

Risk Assessment and Health and Safety Action Plan Westhampnett Community Hall

<b>Westhampnett Community Hall Risk Assessment and Health and Safety Action Plan</b>		<b>For: Westhampnett Community Hall The Whole Building: Reception area, Kitchen, Office, Toilets, hall and outside the hall</b> (Describe the activity/equipment/location)			<b>Date assessed 3.10.2019</b>	<b>By Julie Freeman</b>
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done/ date</b>
<b><u>Kitchen</u></b>						
1. Casement window opening onto the access route: Hazard for people with sight impairments/children	Hazard for people with sight impairments/children	Arrange for Window restrictors to be fitted	no	LL	Opening 30 <sup>th</sup> November 2019	Phase 1
2. Spillage, Hygiene and burning hazard, Work tops at 930mm, cooker at lower level with gaps that will attract grease and dirt.	Hall users, volunteers and staff working in kitchen	Hazard spillage/burning signage	no	LL/JF	17.10.2019	Phase1
3. Physical Hazard Sharp edge, right back edge of cooker	Hall users, volunteers and staff working in kitchen	Place thick non-flammable tape on the edge of cooker. Silver duct tape	no	LL	17.10.2019	Phase 1
4. Burning Hazard Boiling water heater drips from spout	Hall users, volunteers and staff working in kitchen	Hazard signage "Warning Hot Water, hold cup to spout!	Hazard signage "Boiling hot"	JF/LL	17.10.2019	Phase 1
5. Hazard for young children, no kitchen door	children	Arranged for a child gate or a door to be fitted at the opening of the kitchen	no	LL Argos silver gate	6.10.2019	Phase 1

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6. Hazard for young children, open space under worksurface in the serving area	children	Assess whether a child gate under worksurface in serving area or a panel to be fitted in the middle of the area are needed. Important to maintain wheelchair access, underwork surface from both sides	no	LL	a.s.a.p.	Phase 2
<b>Ladies Toilets</b>						
7.Collision Hazard Door arrangement is impeded by the vanitary unit .	Hall users, volunteers and staff	Hazard Signage	no	JF/LL	17.10.2019	Phase1
<b>Mens Toilets</b>						
8.Inaccessible height of urinal	Children and adults shorter than 5 feet tall	Arranged for the left-hand urinal to be lowered	no	LL	03.10.2019	Phase 1
<b>Reception Area</b>						
9.Trip Hazard furniture	Hall users, volunteers and staff	Make sure all furniture (tables and chairs) are arranged near to the walls, just have one table with four chairs in the centre with a clear path from the front doors	Hazard signage "Keep a pathway clear"	Hall users, volunteers and staff	17.10.2019	Ongoing Sign Phase 1
<b>Hall</b>						
10.Trip Hazard furniture lay out in the hall	Hall users, volunteers and staff	Hazard signage in furniture cupboards: "All tables and chairs must be set out with a clear pathway to enable people to move around and evacuate the hall safely"	no	LL/JF	17.10.2019	Ongoing Phase 1 signage
11.Manual Hazard while using trollies	Hall users, volunteers and staff	Hazard signage in furniture cupboards	"7 or less tables should be stacked on trollies"	LL/JF	17.10.2019	Ongoing Phase 1

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for tables and chairs		"10 or less chairs should be stacked on trolleys"				signage
<b>Outside at the back of Hall</b>						
12.Trip Hazard when double doors at the back of hall are open	Children and young people	Arrange for railings to be put along the walls at each side of the ramp.	Arrange for benches to be Fixed to the floor near the back door near kitchen	LL	a.s.a.p.	Phase2
13.Trip Hazard low walls at the sides of ramp	Hall users, volunteers and staff, wheelchair users	Arrange for railings to be fixed on all the walls	Trip Hazard signage	LL	a.s.a.p.	Phase 1 Signage Railings Phase 2
14. Double Doors Front and back of hall	Hall users, volunteers and staff, wheelchair users	1. Both: Signage: Keep doors clear and people passing both ways 2. Front set: Arrange for the paving at the front outside the hall to be extended, giving more room		LL	a.s.a.p.	1 to 4 Phase 2 5. Phase 1
15.Inaccessible front and back doors	Wheelchair and disabled users	Arrange for automatic door mechanisms to be fitted	no	LL	a.s.a.p.	Phase 2

Key Phase 1 straight away Phase 2 within a year

For further information and to view examples of risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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