin | Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap | 6.1 No further action required at this time | ✓ |
| | 2. Toilet – Hand Dryer | Burning of skin | Unit could get hot to touch Warning sign indicating that the unit may get hot | 6.2 No further action required at this time | ✓ |
| | 3. Toilet door bolt | Sticking of locks whilst user inside cubicle | Locks are checked regularly and kept free and oiled | 6.3 Locks to be checked regularly and kept free and oiled | ✓ |
| | 4. Store Room (Toddler group) | Fire Hazard | Toddler Group reminded not to store any flammable material. Locked but key held for Committee to have emergency access if necessary | 6.4 Flammable materials are stored in airtight plastic boxes and no materials are stacking up | ✓ |
| | 5. Kitchen area – electrical items | All users – electric shock | All items are annually PAT tested | 6.5 PAT tested 18 June 2021 | ✓ |
| | 6. Kitchen area – hot water | Burning of skin | Water takes a very long time to get hot enough to scald Warning Hot Water sign fixed above tap | 6.6 No further action required at this time | ✓ |
| | 7. Fire Extinguisher | | Last checked 5 November 2021 | 6.7 No further action required at this time | ✓ |
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| 7. Lower Room | 1. Store Room | Access for children | Hook and eye catch attached to door to prevent easy access for children . Risk of dance floor sheets tipping forward and injuring person. | 7.1 No further action required at this time Action-- Sheets to be secured to the wall with the cable provided. | ✓ |
| | 2. 2 Oil filled heaters | Electric shock | PAT tested annually | 7.2 PAT tested : 18 June 2021 | ✓ |
| | 3. Electricity Meter cupboard | Children could open and have access to | Users need access for electric meter money Bolt catch attached to prevent easy opening | 7.3 No further action required at this time | |
| | 4. Fire Extinguisher | | Last checked 5 November 2021 | 7.4 No further action required at this time | ✓ |
| | 5. Sound system | Electric shock | PAT tested annually | 7.5 PAT tested: 18 Junw2021 | ✓ |
| | 6. Dehumidifier | Electric shock "Faulty" | PAT tested annually | 7.6 PAT tested: 18 June 2021 | ✓ |
| | 7. " | " | " | 7.7PAT Tested 18 June 2021 | fail |
| | 8. Fan wall heater | Electric shock | PAT tested annually | 7.7 PAT tested: 18 June 2021 | ✓ |
| | 9. Rad wall heaters | Electric shock/fire | Switched off and taped | 7.8 Not in use | ✓ |
| | 10. Extension lead in corner | Electric shock | Clipped underneath to electricity cupboard and trailing wires pinned out of way | 7.9 PAT tested: 18 June 2021 | ✓ |
| | 11. Toaster | Electric shock | | 7.9a PAT tested: 18 June 2021 | ✓ |
| 8. Outside | 1. Path at rear | Tripping, debris collection | Cleared regularly and path checked for unsafe paving flags | ✓ | |

In addition to the above items, the following items were also discussed/checked:

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| Area and related notes above | Action required | Completed Please date and initial when completed |
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| 7.7 Dehumidifier | 1. Replace 1 or 2 | |
| 8 Outside | 2. Tidy shrubs | September 2021 |
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| 4.9 Kitchen | 4. DANGER low entrance - notice | 3 December 2021 |
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