

Wilmcote Village Hall

Date of Assessment: 3rd February 2025

Carried out by: Stephen Marshall, Health and Safety Officer

Check List		Yes	Further action required	N/A	Comments
Car Park	Is the car park surface maintained to minimise slip and trip risks?	✓			
	Are vehicle and pedestrian routes/flows and car park and site entrance /exits clearly marked?	✓			
	Is the car park well lit?	✓			
	Can emergency vehicles gain access?	✓			
Movement around the building	Are paths, steps and ramps to and from the hall properly maintained to minimise slip and trip risks?	✓			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	✓			
	Have you provided matting to minimise rainwater being carried into the hall?	✓			
	Do rooms and corridors have sufficient lighting?	✓			
	Are corridors clear of clutter?	✓			
	If there are any trailing wires/cables have they been secured out of the way?	✓			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	✓			
	Are cords for curtains secured to the wall to prevent entanglement?	✓			
	Is the newly installed Audio Visual equipment protected for head impact?	✓			Foam has been attached on corners and edges to prevent injury.
	Is internal flooring in good condition, eg, are carpets fixed?	✓			
Electrical equipments and services.	Where any doors contain glass, is it made from a safety material?	✓			
	Are all stairs fitted with handrails?	✓			
	If you have any fixed electrical installations: Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	✓			
	Are they inspected/tested at suitable intervals by an electrician or other suitable qualified person?	✓			
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): Has it been visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use?	✓			
Gas equipment and services	Has any damaged electrical equipments been taken out of service or replaced?	✓			
	Are fixed gas appliances available for use (eg boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?			✓	
Asbestos	If mobile gas appliances are available for use (eg heaters fueled by bottled gas), are arrangements in place for periodic examinations and any remedial action by a competent person in place?			✓	
	Does the hall contain any asbestos?	✓			
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?	✓			The roof is checked for damage once every 2 years.
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed and are regular checks made to ensure it remains undisturbed and in good condition?	✓			Signage is in position as warning
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed. (The majority of work on asbestos must be carried out by a licenced contractor unless the asbestos fibres in the material are so well-bound-in that the work is low risk and can be done by a contractor who is not licenced by HSE)?	✓			assistance will be sought if and when there is an issue.
	Have records of any asbestos been kept so that asbestos material is likely to release high fibre levels can be removed first by licenced contractors if the hall is refurbished/demolished?	✓			

Legionnaires disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires disease)?			✓	
	If you can not avoid spraying water, do you have an up to date plan for dealing with this risk?			✓	
	Is it clear who is responsible for doing things in the plan and do they keep records of any checks (eg temperature checks)?			✓	
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	✓			
	Has an evacuation plan been implemented and tested?	✓			A General Emergency Evacuation plan is posted in the hall entrance
	Is the fire alarm tested regularly?	✓			Fire alarms is tested monthly
	Can emergency vehicles gain access?	✓			
	Are fire drills carried out at least once a year?			✓	
	Are regular checks made to ensure escape routes and fire exit doors are:				
	Unobstructed: and	✓			
	Adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	✓			
	Are combustible substances or waste stored safely?	✓			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturers guidance?	✓			
	Are staff and others trained in how to use it?			✓	There are no permanent staff. Some of the committee are trained but this is precautionary only.
Responsibility	Do users have all the information about the hall the need to operate safely?	✓			

This is not an exhaustive list and you should identify any other hazards associated with operation and maintenance of the hall.