

UVH Annual Risk Assessment – 27th June 2014

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2015

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. This 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.

Safety signage was also checked, and all actions from the previous year reviewed.

Summary

URGENT ND Door (handle) to Fire Exit corridor by furniture store has become very stiff and difficult to open (apparently Flower Club thought the door was locked)

No other major risks were identified.

Possible new external noticeboard in the garden, and pedal bins for the toilets will be discussed at the next Board meeting.

PAT testing in Jan 2015 - ***SC will add new fans to PAT list (not tested Jan 2014 as they were less than a year old), and invite users to bring their own electrical items for testing***

All newly identified maintenance jobs were entered in the “Log It 2 Fix It” red folder.

Kitchen/Bar area / Side toilet

SC Signs on Raw Meat chopping board need refreshing

SC remind PP re laminated induction procedures

Otherwise, nothing to report. Previous issues resolved.

Meeting Room

Nothing to report. No previous issues.

Boiler room/broom cupboard/emergency exit corridor

ND Hazard tape on boiler room steps has become detached. Paint yellow stripes instead (when working on external wheelchair access ramp during the summer ?)

ND Remove old radiator grille and carpet squares from boiler room

ND In broom cupboard, remove and dispose of old overflow car park sign (superseded by laminated sign)

Otherwise very tidy.

Main Hall

Since the last risk assessment in June 2013, the barres and mirrors have been fitted – a separate risk assessment was completed after the installation – there have been no reports of any accidents, incidents, near-misses, or misuse.

PP New laminated “exit jobs” sign to include replacing chairs in front of mirrors

ND Doorbell not working

New floor buffing regime has resulted in NO reported accidents due to slippery floor in the last year – thanks to Jane for her hard work.

Furniture Store/Emergency Exit corridor

ND old wooden coatstand is balanced across chairs – either dispose of or store more safely.

Otherwise very neat and tidy.

ND Door (handle) to Fire Exit corridor has become very stiff and difficult to open (apparently Flower Club thought the door was locked)

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.

JJ Carpet stains in utility room.

ND No light bulb in Jane's cupboard – light in UVH cupboard not working.

JJ Large cardboard tube by the sink needs removing.

Otherwise very neat and tidy.

JJ/PON New pedal bins for both ladies and gents toilets – hygiene risk from missing/broken lids – risk of damage to feet from missing pedals

Stage area

ND Side curtains at the rear of the stage by the doors to the utility and meeting room are coming off their tracks

Understage – visual inspection – gangway was clear and air bricks visible and unobstructed

Outside

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

Monica Sparling garden – bird bath and walls (pavement side and garden side) all ok – no loose stones

In July 2014, a wasps' nest was discovered between the windows that overlook the car park (and dealt with via CWAC pest control) – all trustees have been asked to keep an eye out for any activity this year

ALL – noticeboard is rusted and paint is peeling – looks tatty – discuss replacement at committee meeting 6th Aug.

ND Red tile windowsill on bay window and committee room needs repainting, also windowsills overlooking car park. Logged.

ND Main entrance pillar nearest RADAR toilet – mortar slope is cracked and pieces falling off – repair with access jobs ?

ND Above the blocked window of the broom cupboard, the white "bargeboard" is coming down

SEC