

Adastra Hall

GENERAL RISK ASSESSMENT

v.20/02/2022 FINAL

To be read in combination with other documents: Fire risk assessment, Booking form, Covid Risk assessment

Risk	What are the hazards Something with the potential to harm: hazards listed should be all those present before controls are in place.	Possible Effects/Harm Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Detail Existing Controls Provide details of control measures already in place. if measures are detailed in other documents, state where:	Detail Further Action Required to Reduce Risk Note the action required, responsible person.	Action by When Annually or 6 Monthly.
1.	<b>Slips trips andfalls external</b> e.g., uneven entrance area	Users of the entrance area may suffer injuries such as fractures or bruising e.g., trip on uneven surfaces	<ul style="list-style-type: none"> <li>Entrance area to be kept as flat as possible</li> <li>External lights set on timer</li> <li>Front external lights to be switched on by evening hirers</li> <li>Access areas around hall is always kept clear</li> <li>Side pathway (Orchard Lane) kept clear of leaves and obstructions</li> </ul>	<ul style="list-style-type: none"> <li>Surface to be inspected regularly and repaired as necessary.</li> <li>Arrangement to be put in place to clear side pathway of leaves and obstructions</li> </ul>	Inspected formally every 2 months
2.	<b>Slips trips andfalls Internal</b> e.g., uneven surface floors and stair areas	Users of the facility may suffer injuries such as fractures or bruising e.g., slip on spillages or trip over objects.	<ul style="list-style-type: none"> <li>Users know (through hire agreement) to clear up spillages immediately and know where cleaning equipment is stored</li> <li>Mats at entrances to stop rain water being carried in</li> <li>Adequate internal lighting with prompt action to replace bulbs</li> <li>No storage in corridors</li> <li>No trailing electrical leads /cables</li> <li>Projections e.g., lifting surfaces</li> <li>Insecure / damaged noseland treads on steps</li> <li>Handrails provided oninternal stairways</li> </ul>	<ul style="list-style-type: none"> <li>Check hall cleaner knows which product to use on which type of floor</li> <li>Surface to be inspected regularly and repaired as necessary</li> </ul>	Inspected 6 months
3.	<b>Hall capacity</b> The three main areas of the hall have strict usage numbers	Serious risk of injury e.g., crush injury	<ul style="list-style-type: none"> <li>Refer to Adastra Hall conditions of hire</li> </ul>	<ul style="list-style-type: none"> <li>Hirers to be fully aware of the restriction in numbers for the area they are hiring</li> </ul>	hirer
4.	<b>Work at height</b> e.g., changing light bulbs, cleaning windows, curtains storage of equipment putting up decorations	Anyone working at height could suffer injury, possibly serious should they fall	<ul style="list-style-type: none"> <li>Appropriate, commercial ladder securely stored and available for use by Volunteers /Management committee</li> </ul>	<ul style="list-style-type: none"> <li>Condition of step ladder to be regularly checked</li> </ul>	Inspected 6 months

			<ul style="list-style-type: none"> <li>• Hall committee know how to use ladders safely.</li> <li>• Loft store area to be accessed only by responsible person and with the assistance of someone holding the ladder</li> <li>• Hall users must provide any ladders that they wish to use themselves and know that they are themselves responsible for using ladders safely.</li> </ul>		
5.	<b>Hazardous substances</b> e.g., cleaning products	The cleaner, and others risk skin problems e.g., dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems	<p>Cleaning equipment is available in store cupboard</p> <ul style="list-style-type: none"> <li>• Cleaning product marked "irritant" replaced with milder alternatives if available</li> <li>• Cleaner uses products safely e.g., follow instructions on the label,</li> <li>• dilute properly and never transfers to an unmarked container.</li> <li>• Cleaning products stored securely</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner to advise committee of any visit to doctor's that has resulted from exposure to products used for cleaning the hall</li> </ul>	Inspected 6 months
				<ul style="list-style-type: none"> <li>• For hygiene purposes the cleaner has two mops one for floors in toilet facilities and one for other floor areas.</li> </ul>	
6.	<b>Electricity</b>	Users risk electric shocks or burns from faulty equipment	<ul style="list-style-type: none"> <li>• Fixed installation correctly fitted by qualified electrician and inspected every 5yrs</li> <li>• All repairs carried out by a qualified electrician</li> <li>• Portable equipment checked for visual signs of damage before use</li> <li>• Portable Appliance Test (PAT) subject to bi-annual testing</li> <li>• Hall users are responsible for any equipment used onsite which must be PAT tested.</li> <li>• Cables crossing public areas</li> <li>• Damaged sockets and switches</li> <li>• Keep electrical items clear of any water</li> <li>• Damaged fixed appliances</li> <li>• Damaged kitchen appliances e.g., kettles, Stage lighting, Entertainment lights / mirror ball</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed wiring last inspected 2021. Next due 2026</li> <li>• Bi-Annual Portable Appliance Testing (PAT) Certificates available on request</li> <li>• Remind hall users that portable equipment that is considered unsafe should be marked and taken out of use.</li> <li>• Damage to switches, sockets, fixed appliances (ie cookers), stage lighting, etc must be reported to the bookings secretary immediately.</li> <li>• Where it is unavoidable to place cables in the areas where it is expected people will cross, ie doorways, suitable anti-trip covers are to be installed.</li> <li>• Users of stage lighting must follow the instructions provided – including Entertainment lights / mirror ball</li> </ul>	Inspected 6 months

7.	<b>Gas</b>	Gas escape could cause serious injury if not dealt with correctly e.g., burns or loss of life	<ul style="list-style-type: none"> <li>Gas boilers checked annually by Gas Safe registered engineer</li> <li>If you smell gas advice is to leave the premises immediately</li> <li>Don't switch on any electrical items</li> <li>Leave the building by the nearest emergency exit.</li> <li>Make your way to the assembly point outside Keymer and Hassocks Sports and Social Club</li> </ul>	<ul style="list-style-type: none"> <li>Gas boilers checked annually last inspection.</li> <li>For details see Appendix A Leave the building by the nearest emergency exit – drawing indicates location on the main noticeboard at the entrance of the hall.</li> <li>Information for emergency procedure is available at all alarm points. Building assembly point is in front of the Hassocks Sports and Social Club (to the North of Adastral Hall). Call the emergency services immediately</li> <li>Call the Bookings Secretary who will notify the Gas supplier</li> </ul>	
8.	<b>Stored equipment</b>	Injury by collapsing stacks or manual handling i.e., back injuries	<ul style="list-style-type: none"> <li>Users should know they must stack tables and chairs carefully to avoid collapse</li> <li>Collapsible Tables to be stored vertically at the far end of the store room</li> <li>Fixed tables not to be stacked</li> <li>Material covered chairs to be stacked a maximum of 6 high in allocated locations</li> <li>Plastic seats to be stacked maximum 10 high in allocated locations</li> </ul>	<ul style="list-style-type: none"> <li>Advise hall users of this procedure</li> </ul>	Inspected 6 months
9.	<b>Manual handling</b>	Users of the hall may suffer back pain if they lift objects that are too heavy or awkward	<ul style="list-style-type: none"> <li>Chairs and tables to be lifted individually (not stacked) using manual handling guidance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Inspected 6 months
10.	<b>Smoking</b>	Although outside areas are not covered by any legislation in respect of smoking near any building, non-smoking visitors could be subjected to second hand smoke which could lead to health issues.	<ul style="list-style-type: none"> <li>Smoking is not permitted within the fabric of the building.</li> <li>Smoking is only permitted outside the front of the building, or outside the Green Room</li> </ul>	<ul style="list-style-type: none"> <li>Consideration should also be given to placing the external stubbing-out bins at least 2m or 3m from any openings.</li> </ul>	
11.	<b>Access to atticroom</b> The attic room is used for storage	The attic room is out of bounds to hirers. Risk of serious injury e.g., falling from height or electric shock or burns.	<ul style="list-style-type: none"> <li>Door to this area will always be locked</li> <li>Stairs leading to attic room has a handrail</li> </ul>	<ul style="list-style-type: none"> <li>Keys to this area will be provided to limited persons</li> </ul>	Inspected 6 months
12.	<b>Maintenanceworkers</b>	Individual shall be responsible for their own health, safety and wellbeing	<ul style="list-style-type: none"> <li>Suitable PPE to be worn all the time (safety boots, Hi Vis, gloves)</li> <li>Suitable eye protection must be worn when carrying out works</li> </ul>	<ul style="list-style-type: none"> <li>Notify the committee immediately of any breaches of health, safety or wellbeing</li> <li>Make sure that all equipment of</li> </ul>	Management committee

			<ul style="list-style-type: none"> <li>Plan, manage and monitor all work carried out by themselves considering the risks to anyone who might be affected by it</li> </ul>	stored safely when work ceases	
13.	<b>Using contractors</b>	<p>Contractors shall be responsible for health, safety and wellbeing of themselves and workers employed by them.</p> <p>Contractors shall be responsible for health, safety and wellbeing of employees and visitors to Adastra Hall</p> <p>Contractors shall make sure the client is aware of the client duties under CDM 2015 before any work starts.</p> <p>Any works will require a full method statement, Agreed by the contractor and the management committee</p>	<ul style="list-style-type: none"> <li>All contractors to provide a copy of their own risk assessment, and a copy of their public liability insurance.</li> <li>A contractor must be able to demonstrate that they have relevant skills, knowledge and experience</li> <li>The contractor must make sure that anyone employed under their control has relevant skills, knowledge, experience to undertake the tasks.</li> <li>Provide copies of membership certification of professional bodies</li> <li>Plan, manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might be affected by it (visitors to Adastra Hall) and the measures needed to protect them</li> <li>Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them</li> <li>Make sure that all workers under their control have a suitable, site-specific induction.</li> <li>Suitable PPE to be worn all the time</li> <li>Provide appropriate supervision, information and instructions to workers under their control</li> <li>Ensure they do not start work on site unless reasonable steps have been taken to prevent un-authorised access</li> <li>Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work</li> </ul>	<ul style="list-style-type: none"> <li>Display appropriate warning signage</li> <li>Notify the committee immediately of any breaches of health, safety or wellbeing</li> <li>Make sure that all equipment of stored safely when work ceases</li> </ul>	Management committee
14.	<b>Asbestos containing materials (ACMs) found in building</b>	Contractors and others carrying out normal activities at very low risk as asbestos only poses a risk if fibres are released into air and	<ul style="list-style-type: none"> <li>Position of all ACMs surveyed – Type 1 survey by professional as no building works planned.</li> </ul>	Survey completed	Management committee

		inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> <li>Position and condition of all ACMs marked, recorded and explained to manager and staff.</li> <li>- Arrangements made for: Type 2 survey, for when non-major, routine building maintenance work; or Type 3 survey when intrusive work planned.</li> </ul>		
15.	<b>Front doors being locked when visitors are in Adastra Hall</b>	The front doors are secured with a physical key but open and close electronically. When there are visitors in Adastra Hall the front doors must not be locked with the key as this is an important emergency exit. However, the doors must be kept closed at all times to keep the building secure..	<ul style="list-style-type: none"> <li>Clear instruction for the setting and operation of the doors are provided inside the building.</li> <li>In the case of a fire, the doors will automatically open</li> </ul>	<ul style="list-style-type: none"> <li>Clear instructions as to the operation of the doors are provided to hirers at the time of booking.</li> </ul>	Management committee
16	Stage area – limited access and height	Users may suffer cuts / crushing / sprains / fractures from too many people being on the stage should a panic ensue and people fall, specifically in the dark.	<ul style="list-style-type: none"> <li>- Hirers of the stage area should undertake their own risk assessment considering the purpose of their hire and bearing in mind (a) the limited entry and exit points (c) the accessibility of the stage for those with limited mobility (c) the height of the stage from the main hall floor</li> <li>- The number of participants on the stage should be limited to a maximum of 10 persons at any one time</li> <li>-</li> </ul>		
17	Stage area / screen	Users may suffer cuts / crushing when the screen is being lowered.  Users may cause a fire if the screen is down and the stage "theatre" lights are switched on.	<ul style="list-style-type: none"> <li>- Hirers of the screen should check that the stage is clear of people when it is being lowered.</li> <li>- Hirers of the screen should not switch on the stage theatre lights whilst the screen is down. The lights are very hot and could cause a fire.</li> </ul>		
18	Kitchen / Bar area – Injury from equipment - - FOR INFORMATION - The kitchen is provided on a "dry hire" basis only – it is not licensed or checked by Mid Sussex District Council as Hassocks Community	Burns / cuts / crushing / sprains / fractures	<ul style="list-style-type: none"> <li>- Hirers of the kitchen and its' equipment should acquaint themselves with the specific instructions and safety features of each piece of equipment. Manuals for each item are kept in the red folder in the kitchen.</li> <li>- Hirers should undertake their own risk assessment in relation to the equipment</li> </ul>		

	Association is not a Food Business Operator.		<p>that they intend to use.</p> <ul style="list-style-type: none"> <li>- No children under the age of 18 should be allowed in the kitchen area whilst it is being used.</li> </ul>		
19	Kitchen / Bar area – Cleanliness	- Food poisoning / sickness	<ul style="list-style-type: none"> <li>- The kitchen is cleaned by Adastra Hall cleaners each day. A copy of the cleaning schedule is available.</li> <li>- Users are expected to check and clean thoroughly all equipment before and after use.</li> <li>- Any damages or problems should be reported in the Red Folder kept in the kitchen</li> </ul>		
20	Kitchen / Bar area – Legislation	Prosecution through negligence of legislative requirements	<ul style="list-style-type: none"> <li>- Users of the kitchen should acquaint themselves with the law in relation to their operation of the kitchen. Specifically (but in no way exhaustively) General Food Law, the Food Safety Act 1990, Natasha's Law, etc.</li> <li>- If alcohol is being sold users must agree this with the License Holder (Chris Lambe, Hassocks Hotel) and follow all relevant instruction.</li> </ul>		