

UVH Annual Risk Assessment 2017 – 23rd June (SC, IH) and 30th June (SC)

Names of Assessor(s): Sandra Clarke, Ian Hughes

Date of next Assessment: June 2018

The monthly H and S inspections focus on areas accessed by the 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.

Special attention was paid to doorways and thresholds where there are changes to levels or floor coverings.

Summary of Actions

No major issues were found.

ALL – each time you visit the hall, please check that a single row of chairs is placed in front of ballet barres

SC to create and maintain a “threshold checklist” which will be monitored regularly to help reduce the risk from trip hazards.

Other actions for SC are recorded under the appropriate heading.

New user groups since last assessment

“Stretchilates” (floor based exercises) classes have started. Low risk in terms of potential trips or falls.

Changes to building since last assessment

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

SC to ask JJ to ensure that hedge is kept trimmed.

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.

Meeting Room

Nothing to report. No previous issues.

Boiler room/broom cupboard/emergency exit corridor

A dark grey paint stripe has been added to the edge of the pale grey steps to provide some contrast. Less hazardous than previous tape which did not stick.

Main Hall

Floor was treated and lines repainted in June 2016. Two weeks later, small areas of white lines were lifting away. Floor surface has continued to deteriorate but there have been no reported trips or falls attributable to the surface. Surface being retreated in summer 2017.

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 has added to monthly checklist. Threshold was partially covered in tape (not sure when tape was applied – no mention in Log It 2 Fix It diary). IH had replaced threshold strip by 30th June.

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.***

During her regular bookings (Mondays and Fridays), SC has noticed that chairs are often missing from in front of the ballet mirror curtains. Even if chairs are added one day, they are missing again by the time of the next booking. Since this inspection, SC has placed notices on inside of main door, next to checklist by hall door, on noticeboard by door to bar area, and on curtains themselves and will monitor effect.

Furniture Store/Emergency Exit corridor

No issues from last year. Furniture store was neat and tidy. Ventilation slots for amplifier were clear. SC and IH discussed possibly installing shelves (probably on the wall above the piano) to store the legs for the staging. Currently the legs are stored on top of the staging itself, and although no problems have been reported, there is a slight risk that the legs could be dislodged and fall onto people as they start to move the staging. Added to maintenance list.

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.

Improved tidiness of the UVH cupboard has been maintained.

Emergency lighting checked by switching off at fusebox for 30 minutes – all came on (new lights in Fire Exit corridors fitted by Jacksons in January 2017). Light in RADAR toilet (also fitted by Jacksons a few years ago) is supported by a ceiling tile only, which is starting to crack. Needs fitting more robustly. Added to maintenance list.

SC and IH discussed whether the small ladders, currently stored behind the curtain in the sink alcove, should be tethered to the wall to prevent them falling over. Concluded that the risk of people hurting themselves by pulling on a ladder that they did not realise was tethered was greater than the risk of the ladders falling on someone.

Stage area

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.

Wasps nests treated in 2014 and 2016. Keep checking exterior.

SEC