

UVH Annual Risk Assessment – 26th June 2015

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2016

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 of Actions

No major risks were identified.

Outstanding action from 2014: possible new external noticeboard in the garden is under discussion at Board Meetings (safety considerations include large door being blown shut as posters are replaced; position of board so that visibility is not affected when leaving the driveway; making sure that pedestrians reading the board are not put in danger). **ALL**

PAT testing in Jan 2016 - ***SC will invite users to bring their own electrical items for testing***

New for 2015: In response to comments in January from Jacksons (the company that checks our fire extinguishers etc), the lighting of the emergency exits (NOT the signs themselves) was tested by turning off the power at the relevant fuses, and making sure that the emergency lights stayed bright for at least 30 minutes. No problems were found.

This check should be repeated in December during the Fire Risk Assessment. SC.

New for 2015: After a tripping accident, THRESHOLDS in all doorways were checked for excessive wear – no problems found. ***This check should be repeated when SC is on the rota for monthly checks. SC.***

New for 2015 : No incidents reported but as a preventive measure, “normal” drawing pins on user noticeboards were replaced with safer push pins. ***SC to keep checking occasionally***

Kitchen/Bar area / Side toilet

SC Signs on Raw Meat chopping board need refreshing – repeat during SC monthly reviews too.

Otherwise, nothing to report. Previous issues resolved.

Meeting Room

Nothing to report. No previous issues.

Boiler room/broom cupboard/emergency exit corridor

Hazard tape on steps has been replaced. Consider yellow paint IF tap becomes unstuck again.

Main Hall

Previous issues resolved.

No reported incidents re barres or floor.

Furniture Store/Emergency Exit corridor

Previous issues resolved.

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.

Dirty chairs awaiting cleaning were stacked neatly.

Previous issues resolved.

Extractor fan in ladies toilet not working. (This job was added to summer shutdown list).

Stage area

No issues.

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 (and workmen during summer shutdown) have been asked to keep an eye out for any activity.

SEC