

DRUITT HALL

The hall in the heart of Christchurch

Druitt Hall, High Street, Christchurch BH23 1AB – situated in Druitt Gardens at the rear of the library

General correspondence / contact as above, email trustees@druithall.org.uk,
or for all general or emergency matters phone 01202 485688

All bookings and billing for hires are handled on our behalf by the Regent Centre - 01202 588956 - email sara@regentcentre.co.uk

RISK ASSESSMENT and HEALTH AND SAFETY POLICY

RISK ASSESSMENT

Setting the scene

The Trustees decided to prepare a risk assessment of Druitt Hall hall to control the risks to people who use the hall and/or are involved in its maintenance and upkeep.

The Trustees did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall.

Much of the repair and maintenance work at the hall is done by independent companies or self-employed workers 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. Some of this work is also undertaken by volunteers.

The Trustees decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall. The chair of the trustees did the risk assessment.

How was the risk assessment done?

The chair followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

1 - To identify the hazards, the chair:

- looked at HSE's web pages for free health and safety advice and guidance for small businesses
- walked around the hall and other areas with another trustee noting things that might pose a risk; and
- spoke to users of the hall, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.

2 - The chair then wrote down who could be harmed by the hazards and how.

3 - The chair wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.

4 - The trustees maintained and/or will put the revised findings of the risk assessment into practice, writing what was to be done and by when, and to record when it was completed.

5 - The findings will be discussed by the trustees at their next regular meetings and this topic remains a constant item on the agenda for these meetings. The trustees continue to require that the risk assessment be shown to all workers doing jobs at the hall, and provided to all hirers of the hall, and that it would be discussed with the representatives of all hirers using the hall for the first time. A copy is displayed on the DHCA entrance lobby noticeboard. The trustees will review the risk assessment every year, or immediately if any changes occur to the hall or how it is to be used.

What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Users of the hall and shared pedestrian / vehicular approach may suffer injuries such as fractures or bruising if they slip (eg on spillages) or trip over objects.	<ul style="list-style-type: none"> ■ All external pavings (although outside of the leased area) regularly monitored for condition, build-up of leaves etc, level of lighting: any remedial action considered necessary to be reported to the relevant land-owner (Dorset County Council at the front, Christchurch Council on all remaining sides ■ 'Wet floor' warning sign displayed by cleaner ■ Vehicular turning space kept clear by requirement in terms of hire and provision of clear signage ■ Side path (no public access) kept clear of slip and trip hazards ■ Side entrances with level access are provided as alternative to the front entrance which has a step ■ Good lighting (and emergency lighting) in all rooms and corridors ■ Users know (through terms of hire) to clear up spillages immediately and know where equipment for this is kept ■ Mats at entrances to stop rain water being carried in ■ No storage in corridors ■ No trailing electrical leads/cables. 	None at present			
Work at height eg changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	<ul style="list-style-type: none"> ■ Appropriate stepladder and tower scaffold securely stored, available for use by DHCA personnel only ■ Hall users know (through terms of hire) that they are to provide their own stepladder and use it safely. ■ Usage limited to Hall trustees / under the instruction of Hall trustees that know how to use this equipment safely 	None at present			
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> ■ Vehicular entrance/exit to the approach clearly marked / signed ■ Approach to hall well lit ■ Delivery of goods to hall take place at times when hall not in use 	None at present			

Druitt Hall Community Association

What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by who?	Action by when?	Done
Hazardous substances eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> ■ Contract cleaner employed for regular cleaning work ■ Mops, brushes and strong rubber gloves provided ■ Cleaning products marked 'irritant' replaced with milder alternatives ■ Cleaning products stored securely. 	None at present			
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> ■ Fixed installation correctly installed by qualified electrician, and inspected regularly ■ All repairs by qualified electrician ■ Safety plugs in sockets ■ Portable equipment checked for visual signs of damage before use ■ Hall users know they are responsible for any equipment used on site 	None at present			
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> ■ Users know that they must stack tables and chairs carefully so that they do not collapse 	None at present			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> ■ Trolleys available to move heavy equipment and users know where they are kept 	None at present			
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> ■ Asbestos survey (provided by the building owner) is made available to all contractors and other workers. ■ Asbestos is present only in the roof coverings; the existing structure is nevertheless checked whenever opened up 	None at present			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> ■ Fire risk assessment done and necessary action taken 	None at present			

HEALTH AND SAFETY POLICY

Aims

- To provide a healthy and safe environment for hall users
- To implement all statutory requirements
- To ensure that risk assessments are carried out regularly
- To seek guidance from qualified professionals where necessary

This policy has particular relevance to those organising functions in the Hall.

Emergency Calls

These are to be made by the User on a mobile phone.

Fire Prevention

The following measures are to be taken by the Hall Committee to minimise fire risk:

- No smoking is allowed in the building.
- No activities are allowed which involve abnormal danger.
- No obvious fire hazards are allowed.
- No unauthorised heating appliances are to be used.
- No hazardous substances are to be used or stored.
- No combustible decorations should be put up without permission of the Trustees.

Accidents and Injuries

- Users should report all accidents of a serious nature to the Key Holder or Hall Manager and complete an Accident Report Form.
- Any failure of equipment should be reported.

Emergency Exits

- Users should check that exits are unobstructed and unlocked.

Fire Evacuation

- This should be in accordance with the Hall Fire Risk Assessment Safety Policy.

Use of the Kitchen

- Users intending to provide catering (beyond drinks and ready-prepared food) should hold a Level 2 Food Safety in Catering Certificate or equivalent qualification approved by the CIEH.
- Care should be taken when using appliances such as the hot water heater(s), kettles, ovens and hob.
- Users should remove all unused food and waste when they leave.
- The kitchen and equipment should be left in a hygienic state.
- If anything is found in an unhygienic state it should be reported to the Hall Manager.

General points

- A First Aid box (and accident book) is provided in the Kitchen and in the meeting room: users are to advise us if items have been used so that we may re-stock them.
- A First Aider is not provided and users should resolve their own First Aid requirements.
- Children should be supervised at all times and neither children or animals should be allowed in the kitchen.
- Users are responsible for the safe operation of all equipment they bring into the Hall.
- All electrical appliances must be used in a safe manner.
- Users should avoid having trailing leads.
- Drivers should take care when using the vehicular access way, it also being a public footpath to Druitt Gardens. Particular care should be exercised when leaving to join the High Street as the pedestrian footway alongside the highway has to be crossed immediately adjacent to the library entrance and to two bus-stops (where people are often queued) . Speed should be kept to a minimum and reversing of vehicles should be avoided wherever possible.
- Users are asked to keep the noise level to a minimum.

DHCA Trustees' Responsibilities

The Trustees undertake to :

- Provide First Aid supplies and Accident and Injury forms.
- Provide hand washing and cleaning facilities in the kitchen.
- Provide fire extinguishers around the building (refer separate Fire Risk Assessment).
- Have all portable electrical appliances tested at least annually

- Report serious incidents in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Have all exits and fire doors signed.
- Carry out regular risk assessments.

The Trustees will deal with any complaints and will review the policy annually.

Adopted by Druitt Hall Community Association on 27/10/17