

Premises:
Deverell Hall, London Road,
Purbrook, Waterlooville, PO7 5JU

Fire & Safety Risk Assessment

Date Assessment Completed:

26th January 2020

Suggested Review Date:

1st February 2021

Introduction:

The Trustees and Management Committee decided to do a risk assessment of Deverell Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Trustees and Management Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at the Hall is done by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Trustees and Management Committee decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall. The Bookings Secretary of the Management Committee carried out the risk assessment, with support and input from The Secretary, The Treasurer, Mr Derek Wilson and Preschool Manager.

How was the risk assessment done?

The Bookings Secretary followed the guidance in Five Steps to risk assessment as outlined within the Health & Safety Executive website (HSE).

<https://www.hse.gov.uk/>

Additionally, this Risk Assessment is carried out under the requirements of the Regulatory Reform (Fire Safety) Order 2005 and in line with the DCLG guide fire safety risk assessment guidance.

To identify and understand the potential hazards, advice and guidance was sought from the HSE website. A thorough survey was undertaken at the hall and its grounds to identify potential risks. Discussions took place with other regular hall hirers, and business owners who provide services to the hall to get their views on health and safety.

We have recorded the following -

1. Identify the potential hazards/issues/risk;
2. Who may be harmed, and how;
3. What precautions has the Hall already taken;
4. What further action (if any) might be necessary or could be helpful to reducing risk;
5. Date completed or on-going, in progress. No further action indicates no immediate action is required. Recommendations are for revision only, and DO NOT INDICATE a failure to comply or meet standards, regulations and/or legal requirements.

AREA or LOCATION:	EXTERIOR REAR CAR PARK, DRIVEWAY, FRONT CAR PARK
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Slips, trips and falls</p> <p>Caused by uneven surfaces or slippery ground.</p>	<p>Users of the Hall, contractors, passers-by in car park.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Potential injuries include fractures and bruising.</p>	<ul style="list-style-type: none"> - Rear Car Park grounds have been cleared and maintained. - Parking space for users with disabilities closest to Hall. - Disabled ramp access with hand rails to both Main Entrance Door and Rear Door access points. - 5 MPH marked on driveway entrance. - Exterior lighting activates at dusk. 	<p>NO FURTHER ACTION.</p> <p>Recommendations –</p> <ol style="list-style-type: none"> 1. Rear Car Park to have more gravel to offset dips in surface or lay to tarmac. 	03/12/2019
<p>Potential injury to anyone</p> <p>Caused by falling materials from building or crossing onto our land in front of driveway, or walking down side of building towards Fielders Park.</p>	<p>Users of the Hall, contractors, passers-by.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Potential injuries include fractures and bruising.</p>	<ul style="list-style-type: none"> - Roof tiles are maintained and securely fixed. - Solar roofing panels are securely fixed in place. - 5 MPH marked on driveway entrance and painted STOP SIGN. - Pavement access to Fielders Park routinely cleared and responsibility lies with Havant Borough Council to maintain footpath and hedgerow. 	<p>NO FURTHER ACTION.</p> <p>Recommendations –</p> <ol style="list-style-type: none"> 1. Speed sign or warning sign to be erected on driveway. 2. ALL DRIVERS to be reminded that there is a pavement at the end of the driveway and they should exercise caution and keep speed down when entering or leaving the rear car parking area because of danger to children, young or elderly and disabled persons. 	03/12/2019
<p>Damage to vehicles</p> <p>Potential damage to vehicles parked, theft or possible vandalism.</p>	<p>Users of the Hall, contractors.</p>	<ul style="list-style-type: none"> - Users leave vehicles or park vehicles at their own risk for which the Hall accepts no liability. - Warning signs about unauthorised parking in place already monitored by separate company who may take enforcement action of vehicles parked without authorisation. - CCTV monitoring of rear car park, driveway and front car park areas. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019

AREA or LOCATION:	GROUND FLOOR – Main Hall, Passageways, Toilets, Back Room, Kitchen
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Slips, trips and falls</p> <p>Caused by uneven surfaces or slippery floors.</p>	<p>Users of the Hall, contractors.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Potential injuries include fractures and bruising.</p>	<ul style="list-style-type: none"> - Main Hall wooden floor is hoovered (swept) and cleaned on a daily basis. - Main Hall wooden floor is treated at least once a year with protective non-slip coating to protect floor and users. - Carpet or non-slip flooring to all other ground floor areas in place. - Wet floor signs and floor cleaning equipment (i.e. Hoover, brooms, mop bucket) in place for users if required. - Main Hall wooden floor is NOT DELEGATED as a sports hall surface and users that undertake certain types of use (example table tennis, dancing, bowling etc) have been informed of this, and therefore undertake such activities at their own risk. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019
<p>Stage Area</p> <p>Access, use of and storage.</p>	<p>Users of the Hall, contractors.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Potential injuries include fractures and bruising.</p>	<ul style="list-style-type: none"> - The stage area is seldom used apart from storage of items belonging to Deverell Hall Preschool. - When used as a stage, wooden steps are available for users who have already advised the Hall that they intend to use the stage area. - Routine inspections are made of items being stored on the stage, and users are reminded of safety to other hall users when stage is being used in this way. 	<p>NO FURTHER ACTION.</p> <p>Recommendations –</p> <ol style="list-style-type: none"> 1. Remind users that stored items at the hall is entirely at their own risk and furthermore – 2. The storage of highly combustible materials/liquids is NOT PERMITTED under any circumstances and the Trustees can without reason request removal of items they deem unsafe. 	03/12/2019

AREA or LOCATION:	GROUND FLOOR – Main Hall, Passageways, Toilets, Back Room, Kitchen continued
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Gas DRU Fires MAIN HALL</p> <p>Possible risk of burning, or carbon monoxide poisoning.</p>	<p>Users of the Hall, contractors.</p> <p>Possible risk of burning, or carbon monoxide poisoning.</p>	<ul style="list-style-type: none"> - Main Hall gas fires are protected from direct physical contact using approved fire guards. - Gas safety inspection checks carried out annually by qualified Gas Safe Registered company. - Notices on each fire explaining operating instructions and how to use safely. - CO2 Detectors installed. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019
<p>Chairs, Tables MAIN HALL Chairs, Tables PASSAGEWAY Chairs, Tables BACK ROOM Materials/Items Stored in top of cupboards</p> <p>Access, use of and storage.</p>	<p>Users of the Hall, contractors.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Users could be injured by collapsing stacks of chairs. Users may suffer back pain if they try to lift objects that are too heavy or awkward. Users might be injured trying to reach items stored on top of cupboards, or items falling off.</p>	<ul style="list-style-type: none"> - The hall has a selection of chairs and tables in the Hall on the Ground Floor. Notices are displayed showing how tables should be safely stacked face to face. - Chairs at the front of the MAIN HALL are stacked 4 high for safety reasons, with wheelie trolleys provided to aid manoeuvrability and allow users to arrange chairs for specific meeting needs. - Passageways and door entrances including fire escapes to remain clear at ALL TIMES. - Users are asked not to store items on top of cupboards for safety reasons. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019

AREA or LOCATION:	GROUND FLOOR – Main Hall, Passageways, Toilets, Back Room, Kitchen continued
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
Toilets/Washrooms Possible risk of scalding, or bacterial infection.	Users of the Hall, contractors. Possible risk of scalding, or bacterial infection.	- Toilets and washrooms are part of a daily cleaning program carried out by independent contract cleaners. - Hot water being produced by the gas boiler system is set to a comfortable temperature but not boiling, therefore risk of scalding is considered extremely low. - Anti bacterial soap dispensers and paper towel dispensers are fitted in all toilets and washroom areas.	NO FURTHER ACTION. NO RECOMMENDATIONS REQUIRED AT THIS TIME.	03/12/2019
Kitchen Access, use of and storage. Possible risk of scalding, burns or bacterial infection.	Users of the Hall, contractors. HIGH RISK: Elderly, disabled persons and children. Possible risk of scalding, burns or bacterial infection. Possible risk of bacteria such as salmonella, e-coli and botulinum in food stored by user groups.	- The hall has a kitchen area on the Ground Floor. Notices are displayed showing that hot food preparation is not permitted. - The kitchen worksurfaces and sinks are sanitised daily carried out by independent contract cleaners. - The fridge is maintained at the correct temperature which is independently monitored by Deverell Hall Preschool who use it to store milk, some small food items. - Kettles and urns only to be used by adults. - Anti-bacterial soap dispenser and paper towel dispenser are fitted. - Bins are cleared out daily. - Gas hob is serviceable but seldom used therefore considered low risk of burns.	NO FURTHER ACTION. Recommendations – 1. Remind users that stored items at the hall is entirely at their own risk and furthermore – 2. The storage of food items in cupboards and/or the fridge is their responsibility to ensure that out of date, or possibly contaminated items are disposed of promptly. 3. Users who have allocated cupboards which cannot be accessed because of locks are reminded to make sure that perishable items are checked, and disposed of if out of date. Food items to be kept in containers. Inside of cupboards to be cleaned regularly.	03/12/2019

AREA or LOCATION:	UPSTAIRS ROOM – Stairwell, Toilet, Small Sink Area
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
Toilets/Washrooms Possible risk of scalding, or bacterial infection.	Users of the Hall, contractors. Possible risk of scalding, or bacterial infection.	<ul style="list-style-type: none"> - Toilets and washrooms are part of a daily cleaning program carried out by independent contract cleaners. - Hot water being produced by the gas boiler system is set to a comfortable temperature but not boiling, therefore risk of scalding is considered extremely low. - Anti bacterial soap dispensers and paper towel dispensers are fitted in all toilets and washroom areas. 	NO FURTHER ACTION. NO RECOMMENDATIONS REQUIRED AT THIS TIME.	03/12/2019
Stairwell and access to Upstairs Room Access, use of stairlift.	Users of the Hall, contractors. HIGH RISK: Elderly, disabled persons and children. Users could be injured by falling or tripping down stairs. Users could be injured by incorrect operation of stairlift.	<ul style="list-style-type: none"> - The stairwell to the Upstairs Room features wide steps with safety treads on each step, and fitted handrail. - Notices and instructions for the safe operation of the electric stairlift are in place. - The stairlift to be operated only by responsible adults. - An able-bodied person to be appointed for any meetings requiring the use of the stairlift for disabled people attending meetings. - Passageways and door entrances including fire escapes to remain clear at ALL TIMES. 	NO FURTHER ACTION. NO RECOMMENDATIONS REQUIRED AT THIS TIME.	03/12/2019

AREA or LOCATION:	UPSTAIRS ROOM – Stairwell, Toilet, Small Sink Area continued
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Upstairs Room</p> <p>Access, use of and storage.</p>	<p>Users of the Hall, contractors.</p> <p>HIGH RISK: Elderly, disabled persons and children.</p> <p>Users could be injured by collapsing stacks of chairs. Users may suffer back pain if they try to lift objects that are too heavy or awkward.</p>	<ul style="list-style-type: none"> - The Upstairs Room and Small Kitchen Area are part of a daily cleaning program carried out by independent contract cleaners. - Hot water being produced by the gas boiler system is set to a comfortable temperature but not boiling, therefore risk of scalding is considered extremely low. - Anti bacterial soap dispensers and paper towel dispensers are fitted in the Upstairs Room. - Tables are on wheelie castors which allow them to be manoeuvred safely and without need for lifting. - Chairs are not stacked higher than 4 high. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	<p>03/12/2019</p>

AREA or LOCATION:	SERVICES – Electric, Gas, Water & Sewerage
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Electricity</p> <p>Users risk electric shocks or burns from faulty equipment or installation.</p> <p>Users risk electric shocks or burns from unsafe use of equipment by themselves or by being careless.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: Users risk electric shocks or burns from faulty equipment or installation.</p> <p>Users risk electric shocks or burns from unsafe use of equipment by themselves or by being careless.</p>	<ul style="list-style-type: none"> - Fixed installations correctly installed by qualified electrician. System is all up to date with current regulations and required standards of safety. - All repairs by qualified electricians. - Hall users know they are responsible for any equipment used on site. - Fitted Safety plugs in sockets. - Portable equipment/appliances checked and certified every year. - Label mains switch and make sure users know where the fuse box is and how to switch supply off in the event of emergency. - Label all switches so hirers know what they are all for. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019
<p>Gas</p> <p>Possible risk of burning, or carbon monoxide poisoning.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: Possible risk of burning, or carbon monoxide poisoning.</p>	<ul style="list-style-type: none"> - Gas safety inspection checks carried out annually by qualified Gas Safe Registered company. - Carbon Monoxide Alarms fitted in building. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019
<p>Water & Sewerage</p> <p>Possible risk of flooding, contamination from waste sewerage</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: Possible risk of flooding, contamination from waste sewerage.</p>	<ul style="list-style-type: none"> - All water and sewerage systems comply with current regulations. - Drinking water tap identified in kitchen area. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	03/12/2019

AREA or LOCATION:	FIRE – Fire Alarms, Emergency Exits & Evacuation
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>Fire</p> <p>If trapped, users and public could suffer injuries from smoke inhalation/burns.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: If trapped, users and public could suffer fatal injuries from smoke inhalation/burns.</p>	<ul style="list-style-type: none"> - Fixed fire alarm system in place covering all areas of building internally. - Fire alarm system installations correctly installed by qualified electrician. System is all up to date with current regulations and required standards of safety. - Fire exits and extinguishers provided with correct signage and Fire Assembly points identified. - Hirers made aware of fire exits and fire assembly point on hiring agreement. - Weekly fire alarm testing carried out. - Regular fire alarm testing carried out. - 6 Monthly checks in place by qualified engineer. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	<p>03/12/2019</p>
<p>Emergency Exits & Evacuation</p> <p>If trapped, users and public could suffer injuries from smoke inhalation/burns.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: If trapped, users and public could suffer fatal injuries from smoke inhalation/burns.</p>	<ul style="list-style-type: none"> - Maintain proper signage inside and out of the fire exits. - All fire exits up to current regulations and requirements. All fire exits kept clear and available to use in an emergency. - Monthly emergency lighting check carried out. - Regular emergency lighting check by qualified engineer. - Regular annual emergency lighting check. - Carry out Fire Risk Assessment. 	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	<p>03/12/2019</p>

AREA or LOCATION:	SAFETY – First Aid, Housekeeping, Cleaning & General Maintenance
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
<p>First Aid</p> <p>Users may require some basic first aid.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: Users may require some basic first aid.</p>	<p>- First Aid cupboard located and marked as 'FIRST AID' in kitchen area on Ground Floor. Basic set of first aid bandages, plasters etc available to use.</p> <p>- In an emergency requiring medical attention users advised to call 999 and ask for ambulance.</p>	<p>NO FURTHER ACTION.</p> <p>Recommendations –</p> <ol style="list-style-type: none"> 1. First Aid box to be put in Upstairs Room. 2. Notice in MAIN HALL telling users about First Aid, and location of first aid box in kitchen. 	<p>03/12/2019</p>
<p>Housekeeping, Cleaning & General Maintenance</p> <p>Hall users, members of the public could be harmed by discarded, or damaged items.</p> <p>Hall users, members of the public could suffer injury from direct contact with cleaning chemicals.</p> <p>Lack of maintenance could result in serious injury to members of the public, users and staff.</p>	<p>Users of the Hall, General Public, Visitors, Contractors.</p> <p>AT RISK: Hall users, members of the public could be harmed by discarded, or damaged items.</p> <p>Hall users, members of the public could suffer injury from direct contact with cleaning chemicals.</p> <p>Lack of maintenance could result in serious injury to members of the public, users and staff.</p>	<p>- General Housekeeping, Cleaning & Maintenance Services are carried by independent contract cleaners who have their own Public & Employers Liability Insurances.</p> <p>- Cleaning cupboard housing supplies is locked.</p> <p>- Some cleaning items are left in a marked cupboard which is above child height reach for casual hirers or regular hirers to access if they need to.</p> <p>- Wet floor signs and advisory notices are put in place when required.</p> <p>- Hazardous substances are in locked cleaning cupboard and clearly marked as such.</p> <p>- All hall users and casual hirers are reminded to maintain a clean, safe working environment, and still have a duty of care for their own safety, well-being and protection.</p>	<p>NO FURTHER ACTION.</p> <p>NO RECOMMENDATIONS REQUIRED AT THIS TIME.</p>	<p>03/12/2019</p>

AREA or LOCATION:	SAFEGUARDING – Security & CCTV Installation
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What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary? What could be done to lessen risk?	Completed? On-going? Date if applicable
Security ALL USERS, Public, Visitors & Contractors.	Users of the Hall, General Public, Visitors, Contractors. AT RISK: ALL USERS, Public, Visitors & Contractors.	- Hall users are reminded to ensure that the hall is left secure at all times. - Hall users are advised to lock doors whilst they are in the building.	NO FURTHER ACTION. NO RECOMMENDATIONS REQUIRED AT THIS TIME.	03/12/2019
CCTV ALL USERS, Public, Visitors & Contractors.	Users of the Hall, General Public, Visitors, Contractors. AT RISK: ALL USERS, Public, Visitors & Contractors.	- CCTV cameras are in operation to help prevent possible crime, protect users and members of the public. - To record and to be used if necessary, issues that directly affect the hall, user's safety or other matters that may require protective action to be taken by the Hall. - CCTV Policy in place.	NO FURTHER ACTION. NO RECOMMENDATIONS REQUIRED AT THIS TIME.	03/12/2019

<p>OVERALL RISK CATEGORY –</p> <p>Please mark as one of the following:</p> <p>1. LOW Low risk to life, property or persons;</p> <p>2. MEDIUM Medium risk – some aspects may pose a medium risk to life, property or persons;</p> <p>3. HIGH High risk indicates a need for changes – there are aspects which could pose dangerous to life, property or persons.</p>	<p>THE OVERALL RISK CATEGORY ASSOCIATED WITH – DEVERELL HALL is considered to be:</p> <p style="text-align: center; font-size: 2em; color: red; font-weight: bold;">LOW</p>
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