

UVH Annual Risk Assessment 2019 – Friday 28th June 2019

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2020

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; checked 14/6/19).

All actions from the previous year reviewed.

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.

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.

ALL - UVH cupboard in utility room is becoming cluttered again (old light fittings and empty boxes).

ALL - In sink alcove in Utility Room, by fire extinguisher, 6ft piece of black wood with protruding screws needs to be removed.

ALL - In Utility, by cupboard 16, rolls of carpet and a white board.

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

SC ongoing – buy more push pins to replace “normal” drawing pins. **DONE**.

SC – mention chairs by ballet mirrors at AGM 2019. **DONE**.

SC – possible changes to Proc 8 (Caretaker induction for casual users) re chairs in front of ballet mirrors

IH – possible addition to annual task list - refresh yellow box junction and stripe on side of ramp for OUT driveway Fire Exit; refresh yellow stripe on ramp to side entrance; yellow/light colour paint on new step down into boiler room.

IH - monitor small potholes and surface of OUT driveway.

IH/ND – move fluorescent tubes from new shelving in storage area

PON - consider moving wineglasses from top of drinks cupboard

PON/JS – possible clips to keep broom handles upright

Action list continues on next page

JJ – remove old tin of paint from utility cupboard.

PP – key switch in kitchen no longer switches off electricity supply to cooker.

New user groups since last assessment

Not aware of any new user groups. Different Line Dancing teacher – no additional risks.

Changes to building since last assessment

Wall between boiler room and storeroom has been partially demolished.

New boiler room is much smaller. Door to new boiler room is still kept locked (key in key safe) to prevent unauthorised access. New warning sign re immediate step down into boiler room. Step will need painting (in a light colour).

Larger storage area. New shelving for fans, vacuum cleaner, bins, brooms etc. Keep checking e.g. make sure only rarely used items are stored on top of shelving; heavy items at a suitable height etc.

Changes to policies and procedures since last assessment

After SC attended a First Aid refresher course (July 2018), monthly defibrillator checks now include switching machine on, and checks that pads and accessory pack are unopened, as well as checking battery and pad levels.

Kitchen /Bar area / Side toilet

New draining boards.

Food Standards Agency hand washing laminated poster moved to Hand Wash sink.

New socket in bar area for microwave (not yet in place).

“Only 3 glasses” sign appears to be working.

PP Key switch no longer switches off electricity supply to cooker.

Meeting Room

Nothing new to report.

Boiler room/broom cupboard/emergency exit corridor

NEW layout for boiler room and storage area.

Brooms in a dedicated area with nothing stored above so unlikely to knock anything down.

PON/JS. Possibly need clips to keep broom handles upright?

Some rarely used items (e.g. emergency tea urns) are stored on top of cupboards – would need a ladder or steps to reach them.

PON. Some wine glasses still stored on top of drinks cupboard. Can they be moved?

IH/ND. Some fluorescent tubes were stored by the circular fans, sticking out into access to doorway of new boiler room. Need to be moved (if new) or disposed of (if expired).

Main Hall

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

Ongoing. No incidents reported but as a preventive measure, “normal” drawing pins on user noticeboards should be replaced with safer push pins.

SC to buy new stock of push pins for 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. Mention again at AGM 2019.

SC. After incident Dec 2018 when one mirror was cracked (by a table being accidentally pushed into the mirror), at next Board Meeting (Aug 2019) SC to discuss possible change to wording of Proc 8 (caretaker induction to new user) to include chairs being left in front of mirrors during parties, and giving casual users a copy of back page of User Guide which has Departure checklist on it.

Furniture Store/Emergency Exit corridor

Two sets of fans (column and circular) have been moved to new storage area, leaving more space. Furniture Store was neat and tidy (without a formal storage plan). Ventilation slots for amplifier were clear.

Revised Lunch Club layout inside left hand door.

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 one of the next major projects (2021?)

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

ALL. UVH cupboard is becoming a bit cluttered. Need to dispose of old light fittings and empty boxes, so that new uplighter fittings can be stored flat.

JJ. Old paint tin in Jane’s cupboard.

ALL. In sink alcove, by fire extinguisher, 6ft piece of black wood with protruding screws needs to be removed.

ALL. By cupboard 16, rolls of carpet and a white board.

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

Carpet was replaced May 2019. Wires on stage steps are included in "threshold" checklist. All 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. Noticeboard solid and access to it was clear.

Wasps nests treated in 2014, 2016, 2018. Keep checking exterior, especially in September.

IH. Monitor small potholes and surface of OUT driveway.

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

IH. Fire Exit to OUT driveway. Need to refresh "box junction" and edge ramp in yellow. Add to annual task list ?

SEC