

UVH INTERIM Annual Risk Assessment 2020 – 7th April 2021 - prior to hall re-opening 12th April 2021

Names of Assessor(s): Sandra Clarke

Date of next Assessment: June 2021 to restore usual timings?

The annual risk assessment that was due in June 2020 was delayed (by the hall closure due to COVID-19) until August 2020, in preparation for the hall re-opening on 7th September 2020 after Lockdown1. The hall was then closed again for a month in November 2020 and from January 2021. This interim assessment was completed in early April 2021. A “monthly” H and S inspection which focuses on areas accessed by the public will be completed at the same time, so this 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 12th April 2021

All thresholds were checked (see separate spreadsheet). New COVID 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 (this instruction has been temporarily replaced with “ensure no more than 20 chairs spaced at least 2m apart around the hall”).

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 – buy more push pins to replace “normal” drawing pins when required.

PP – key switch in kitchen no longer switches off electricity supply to cooker – April 2021 – SC decided was OK to leave as is – it was a third level of safety after wall switch and switch on cooker itself, which both still work as expected.

New user groups since last assessment

Not aware of any new user groups since June 2019.

Changes to building since last assessment

Stage lighting refurbishment project has now been completed – 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.

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

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

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 – a trial event is planned for 2nd July 2021.

Utility Room/Entrance Porch/Toilets

For info – toilet refurbishment was planned to be one of the next major projects. Likely to be delayed (until 2022?) 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

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. Nothing noticed in September 2020.

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

SEC