

## UVH Annual Risk Assessment – 27<sup>th</sup> June 2013

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2014

The monthly H and S inspections focus on areas accessed by the general public, so this annual review concentrates on inspecting other “restricted access” areas, especially for this year, the furniture store (new chairs and air circulation fans since last inspection) and the understage storage area (not checked last year because the main hall was in use).

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.

Furniture Store layout and possible signage will be discussed at the next Board meeting.

PAT testing in Jan 2014 - **SC will add new fans to PAT list, and invite users to bring their own electrical items for testing**

All newly identified maintenance jobs were entered in the Problem Log.

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

### Kitchen/Bar area / Side toilet

Nothing to report. Previous issues resolved.

### Meeting Room

Nothing to report. No previous issues.

### Boiler room/broom cupboard/emergency exit corridor

Very tidy. Previous issues resolved.

### Main Hall

A new doorbell has been fitted which has a flashing light as well as a bell (for hearing impaired or when music is playing). Suggest test that this is working OK annually.

Visual inspection of understage storage area – tidy with a clear gangway for access.

### Furniture Store/Emergency Exit corridor

New lightweight chairs have been acquired, which should reduce the risk of injury from lifting them. However, from scratch marks on the floor, it seems that some (one-off ?) users are dragging stacks of chairs across the floor, rather than using the chair trolley provided. **For discussion at next Board meeting. Do we need a sign giving instruction in safe use of trolley ? Do we need a new laminated Storage Layout ?**

Two new air circulators have been purchased. After comments from users, they are now kept at the front of the storage area, for easy access. On occasion, the badminton posts have been partially blocking access. **SC to add fans to PAT list for Jan 2014.**

### **Utility Room/Entrance Porch/Toilets**

The wall of Jane's cupboard is discoloured but feels dry and no evidence of mould or damp – keep checking.

A ladder was safely stored in the sink alcove – it had been positioned behind the drawer handle to prevent it tipping over.

In the toilets, after a report at AGM 2012 that water was too hot, heater was adjusted and temperature is checked monthly. OK today. A sign has been added asking for heater to be left switch ON after water was found to be cold on several occasions.

Carpet stains in utility room, and cracks above toilet windows added to Problem Log.

### **Stage area**

Nothing to report.

### **Outside**

No sign of tampering / damage to flagpole or storage container, or attempts to climb these structures.

Red tile windowsill on bay window and committee room needs repainting. **Logged.**

Car park surface is still being monitored.

There had been high winds overnight – some debris from leaves and small tree branches – SC removed the largest items from car park and driveways.

### **Resolved issues from previous inspection.**

A list of safety and operational signs has been compiled by SC which makes checking signage easier (6 monthly, at this assessment and also Fire Risk assessment in December). In Jan 2013, PAT testing offer was accepted by several users – **this will be repeated for 2014. SC.**

### **Resolved Kitchen/Bar area / Side toilet**

All white chopping boards now labelled. Dishwasher has been replaced. More mugs have been purchased. Fan heater in toilet now on “frost watch” setting so cannot be accidentally left on. Decided not to fit a protective strip across the toilet door to prevent further damage from the bar door handle.

### **Resolved Outside**

Moss was removed from roof when guttering was replaced.

Bargeboard overlooking meeting room roof was replaced during summer 2012.

### **Resolved Boiler room / broom cupboard**

Old floor buffer, and old wooden doors have now been removed.

SEC