

UVH Annual Risk Assessment – 13th June 2012

Names of Assessors: Sandra Clarke and Jill Smith

Date of next Assessment: June 2013

The monthly H and S inspections focus on areas accessed by the general public, so this annual review concentrated on inspecting other “restricted access” areas such as the boiler room, the understage storage area, the cupboards within the Utility Room etc. Safety signage was also checked, and all actions from the previous year reviewed.

The annual inspection was found to be useful so should continue 6 months apart from Fire Risk Assessment so that overlapping actions are checked more frequently.

Summary

No major risks were identified.

Some queries arose re uncertainty over operational procedures. Although not strictly speaking a “risk”, these queries and subsequent answers are recorded here for the sake of completeness.

Resolved actions from the previous inspection are also listed at the end of these notes.

All newly identified maintenance jobs were entered in the Problem Log. **Other findings requiring action are in bold.**

A list of safety and operational signs will be compiled by SC which will make checking signage easier in the future.

Kitchen/Bar area / Side toilet

Hygiene. One large white chopping board was labelled “not for RAW meat”. **Two other large white chopping boards also need labelling. SC.**

Dishwasher is still leaking occasionally. The decision has been made to live with it until a definite cause can be identified.

Operational – Stroke Art group asked for more mugs. Action LC.

In the toilet, the fan heater had been left on overnight. Checked that Stroke Art had not put it on deliberately. They stated that heater is “very often” on when they arrive on Wednesday morning. **Can it be switched off during the summer – or a timer fitted ? SC**

A protective strip needs to be fitted across the toilet door to prevent further damage from the bar door handle. **Logged.**

Meeting Room

Nothing to report. No previous issues. (Stroke Art Group were using the room – no problems reported).

Boiler room/broom cupboard/emergency exit corridor

Nothing to report – all previous issues resolved.

Main Hall

The Baby Sensory group were already set up in the hall so access to the understage area was not possible.

A broken chair was moved to the utility room.

Furniture Store/Emergency Exit corridor

After the June board meeting, several “lost” tables were found in this corridor. The corridor should be checked as part of the monthly inspections; as an additional measure, PP asked JJ to check this corridor more frequently.

Utility Room/Entrance Porch/Toilets

For info – RADAR key is in Jane’s cupboard, hanging on the doorframe on the left, just above the light switch. Baby Sensory also have a RADAR key so that the accessible toilet can be used as a baby changing room during their sessions. Stroke Art group confirmed that all their members can use the toilet by the side entrance, so do not need a RADAR key. No other user groups have a RADAR key.

Damp and mould on wall of Jane’s cupboard near window has been cleaned but wall is now discoloured – keep checking.

Lighting loft has adequate signage but was unlocked although padlock was present. **DramaSoc to obtain a combination lock and let PP know the combination. IH.**

No light bulb in fitting over sink. **Logged.**

Both main light fittings have only one tube, and the covers have been removed. **SC to check with ND to see if this is deliberate – also add these tubes to annual replacement list ? SC.**

In toilet corridor, walls look OK but gloss paintwork is looking tatty. **Logged.**

In the ladies’ toilet, in the cubicle furthest from the door, there are stains around the cistern handle, suggesting that there might be a slow leak. **Clean off stains and check for reappearance. JJ**

Glass planters, wood and old mirrors were removed from utility room by Jill.

Inside the utility room, over the door, there is a cream box (old fuse box ?) which was open, and could not be closed. Not a risk to users. **Logged.**

In one of the users cupboards, there was electrical equipment that had not been PAT tested. **At the next board meeting, propose that UVH offers PAT testing (at the users, expense) for users equipment during annual visit from Jacksons. SC**

Stage area

Bay window – windowsill needs cleaning and refixing in places. Logged.

Outside

There is a lot of moss on the roof. Is it just unsightly, or will it damage the roof long term ? **SC to ask ND/PP.**

There is an old (telephone ?) wire around the meeting room window at the front of the building. **Logged.**

On the light by the side entrance, there are loose wires (where a motion sensor used to be ?). **Logged.**

Red tile windowsill on bay window needs repainting. **Logged.**

Car park surface is still being monitored.

A pile of loose bricks in the “out” driveway has been removed to prevent vandalism.

Bargeboard overlooking meeting room roof has rotted away – **included in work for summer 2012.**

Storage container.

Nothing to report.

Resolved issues from previous inspection December 2011.

Kitchen/bar area – laminated “beware fingers” notice on bar hatch; new “fire action notice”; new “hot hob” notice”; new 999 only” notice for phone.

Kitchen – after discussion at the board meeting, cooker hob key will NOT be left in the switch.

Boiler room – check for tidiness added to monthly inspection list; boiler restart notice to stay as is – Jane has the number to ring if Ian or Norman are not available.

Broom cupboard – door wedge obtained for trustee use only.

Main hall – new floor buffing procedure seems to be working well.; fire extinguisher resited by new double doors.

Utility room. Stored paint removed; door wedge obtained.

Car park – One Way signs now fitted.

SEC