

UVH Annual Risk Assessment 2020 – Friday 28th August 2020 – prior to hall re-opening 7th September 2020

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2021 or after any long closure

This annual risk assessment was due in June 2020 but was delayed by the hall closure due to COVID-19. No monthly inspections have taken place since February 2020. A “monthly” H and S inspection which focuses on areas accessed by the public will be completed at the same time, so this annual review will continue to concentrate on inspecting other “restricted access” areas. This annual inspection was found to be useful so under normal circumstances should continue 6 months apart from Fire Risk Assessment (usually December) so that overlapping actions are checked more frequently. A separate Fire Risk Assessment will also be undertaken before the hall officially re-opens on 7th September.

All thresholds were checked (see separate spreadsheet; checked 10/07/20). New signage will be required before the hall re-opens – existing safety signage will be reviewed at that time.

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 when required.

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

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 since June 2019. Possible new Pilates class for some evenings in the autumn. A low risk, mat-based activity.

Changes to building since last assessment

OUT driveway has been re-surfaced and fresh yellow lines painted.

Stage lighting refurbishment project – more LEDS, less risk of overheating. Lighting will now be controlled from the back of the hall, reducing the need for access to the lighting loft, less risk of falls.

Changes to policies and procedures since last assessment

See separate COVID-19 Risk Assessment and associated documentation. No other changes to “normal” procedures.

Kitchen /Bar area / Side toilet

Kitchen will remain CLOSED when hall re-opens. Will require a further Risk Assessment, Fire Risk Assessment, water flush of Instanta boiler before kitchen can be used again.

Microwave donated to UVH is now in place. Was PAT tested before use. No reported problems.

“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. Will not be available for separate hire at the moment. Will be used as a Designated Area if someone displays COVID-19 symptoms.

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 when the hall is open. 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.

Ongoing. Chairs against ballet barre curtains. Not relevant at the moment. A LIMITED number of chairs at 2m distance will be placed around the hall.

Furniture Store/Emergency Exit corridor

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 – will need a complete redesign when Lunch Club returns – no earlier than Jan 2021?

Utility Room/Entrance Porch/Toilets

For info – toilet refurbishment was planned to be one of the next major projects. Likely to be delayed because of lack of recent income.

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

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.

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

SEC