

HEALTH and SAFETY INFORMATION

GROBY VILLAGE HALL

APRIL 2025

## **Grobby Village Hall Health and Safety Policy – April 2025**

### **Part 1- General Statement of Policy**

This document is the Health and Safety Policy of Groby Village Hall:-

Our policy is to:-

- a) Provide healthy and safe working conditions, equipment and systems of work for our contractors, caretaking/cleaning staff, volunteers, committee members and hire groups.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such information as is necessary to contractors, caretaking/cleaning staff, volunteers, committee members and hire groups.

It is the intention of the Groby Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Groby Village Hall Management committee considers the promotion of the health and safety of its contractors, caretaking/cleaning staff, volunteers, committee members and hire groups to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage contractors, caretaking/cleaning staff, volunteers, committee members and hire groups to engage in the establishment and observance of safe working practices.

Contractors, caretaking/cleaning staff, volunteers, committee members and hire groups will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the conditions of hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent harm/injury to themselves or others.

Signed: (On behalf of Groby Village Hall Management Committee)

Name:.David James Taylor

Position: Trustee/Committee member

Date: 28<sup>th</sup> April 2025

## **Part 2: Organisation of Health and Safety**

The Groby Village Hall Management Committee has overall responsibility for health and safety at Groby Village Hall.

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:-

Name: Dave Taylor

Telephone number: 07711 996210

Name: Caretaker

Telephone number:07873 733521

It is the duty of all contractors, caretaking/cleaning staff, volunteers, committee members, visitors and hire groups to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy including the car park area.

Should anyone come across a fault, damage or other situation which might cause harm/injury and cannot be rectified immediately they should ring the emergency contact number 07423 339633 or the Booking Secretary 07873 722521 as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it should not be used.

The following persons have responsibility for specific items;

First Aid Box: Jeni Broughton

Reporting of accidents: Sarah Lemmon (caretaker)

Fire precautions and checks Sarah Lemmon (caretaker)

Training in use of hazardous substances/equipment.(possibly not necessary?).N/A

Risk assessments and inspections: Dave Taylor: committee

Information to hirers: . Sarah Lemmon (caretaker)

Information to contractors Sarah Lemmon (caretaker)

Insurance: Dave Kirk (treasurer)

To report a non urgent problem email [grobyvillagehall@gmail.com](mailto:grobyvillagehall@gmail.com)

For emergencies call **07423 339633**

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler and loft access. (Is it possible to do this?)

Grobby Village Hall Management Committee – April 2025

### **Grobby Village Hall Risk Assessment 2025**

In November 2024, it was decided to do an updated risk assessment to control the risks to people who use the hall and those involved in its maintenance and upkeep.

There is no legal requirement to record the findings of the risk assessment as less than five people work at the hall on an ongoing basis. Much of the repair and maintenance of the hall is done by 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.

However the management committee decided that there were sound legal and business reasons to record the findings, update previous risk assessments and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

There was a thorough risk assessment completed in 2007 by committee member Ann Allison , and in 2017 by committee members Fran Wilson and Carole York. Information from both of these has been used for this update.

There was also a fire risk assessment completed in December 2016 by Mr K.A.Parkes on the Phoenix Fire Safety Group and the findings of this are also incorporated in this risk assessment with recommended action to be taken.

In November 2024 two committee members Dave Taylor and Dave Kirk, accompanied by Dave's son, Neil, whose line of work is in Health and Safety did a check of both the car park area and interior to assess any possible risks.

The risks were then written down together with what controls were in place to manage these risks, detailing who would be responsible for their implementation.

The findings were then discussed with the management committee .

### **Hazard Ratings**

Hazards rated with regard to their likelihood of happening and consequences -Low (L), Medium(M) or High (H). All given a risk rating 1-9 with 1 needing immediate attention and 9 needing monitoring.

These were the main areas needing discussion:-

White/yellow paint on step edge of pedestrian gate renewal

Plans for car park during icy/snowy conditions.

Need to advise hirers to marshall car park for large events.

Need to discuss carbon monoxide monitor in boiler room.

### RISK ASSESSMENT: GROBY VILLAGE HALL

AREA		OUTSIDE-1		Date of Assessment	
HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H)	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Step down to gate area (in the dark) paint worn	Persons using this way into or out of the car park area	L	Cuts, bruises/sprains/fractures	6	Ensure that step edge paint (white/yellow) is renewed.
Risk from uneven surface of some car park areas.	Surface mainly OK but area round by emergency exit has some uneven patches	L	Bruises/cuts/sprains/fractures	9	Check regularly to see that this area isn't deteriorating – re tarmac bad areas if needed.  Ensure that area kept leaf free  Discuss plan for snow/ice at committee meeting and formulate policy.  Monitor situation and ensure that damage doesn't extend beyond the small area.
Leaves falling from trees	Those using car park in danger of slipping in wet weather.	L	Slipping/bruises/cuts/sprains/fractures	9	
Snow/ice during winter	Those using car park particularly as car park is on a slope-elderly/disabled particular risk	M	Falls/slips/cuts bruises/sprains/fractures	6	
		L	Falls/trips/cuts/bruises/sprains/fractures	9	
Root of tree above surface and causing break up of tarmac in	Anyone using this area particularly				



bottom corner right side	after dark although risk low as not on a route anywhere				
--------------------------	---	--	--	--	--

Review Date	January 2025	Signature of Assessor	D.J.Taylor
-------------	--------------	-----------------------	------------

AREA	OUTSIDE-2	Date of Assessment
------	-----------	--------------------

HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H))	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Cars coming and going from car park	Persons may be injured by careless drivers. Vehicles may be damaged by being broken into or contact with other vehicles. Cars may cause damage to barriers or the building through carelessness.	H	Personal injury may be sustained as a result of careless driving by authorised or unauthorised users of the car park Damage to vehicles may arise as a result of careless driving by authorised or unauthorised users of the car park Damage to the building or rail may be caused by careless driving by authorised or unauthorised users of the car park	8  4/5  8	As the car park is used by unauthorised motorists as well as those using the hall/parish council offices the most the committee can do is to minimise the risk Advise hirers of large events that they may need to marshall the car park.  Display prominent notices that it is a private car park and the committee cannot be held liable for damage caused and parking is at drivers own risk  Keep the main barrier locked except for authorised access for high vehicles.  Keep the top section of the car park reserved for hirers of the hall and not available to the general public – barrier locked when hall not being used.

Review Date	Jan 2025	Signature of Assessor	D.J.Taylor
-------------	----------	-----------------------	------------

<b>AREA</b>	<b>FRONT STORE ROOM</b>	<b>Date of Assessment</b>
-------------	-------------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Tables stacked on trolleys	Users when moving tables – strains, bruises if dropped on toes.	M	M	5	Advise users to take care when removing tables from the trolleys and stack back on trolleys carefully. If a large number of tables are being used wheel trolleys into the room being used.
Items stored on high shelves	Hirers when fetching items from shelves	L	M	5	No heavy items to be stored on shelves – discourage users from using them for <u>any</u> storage – ladders to be used when fetching items down.
Step ladders – one stored upright, heavier of the two hung horizontally on wall brackets	Users when trying to get the heavier ladder down – it is VERY HEAVY and <b><u>a 2 person job</u></b> – involves leaning slightly over a stack of the children's tables.	M	M	7	Ensure hirers know to not try to lift down the heavier ladder single handed. Check ladders annually to make sure that they are still fit for purpose.
Gas meter	Anyone in the hall if there is a gas leak.	M	H	5	Ensure access to the meter marked by yellow lines clear at all times.

Review Date	January 2025	Signature of Assessor	D.J.Taylor
-------------	--------------	-----------------------	------------

AREA	REAR STORE ROOM	Date of Assessment
------	-----------------	--------------------

HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H)	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Items on top shelf – falling/over reaching	Groups using the storage facilities. Groby Players. Strains/bruises.	M	M	4	Steps to be used to reach items. No heavy items to be stored on top shelves. Shelves to be kept tidy. Users having storage space to stick to allocated space agreed. Shelves not to be overladen.
Items on top shelves – near light fittings – possible fire risk	Those allocated storage facilities. Caretaker/cleaner	L	M	5	Items NOT to be stored adjacent to light fittings.
Items stored in gangways	All those allocated space. Caretaker/cleaners.	L	M	6	Gangways to be kept as clear as possible.
Groby Players Staging	Groby Players and anyone else given permission to use the staging. Strains, pinching fingers/cuts	M	L	6	Make sure enough people available to shift stage blocks – they are heavy.  Inflammable/hazardous substances to be kept in locked cupboard and marked “irritant”

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

<b>AREA</b>	<b>CORRIDORS</b>	<b>Date of Assessment</b>
-------------	------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Spillages –rain water brought in by wet buggies and feet.	Users by slipping, bruises, sprains, cuts	L	M	6	Door mat to be firmly in place for people to wipe their feet as they come in.
Chairs on racks	Users if they try to move the racks single handedly	L	M	6	Preferably 2 people to move racks of chairs.
	Users if chairs cause an obstruction, particularly for pushchairs, wheelchairs, disability scooters.	M	M	6	Ensure chairs are stacked correctly with padded seats facing outwards and racks do not block corridor access
Intruders	Cleaning/caretaking staff –assaults physical and verbal	L	L/M/H	5/6/9	Ensure main doors kept locked once group in the building particularly those with vulnerable users. Hirers to check no one left in the building other than bona fide groups when they leave – make sure to check toilets
Fire exits blocked	All users in event of not having safe egress in the event of an emergency	L	H	5	All fire exits to be kept clear both inside and out.

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

AREA	Kitchen	Date of Assessment
------	---------	--------------------

HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H))	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Ants	Hirers/contractors/caretaking-cleaning staff.	L	M	6	If ant powder used, sign to be displayed.
Electrical appliances 1. Boiling water heater 2. Fridge/freezer 3. Oven/microwave	All users 1. Scalds/burns 2. Electric shock 3. Food poisoning	M L L	M H M	6 5 5	All items to be PAT tested annually. Fridge temperature to be maintained at -5 degrees  Microwave/oven/water heater to be switched off nightly at mains  No food/drink to be left in fridge  Children not allowed in kitchen – notice displayed.  Spills to be wiped up immediately  <u>Kitchen to be checked and cleaned daily</u>
Spills on floor	All users/occupiers -slips	M	M		



<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

<b>AREA</b>	<b>TOILETS (Male, Female, Disabled)</b>	<b>Date of Assessment</b>
-------------	---	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Slipping on wet floor from toilets/hand basins.	Users/caretaking/cleaning staff.	M	M	4	Floors to be mopped regularly – spills to be wiped up by users – paper hand towels available to do this. <u>Toilets to be checked on daily basis</u>
Water temperature.	All users – especially children – scalds.	L	M	6	Water temperature to be tested on a regular basis.
Dust on Vent Axia fan	All users – possible fire hazard	L	H	5	Panel to be cleaned regularly.
Baby changing shelf in disabled toilet.	Baby falling from shelf – bruising.	L	H	5	Barrier to be checked for robustness.
Disabled toilet – arm rest (for pulling people up)	Arm rest could fall on toddler – causing bruising or other injury for child.	L	M	5/6	Arm rest to be kept down whenever possible.

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

AREA	BOILER ROOM	Date of Assessment
------	-------------	--------------------

HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H)	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Toilet rolls, hand towels, cleaning materials etc – flammable substances	All users in the event of fire	L	H	5	<u>Nothing inflammable or hazardous to be stored in boiler room</u>
Hoover and floor polisher – electric shock.	Caretaker/cleaners	L	L	5	Items should be PAT tested by competent person at least once a year. Users check for loose wires before plugging
Flourescent tubes – broken glass would be a hazard.	Those replacing tubes	L	L	9	Tubes to be stored in box well away from boilers
Boilers – carbon monoxide – very hot water	Gas – all users – hot water – caretaker/cleaners	L	H	5	Ensure that both boilers are regularly serviced, air vent kept clear and carbon monoxide detector in place and working – detector to be regularly tested.

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

<b>AREA</b>	<b>Main Hall - 1</b>	<b>Date of Assessment</b>
-------------	----------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Spillage from drinks, etc	Users – party goers, clubs – sprains/cuts/bruises	M	M	4	Spillages to be wiped up immediately
Toys/ on the floor	Party goers especially children	L	L/M	6/9	Floor area not to be over cluttered
Access to beams where hirers decorate the hall.	Party hirers and contractors working in the hall	M	H	4	Put advice on using ladders next to them in front store room
Groby Players lighting	Drama group/play attendees –fire could be started if electrical problems	L	M/H	6	Lights to be checked by electrician regularly for safety and safe fixing.
Dust – high level windowsills/lights etc	Users who have asthma or other breathing difficulties.	H	M	7	
Overcrowding	Users – crush injuries/overheating	L	M	6	Annual high level cleaning – window sills to be cleaned regularly
					Advise hirers on safety limit numbers

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

AREA	Main Hall -2	Date of Assessment
------	--------------	--------------------

HAZARD/ITEM	WHO MAY BE HARMED AND HOW	(Likelihood of hazard occurring Low(L) Medium(M) High (H)	Consequence of hazard occurring Low(L) Medium (M) High (H)	RISK RATING	CONTROL MEASURES
Bouncy castles	Children/ adults – falls/ electrical faults – fire	M	M	6	<p>If possible use recommended hirers who we are familiar with who know hall dimensions. Hirers to be made aware the children need adequate supervision at all times. All dog owners to be made aware that they are responsible for their pet's behaviour – dogs to be kept on leads at all times</p> <p>Hall floor to be cleaned regularly</p> <p><u>Check decor on 6 monthly basis to see it it needs attention</u></p> <p><u>High level cleaning to be completed once a year.</u></p>
Dogs	All hall users particularly young babies – bites/dogs fighting/hygiene risks	M	M		

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

<b>AREA</b>	<b>COFFEE LOUNGE</b>	<b>Date of Assessment</b>
-------------	----------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Spills from serving refreshments/art/children's cooking.	All users – adults and children – slips from spillages	L	M	6	Spills to be mopped up immediately
Moveable coffee trolley	Users – strains through moving.	L	L	9	Coffee trolley not to be overloaded.  Tables to be stacked carefully.
Small tables stacked on trolley.	Users getting or replacing tables – trapped fingers.	L	L	9	
Grey chairs.	Users – trapped fingers while setting out/replacing chairs.	L	L	9	
Overcrowding	Users – crush injuries – overheating in hot weather	L	M	6	Chairs to be stacked seats facing out – instructions displayed on notice.  Inform users of limits to numbers when bookings are made.  <u>Decor to be inspected every 6 months to see if attention needed.</u>

<b>Review Date</b>	<b>January 2025</b>	<b>Signature of Assessor</b>	<b>D.J.Taylor</b>
--------------------	---------------------	------------------------------	-------------------

# **RISK ASSESSMENT:GROBY VILLAGE HALL**



<b>AREA</b>	<b>COMMITTEE ROOM</b>	<b>Date of Assessment</b>
-------------	-----------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>
Slips from spilt refreshments/liquids	All users – slip related injuries.	L	L	9	All users to be made aware that they must wipe up spills immediately.
Manula handling of tables and chairs.	All furniture has to be moved from corridor/stockroom so extra care needed by all users.	L	M	8	Large tables to be moved by 2 people – chairs to be stacked safely with seats facing outwards as per instructions on poster.
Too many people.	Users – crush injuries – overcome by heat in hot conditions.	L	M	6	Inform users of capacity limits when making bookings  <u>Decor to be checked every 6 months to see if attention needed.</u>

<b>Review Date</b>		<b>Signature of Assessor</b>	

<b>AREA</b>	<b>WALDROM ROOM</b>	<b>Date of Assessment</b>
-------------	---------------------	---------------------------

<b>HAZARD/ITEM</b>	<b>WHO MAY BE HARMED AND HOW</b>	<b>(Likelihood of hazard occurring Low(L) Medium(M) High (H)</b>	<b>Consequence of hazard occurring Low(L) Medium (M) High (H)1-9</b>	<b>RISK RATING</b>	<b>CONTROL MEASURES</b>

Damage to carpet from spilled food etc.	All users	M	L	4	Discourage hirers from bringing food into the Waldrom Room.
Moving chairs	All users – pinches/strains etc.	L	L	6	Encourage stacking of chairs no more than 5 high.
Moving tables from storeroom.	All users.	L	L	6	Provide door stop to keep door open during furniture removal.
Over crowding	All users	L	M	6	Limit of 20 people in the room – advise hirers on hire agreement.  <u>Check decor every 6 months to check nothing needs attention.</u>

Review Date	January 2025	Signature of Assessor	D.J.Taylor✓
-------------	--------------	-----------------------	-------------

## ESCAPE ROUTES IN CASE OF FIRE

**Means of Escape from Area/Room/Other:- TOILETS**

<b>Fire Hazards</b>	<b>Yes</b>	<b>No</b>
Are there any significant fire hazards in the area/room/floor?	√	
If there are, can they be removed, replaced or reduced?		√
Hot water heaters in toilets – to be maintained regularly		

<b>People at Risk</b>		
Number of persons employed to work in the area/room at any one time: <b>volunteers/caretaking staff for cleaning/maintenance</b>		
Number of persons who may be present in the area/room at any one time <b>Ideally less than 6 total.</b>		

	Yes	No
Is it possible disabled people will be using the area? <b>Separate disabled/baby changing toilet.</b>	√	
Are there areas where maintenance staff/others could be isolated?	√	
Do people sleep in the building?		√
Extra information:- Phoenix fire report identified a possible “dead end” situation – but there are 3 possible escape routes – along the corridor, through the Waldrom Room and through the rear Main Hall door. Suggested exit through Parish Council offices would be a problem with their door being locked.		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, TOILETS**

Means of Escape – Horizontal Evacuation. Adequate?	Yes	No
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants		√

Travel distances	√	
Number and widths of exits	√	
Dead end conditions	√ as much as possible	
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	√	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs	√	
Fire Door “Keep Shut” signs	√	
Evacuation procedure notices		
Electrically released fire doors	√	

Fire Warning System	Yes	No
	√	

#### Means of Escape from Area/Room/Other:- BOILER ROOM

Fire Hazards	Yes	No
Are there any significant fire hazards in the area/room/floor?	√	
If there are, can they be removed, replaced or reduced?		√
<p>2 central heating boilers – to be serviced regularly by competent person.</p> <p>Carbon Monoxide alarm to be installed.</p> <p>No flammables – toilet rolls, paint.etc to be stored – cupboard for this in rear store room.</p>		

People at Risk		
Number of persons employed to work in the area/room at any one time: <b>volunteers/caretaking staff for cleaning/maintenance</b>	2	

Number of persons who may be present in the area/room at any one time	2	
	<b>Yes</b>	<b>No</b>
Is it possible disabled people will be using the area?		√
Are there areas where maintenance staff/others could be isolated?	√	
Do people sleep in the building?		√
Extra information:- Same info for dead end situation applies as for toilets – escape routes along corridor,		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, BOILER ROOM**

<b>Means of Escape – Horizontal Evacuation. Adequate?</b>	<b>Yes</b>	<b>No</b>
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants	√	



Travel distances	√	
Number and widths of exits	√	
Dead end conditions	√ yes, but see previous info	
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	N/A	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs	√	
Fire Door “Keep Shut” signs	√	
Evacuation procedure notices	√	
Electrically released fire doors	√	

Fire Warning System	Yes	No
	√	

#### Means of Escape from Area/Room/Other:- REAR STORE ROOM

Fire Hazards	Yes	No
Are there any significant fire hazards in the area/room/floor?	√	
If there are, can they be removed, replaced or reduced?		√
<p>Large quantities of combustible materials including fabric, paper, plastics, carpeting, wooden staging.</p> <p>Gangways to be kept clear – hirers to be allocated specific spaces – no items on top near light fittings.</p>		

People at Risk		
Number of persons employed to work in the area/room at any one time: <b>volunteers/caretaking staff for cleaning/maintenance</b>	2/3	

Number of persons who may be present in the area/room at any one time <b>Ideally no more than 3</b>		
	<b>Yes</b>	<b>No</b>
Is it possible disabled people will be using the area? <b>Separate disabled/baby changing toilet.</b>	Not likely	
Are there areas where maintenance staff/others could be isolated?	√	
Do people sleep in the building?		√
Extra information:- Same issue with dead end situation as toilets identified by Phoenix Fire but exits through corridor, rear Waldrom room door and rear Main Hall door.		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, REAR STORE ROOM**

<b>Means of Escape – Horizontal Evacuation. Adequate?</b>	<b>Yes</b>	<b>No</b>
General measures for any fire hazards within the area.	√	

Control and monitoring of the number of occupants		√
Travel distances	√	
Number and widths of exits	√	
Dead end conditions	√	
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	N/A	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs		√
Fire Door “Keep Shut” signs		√
Evacuation procedure notices		√
Electrically released fire doors	√	

<b>Fire Warning System</b>	<b>Yes</b>	<b>No</b>

	√	
--	---	--

**Means of Escape from Area/Room/Other:- FRONT STORE ROOM-1**

<b>Fire Hazards</b>	<b>Yes</b>	<b>No</b>
Are there any significant fire hazards in the area/room/floor?	<b>Gas meter</b>	
If there are, can they be removed, replaced or reduced?		√
Gas meter – ensure regularly checked for leaks by competent person.		

<b>People at Risk</b>		
Number of persons employed to work in the area/room at any one time:	2	
Number of persons who may be present in the area/room at any one time	2	

	Yes	No
Is it possible disabled people will be using the area?		√
Are there areas where maintenance staff/others could be isolated?		√
Do people sleep in the building?		√
<p>One of ladders is very heavy and needs 2 people to lift it down.</p> <p>Care to be taken when setting out and putting back tables</p>		

**Means of Escape -√2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, FRONT STORE ROOM**

Means of Escape – Horizontal Evacuation. Adequate?	Yes	No
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants	√	
Travel distances	√	

Number and widths of exits	√	
Dead end conditions	N/A	
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	N/A	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs	N/A	
Fire Door “Keep Shut” signs	N/A	
Evacuation procedure notices	N/A	
Electrically released fire doors	N/A	

<b>Fire Warning System</b>	<b>Yes</b>	<b>No</b>
	√	

### Means of Escape from Area/Room/Other:-. KITCHEN

Fire Hazards	Yes	No
Are there any significant fire hazards in the area/room/floor?	√	
If there are, can they be removed, replaced or reduced?		√
<p>Cooking facilities, electrical equipment, hot water heater – ensure PAT testing regularly.</p> <p>Users to be made aware of risks from incorrect use of oven, microwave, boiling water heater – instructions posted – all except fridge freezer turned off at night.</p> <p>Children not to be allowed in kitchen.</p>		

People at Risk		
Number of persons employed to work in the area/room at any one time: volunteers/caretaking staff,		
Number of persons who may be present in the area/room at any one time	3/4	
	Yes	No
Is it possible disabled people will be using the area?	possibly	



Are there areas where maintenance staff/others could be isolated?		√
Do people sleep in the building?		√
Extra information:-		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, KITCHEN**

<b>Means of Escape – Horizontal Evacuation. Adequate?</b>	<b>Yes</b>	<b>No</b>
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants	√	
Travel distances	√	
Number and widths of exits	√	

Dead end conditions		√
Door openings and fastenings		√
House keeping	√	
Provision for disabled persons	N/A	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs		√
Fire Door “Keep Shut” signs		√
Evacuation procedure notices		√
Electrically released fire doors	√	

<b>Fire Warning System</b>	<b>Yes</b>	<b>No</b>
	√	

**Means of Escape from Area/Room/Other:- CORRIDOR**

<b>Fire Hazards</b>	<b>Yes</b>	<b>No</b>
Are there any significant fire hazards in the area/room/floor?		√
If there are, can they be removed, replaced or reduced?		√
Notice board/tables to be kept free of superfluous/out of date info  No leaflets on radiators		

<b>People at Risk</b>		
Number of persons employed to work in the area/room at any one time: <b>volunteers/caretaking staff for cleaning/maintenance</b>	4	
Number of persons who may be present in the area/room at any one time  <b>hirers should not treat corridor as part of their booking though parents/carers will need to wait outside for children – children not to run along corridors and need to be supervised.</b>		
	<b>Yes</b>	<b>No</b>

Is it possible disabled people will be using the area – <b>width of access to be maintained for disabled conveyances</b>	√	
Are there areas where maintenance staff/others could be isolated?	√	
Do people sleep in the building?		√
<p>Extra information:- Far end has same issues of dead end situation as toilets/rear store/boiler room but 3 exits via Waldrom Room, Main Hall rear door and corridor minimize risk.</p> <p>Hirers do not hire the corridor as part of their hire and care to be taken particularly with parties/weddings etc – hirers assume responsibility.</p> <p>Access to loft only for maintenance and Groby Players storage.</p>		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment, CORRIDOR**

<b>Means of Escape – Horizontal Evacuation. Adequate?</b>	<b>Yes</b>	<b>No</b>
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants – <b>hirers advised corridor not part of hire –avoid overcrowding.</b>	√	
Travel distances	√	

Number and widths of exits	√	
Dead end conditions	√ -see previous note	
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	√	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs	√	
Fire Door “Keep Shut” signs	√	
Evacuation procedure notices	√	
Electrically released fire doors	√	

<b>Fire Warning System</b>	<b>Yes</b>	<b>No</b>
	√	

**Means of Escape from Area/Room/Other:-.....MAIN HALL.....**

<b>Fire Hazards</b>	<b>Yes</b>	<b>No</b>
<b>Are there any significant fire hazards in the area/room/floor?</b>	√	
<b>If there are, can they be removed, replaced or reduced?</b>	√	
<b>Specify:</b> Lighting system used for drama production. Lighting to be checked on regular basis by a competent person. Users to look for wear and tear on wiring, plugs, etc before each use.		

<b>People at Risk</b>		
<b>Number of persons employed to work in the area/room at any one time:</b> caretaking staff, volunteers, helpers	6	
<b>Number of persons who may be present in the area/room at any one time</b> children, user groups, volunteers	Up to 100	

	yes	no
Is it possible disabled people will be using the area?	√	
Are there areas where maintenance staff/others could be isolated?		√
Do people sleep in the building?		√
Extra information:-		

**Means of Escape -2: Adequacy of the Means of Escape, Fire Safety signage, Fire Warning System, Emergency Lighting, Fire Fighting Equipment,**

#### **MAIN HALL**

Means of Escape – Horizontal Evacuation. Adequate?	Yes	No
General measures for any fire hazards within the area.	√	
Control and monitoring of the number of occupants	√	
Travel distances	√	

Number and widths of exits	√	
Dead end conditions		√
Door openings and fastenings	√	
House keeping	√	
Provision for disabled persons	√	

<b>Fire Safety Signs and Notices</b>	<b>Yes</b>	<b>No</b>
Exit signs	√	
Fire Door “Keep Shut” signs	√	
Evacuation procedure notices	√	
Electrically released fire doors	√	

<b>Fire Warning System</b>	<b>Yes</b>	<b>No</b>
	√	



**Means of Escape from Area/Room/Other:-....COFFEE LOUNGE, COMMITTEE ROOM, WALDROM ROOM**

<b>Fire Hazards</b>	<b>Yes</b>	<b>No</b>
Are there any significant fire hazards in the area/room/floor?		√
If there are, can they be removed, replaced or reduced?	N/A	
Specify:		

<b>People at Risk</b>		
Number of persons employed to work in the area/room at any one time:	5	
Number of persons who may be present in the area/room at any one time	Max 30	
	<b>Yes</b>	<b>No</b>
Is it possible disabled people will be using the area?	√	

Are there areas where maintenance staff/others could be isolated?		√
Do people sleep in the building?		√
Extra information:-		

## Using Step Ladders

When working with a stepladder to carry out a task:-

1. Check all four stepladder feet are in contact with the floor and the steps are level
2. Only carry light materials/tools
3. Don't overreach
4. Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold.

5. Try to position the stepladder to face the work activity and not side on where possible to do this.
6. (Contractors) Try to avoid work that imposes a side loading such as side on drilling through solid materials (bricks/concrete). Tie ladder if this is the case.
7. Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.

This ladder is very heavy  
– do not try to lift it off or  
replace it single handed.

# Two people minimum needed.

## Maintenance of Village Hall

### 2018 ANNUAL CHECKS

Task	Date Due	Date Carried out
Electrical test of circuits	Yearly	
Electrical PAT testing of appliances	Yearly	
Switch off heating	May	
Air Conditioning service	Twice a year	
Gas check & boiler service	October	
Turn on heating	October	
In depth cleaning of hall	December	
Increase in hire fees	January	

GPC charge for gas/electric/water/insurance	Twice a year	
Cleaner's wage review	June	
Caretaker's wage review	June	
Review Handyman hourly rate	June	
Extinguishers check	yearly	
Fire Alarm check	yearly	
Check usage store cupboards	Spring	
Risk Assessment	Spring	
Charity Commission Return	By end of January	
CRB/DAB check of users	Yearly	
Annual accounts	End of March	
Performing Rights Insurance	Yearly	
Building/Liability Insurance	Yearly	
Electric/Gas readings to supplier	2-monthly	
Check Ivy growth on extension walls	Yearly	

### ON-GOING CHECKS

Task	Date Due	Date Carried out/comments
Condition of floors	Monthly	
Car Park tidiness/maintenance	Monthly	
Review condition of décor	6 <sup>th</sup> monthly	
Review condition of outside of building	6 <sup>th</sup> monthly	
Check all rooms and toilets	Monthly	

**EMERGENCY ACTION PLAN IN THE  
EVENT OF A FIRE**  
**IMPORTANT NOTICE FOR EVERYONE AT  
GROBY VILLAGE HALL**

- **RAISE THE ALARM** BY INFORMING EVERYONE IN THE BUILDING AND BY **ACTIVATING THE NEAREST FIRE ALARM**
- **PHONE THE FIRE BRIGADE OR ENSURE THAT SOMEONE IS DOING SO—GIVE THE HALL ADDRESS:- LEICESTER ROAD, GROBY, LE6 0DQ**
- **EVACUATE THE BUILDING** BY THE SHORTEST SAFE ROUTE—IT IS ESSENTIAL THAT ANY LESS ABLE OR INJURED PEOPLE AND CHILDREN ARE ASSISTED FROM THE BUILDING
- ASSEMBLE AT THE **FIRE ASSEMBLY POINT** NEXT TO THE **PEDESTRIAN EXIT GATE** ONTO LEICESTER ROAD.
- CONSIDER USING THE APPROPRIATE **FIRE EXTINGUISHER** TO EXTINGUISH THE FIRE.
  - IF POSSIBLE RAISE THE **ALARM** WITH THE **NEIGHBOURING PROPERTIES** INFORMING THEM OF THE FIRE
  - TAKE A **ROLE CALL** TO ENSURE **EVERYONE IS ACCOUNTED FOR**
  - **INFORM THE FIRE BRIGADE IF SOMEONE IS MISSING OR INSIDE THE BUILDING.**

**DO NOT PUT YOURSELF OR OTHERS AT RISK**



## Plan View of Groby Village Hall

