

## UVH Annual Risk Assessment – various dates, late June, early July 2016

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2017

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.

Date of assessment was deliberately delayed until after floor was treated on 24<sup>th</sup> June 2016.

### Summary of Actions

**BOILER ROOM. First inspection found cardboard box (with spare parts) plus invoice paperwork on top of boiler, with boiler front panel removed.**

**Second inspection found a piece of kitchen roll on the boiler, with front panel still removed.**

**FLAMMABLE material should be KEPT AWAY FROM THE BOILER.**

**ALL** – each time you visit the hall, please check that some chairs are placed in front of ballet barres

**SC** will continue to invite users to bring their own electrical items for PAT testing Jan 2017

**SC** to add threshold checks to monthly inspections.

**SC** to talk to JJ re new chemical labelling. Not anticipating any changes to operating procedures.

### Planned change to outside 2016

External noticeboard to be installed in front garden during summer 2016. Hedge will be reduced in height at IN driveway end so members of the public reading the notices can stand safely on the pavement. A step and paved platform will be built into the garden, with the new noticeboard at a lower height than the current one. This will make it much easier to add/replace notices, reducing the current risks involved with stretching too high, balancing on the garden wall or standing in the driveway.

### New users groups since last assessment (for info, no additional risks identified)

Travis Academy have taken over previous karate timeslot with a dance class for boys. Already familiar with hall and use of ballet barres.

Vintage Kicks swing dance and tea dances. No reported issues with floor, either before or after treatment.

### Changes to building since last assessment

New catering cupboards and key box. No additional risks identified.

Rear car park resurfaced, extra disabled parking space and white lines added. Reduced risk of trips on uneven surface.

New hall lighting, destratification fans, ceiling insulation. LED lights produce less heat; reduced risk of fire due to overheating. In the winter, fans circulate the air making it warmer than before at floor level, reduced risk of pulled muscles during exercise classes.

### Kitchen/Bar area / Side toilet

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

Otherwise, nothing to report. Previous issues resolved.

### **Meeting Room**

Nothing to report. No previous issues.

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

See above re ensuring flammable material is kept away from the boiler.

Recurring issue. Hazard tape on boiler room steps had come loose again. SC has requested replacement by yellow paint over 2016 summer shutdown.

In broom cupboard, excess empty cardboard wine boxes mentioned in previous inspections had been removed.

NEW in 2016. Another catering cupboard has been constructed, with shelves clearly labelled to help ensure cupboard is not overstocked. A key box has been installed in the broom cupboard. No additional risks identified.

### **Main Hall**

NEW for 2016. Floor has been retreated and lines repainted. Two weeks later, small areas of white lines were lifting away. NOT a trip hazard, but needs monitoring.

Thresholds. Threshold from foyer into main hall has been replaced several times since installation. Seems to be subject to more wear and tear than threshold into bar area. Norman now has a stock of replacement strip. SC to add to monthly checklist.

No incidents reported but as a preventive measure, "normal" drawing pins on user noticeboards should be replaced with safer push pins. ***SC to keep checking occasionally – new stock of pins in drawer in utility room.***

### **Furniture Store/Emergency Exit corridor**

No issues from last year.

Furniture store was neat and tidy. Ventilation slots for amplifier were clear.

### **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 waiting for cleaning were stacked neatly.

UVH cupboard was much tidier than before - the floorspace had been cleared and shelving contents rationalised.

SC to discuss new HazChem labelling with JJ.

Emergency lighting checked by switching off at fusebox for 30 minutes – all came on. Emergency light in furniture store corridor is weak – board have agreed that all old emergency light should be replaced by Jackson on Jan 2017.

### **Stage area**

Pulled threads on stair carpet were becoming a trip hazard – trimmed with scissors. Keep monitoring carpet (and loose wires that were refixed during the year).

### **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 (inspected before work started on erecting external noticeboard).

In July 2014, a wasps' nest was discovered between the windows that overlook the car park (and dealt with via CWAC pest control) – all those likely to be working on the roof over the summer have been asked to keep an eye out for any activity.

SEC