

UVH Annual Risk Assessment 2018 – Friday 27th June 2018

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2019

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.

All thresholds and safety signage were checked (see separate spreadsheets).

All actions from the previous year reviewed.

After a near miss in May 2018, special attention was paid to items stored above shoulder height.

Summary of Actions

No major issues were found.

ALL – every time you visit the hall, please check that a single row of chairs is placed in front of ballet barres. Ongoing action from 2017.

ALL - when stacking dirty chairs in Utility Room, please make sure there is clear access to the stage stairs as these now form part of the escape route from the Meeting Room.

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

SC ongoing – drawing pins.

SC – recheck tubes in furniture store – OK, they had gone by the next week

IH – complete yellow box junction and stripe on side of ramp for OUT driveway Fire Exit.

PON. Consider moving wineglasses (and anything else heavy) from top of drinks cupboard into new storage area – planned for summer 2018.

New user groups since last assessment

Not aware of any.

Changes to building since last assessment

a) April 2018 – three phase electricity supplied to building (especially kitchen). New instant hot water system replacing stored water system.

Existing “Caution – Hot Water” signs on 4 sinks retained. Temperature Regulating Valve on hand wash sink still operates correctly. Main users warned that hot water will arrive much more quickly than before (about 5 seconds after tap is turned on). New signage re trouble shooting.

No reported problems.

b) Planned for summer 2018. Utilising space created in boiler room (by removal of old hot water cylinder) for extra storage. Potential for moving items such as wine glasses that are currently stored at high level.

c) After visit from Fire Service in October 2017, external lighting on OUT driveway was restored.

d) After visit from Fire Service, escape route from Meeting Room (across the stage and into Utility Room) was established: -

- new light switch at top of steps to illuminate back of stage (if power still on)
- new Emergency Lights at back of stage and in Utility Room (new key switch on stage wall near curtain winder), and in main Foyer (wired to existing key switch in Main Hall that operates three illuminated Fire Exit signs) which will operate automatically in case of a power failure.

Changes to policies and procedures since last assessment

a) Sophie Fearnall now has responsibility for standards of hygiene in the kitchen.

b) After visit from Fire Service, Emergency Lighting (and defibrillator and doorbell) are now checked MONTHLY (usually first Friday on the month, 0830 when hall is unoccupied), rather than every 6 months, and ELs are left for an hour rather than 20 minutes.

c) H and S session with FLC Volunteers (Jan 2018) – cupboards to be reorganised so that heavy items are NOT high up.

Kitchen /Bar area / Side toilet

SF now responsible for kitchen hygiene standards. Large white boards (previously labelled as “Not for RAW MEAT) retained for use as sink covers to provide more work surface – NOT to be used as chopping boards. Otherwise, nothing to report.

Meeting Room

New signage re escape route across the stage. See above.

Boiler room/broom cupboard/emergency exit corridor

Boiler room door is now kept locked (to prevent users from tampering with the boiler). Fire Service confirmed that, in an emergency, they would break down the door if they needed access to the boiler room.

User tampering (which we know had been happening) is a greater risk than problems with gas supply/boiler.

Near miss (May 2018). When manoeuvring long-handled floor sweeper from the corner where it is stored, handles caught on box of wineglasses stored on top of drinks cupboard bringing box down onto concrete floor. Nobody injured but lots of glasses broken. Consider moving glasses (and anything else heavy/breakable) from top of cupboard into new storage space planned for space created by removal of old hot water cylinder.

PON.

Main Hall

Surface was retreated in summer 2017. No reports of slips or trips or falls since then.

Ongoing. Thresholds. Threshold from foyer into main hall is now checked monthly. SC has created spreadsheet of all thresholds / changes of flooring. No reported problems.

Ongoing. 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.

Ongoing. Chairs against ballet barre curtains. Mentioned at AGM 2017. SC did put signs up and situation improved for a while. May need another campaign in autumn term. **SC.**

Furniture Store/Emergency Exit corridor

4 large (6ft) inner tubes (from material?) found near window. Could fall on someone moving chairs. If they are still needed, then should be stored more carefully.

Inspection was day before "Ballet to Broadway" show – performance area was being set up with black stage drapes. SC to recheck – tubes might now have been removed. OK – were removed after show.

Otherwise, furniture store was neat and tidy. Ventilation slots for amplifier were clear.

2017. 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. Kept on list for future reference.

Utility Room/Entrance Porch/Toilets

For info – toilet refurbishment is likely to be the next major project.

Ongoing. Dirty chairs waiting for cleaning were stacked neatly. Need to ensure that stairs from stage are kept clear as the stairs now form part of escape route from Meeting Room. ALL

Improved tidiness of the UVH cupboard has been maintained.

In "Jane's cupboard", the only items stacked above head height were the polishing pads for the floor buffer. Unlikely to cause injury if they fell down.

Stage area

Ongoing. Keep monitoring carpet (and loose wires that were refixed during the year). OK.

Outside

No sign of tampering / damage to flagpole or storage container, nor 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.

Pothole in OUT driveway has been filled. Scottish Power have refilled the hole they made near the pole by the IN driveway.

Hedge had been trimmed recently – good visibility when exiting into road.

Fire Exit to OUT driveway. Need to complete "box junction" and edge ramp in yellow. IH

SEC