

**Generic Risk Assessment**

**Bradwell War Memorial Hall**

30/1/2016

Linda Granger

## Health and Safety

### Generic Risk Assessment (non specific)

Name and address of property	Bradwell War Memorial Hall Netherside Bradwell Hope Valley S339JL
Employee or other responsible person	Mr Paul Downing Chair Management Committee
This Risk was conducted on behalf of the responsible person by:	Laura Manion
Position	BWMH Facility Manager
Accompanied by:	Linda Granger
Position	Secretary to the Management Committee

The purpose of this report is to provide an assessment of the risk in the building to control the risks to people who use the hall and were involved in its maintenance and upkeep. Where appropriate, recommendations are made to ensure compliance with Health and Safety legislation.

The Management Committee do not have a legal requirement to record the findings of this risk assessment as less than five people work at the Hall, however the Risk assessment will, for legal and business reasons, be kept on file.

No physical testing of equipment or systems was undertaken. This Risk Assessment should be reviewed by a competent person by the date indicated on page 8 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes

Signed

Dated

## General Information

### Description of building

A traditional building constructed from limestone stone, brick and timber, with a pitched roof constructed from timber and slate with a part felt flat roof. It is mostly ground floor, with a small first floor area accessed by an internal staircase. The approximate area at ground floor is 160 square meters with an additional small basement.

### Activities Carried Out There:

- Pre-School
- Some Junior School activities
- Badminton
- Village entertainment
- Table Top sales
- Dance Classes

### Fire Loss Experience

None recorded or known.

### Assessed Risk Category

Normal

This has been taken into consideration when making the recommendations listed

**Date of Survey:** 30<sup>th</sup> January 2016

**Date of previous report or Review:** 26<sup>th</sup> September 2012

**Suggested date for next review:** February 2017

### Other Relevant Information:

None at the time of the inspection

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## Generic Risks Table

<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Slips, trips and falls, e.g. uneven surfaces, slippery floors etc.	Users of the Hall may suffer injuries if they fall; such as fractures, cuts or bruises	Good lighting at all entrances, in all rooms and corridor. Mats positioned at entrances to stop rainwater being carried in. Corridors kept clear of all stored items No trailing electrical cables Users know (conditions of Hire) to clear up spillage immediately and know where equipment for this is kept.	All floors to be inspected regularly, where potential tripping points are identified they are to be guarded /enclosed with suitable warning notices displayed and repaired as necessary. Check that the correct cleaning products are used on the floors.	Facility Manager and Committee Members. Monthly
<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Electricity	Users risk electric shock or burns (extreme possibility-death) from faulty equipment or misuse.	Fixed installation correctly installed by qualified electricians and inspected annually with certificate issued. BWMH portable appliances visually checked before use and tested annually. All repairs carried out by qualified electricians. Safety plugs in all sockets. Hall users know they are responsible for any equipment used in the Hall.	Make sure that the Hirer/Responsible person knows where the main isolator is and how to switch off in an emergency. Remind users that any equipment considered unsafe should be marked and taken out of service and inform the Facility Manager	Facility Manager

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<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Hazardous substances e.g. Cleaning products	Those carrying out cleaning duties risk skin problems e.g. Dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves being used. Cleaning products marked “irritant” replaced with milder alternative. Cleaner trained to use products safely in accordance with manufactures recommendations Cleaning products stored securely.	Cleaners reminded to check for symptoms on their hands, sore eyes or breathing difficulties. Finding any they are to go to their Doctor for consultation and inform the management committee	Facility Manager
<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Working at height. e.g. Changing light bulbs, window cleaning.	Anyone falling from any height could suffer serious injury.	A fixed ladder gives access to the loft where stage items are stored. A commercial double extending ladder is securely stored and available for use. Both of these ladders are examined annually and the result of which is recorded.	All users of ladders are advised to consult the HSE Guidance note “Safe use of ladders and stepladders” a copy of which should be made available for use. HSE “ Working at Height Regulations - 2005” states ladders are ok for low risk short duration work – where a risk assessment shows more suitable work equipment is not appropriate.	Facility Manager

<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Equipment and manual handling	Users of the Hall could be harmed by collapsing stacks of items. Those lifting and carrying items could suffer back injuries if they try to lift items heavy or awkward items. Finger or toes could be trapped if carried items are dropped.	Users know that they must stack tables and chairs carefully so they do not collapse. Users are asked to work well within their capabilities and never to attempt to lift heavy items without assistance.	No further action needed	
<b>What are the Hazards</b>	<b>Who might be harmed and why</b>	<b>What is already being done</b>	<b>What further action is necessary</b>	<b>Action by who</b>
Vehicle movements on and off the small car park	Pedestrians could suffer serious injury if struck by a vehicle entering or leaving the car park.	The surface is maintained in good order. Movement activated lighting is fitted	Behaviour of users should be monitored to ensure they drive with the due care and attention expected of them.	Facility Manager, Committee members and users

## **Additional Comments**

**All users of the premises must carry out their own risk assessments specific to their activities.**

### **First Aid**

A suitably stocked First Aid Kit is maintained and available for general use. **This is sited in the Kitchen in a cupboard that is clearly marked.** The Secretary to the Management Committee is nominated to ensure that it is kept stocked.

## Review and revision of the Generic Risk Assessment

It is recommended that the fire review is carried out approximately 12 months after this assessment and thereafter every 3 years or earlier if there is reason to suspect that it is no longer valid or if there have been significant changes.

Date	By Whom	Remarks	Signature
Feb 2017			
Feb 2020			
Feb 2023			