

Alstonefield Village Hall Health & Safety checklist

This checklist aims to help the committee comply with health and safety law relating to non-domestic premises. It is based on HSE's guidance at: [hse.gov.uk/voluntary/assets/docs/village-hall](https://www.hse.gov.uk/voluntary/assets/docs/village-hall)

| Questions the committee should regularly ask itself relating to potential risks (See also separate general and specific Risk Assessments, as referred to below.) | | Y/N | NOTES/FURTHER ACTION NEEDED (Use section below if needed - <i>Risk actions noted</i>) | TARGET DATE? |
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| H&S Policy | Have the committee's H&S policies & procedures been reviewed in the last 12 months | Y | Scheduled item for meeting after AGM – <i>ref. Committee Handbook 9(e)(v)</i> | n/a |
| | Are there fewer than 5 employees/contractors (in which case there is no requirement for a written risk assessment) | Y | The sole contractor (Pauline) is responsible for her own H&S and we have no employees. We nonetheless have a written risk assessment(s). | n/a |
| H&S Policy | Is the H&S Policy drawn to the attention of contractors etc? | N | Although it is available to all on the village website, we should provide a copy of the Handbook H&S Policy to Pauline. | 31/3/23 |
| | Is the H&S Policy drawn to the attention of users? | Y | The Hiring Agreement includes a summary of the relevant aspects of the full Policy | n/a |
| | Do risk assessments follow the HSE's recommended '5 steps' as outlined at: hse.gov.uk/simple-health-safety/risk/index.htm | Y | (e.g. practical identification of hazards based on 'walking around', user experience, putting controls in place, identifying responsibilities, transparency through publication on website and availability to hirers, etc.) | n/a |
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| Fire | Has a fire risk assessment been completed and are adequate fire safety measures in place? <i>(n.b. many of the items currently listed in this group may be moved to the specific Fire Risk Assessment when updated after the Audit)</i> | Y | 2019 risk assessment reviewed by Jamie Tomlinson in 2022, leading to a range of actions but an additional Fire Safety Audit is scheduled for 3/4/23, to be carried out by Staffs Moorlands Fire Officer, to clarify need for further actions. These will then be documented in the separate General and/or Fire Risk Assessment. | Await audit |
| | Is there a clear fire emergency notice that users can check for things like emergency contacts? | Y | The general Emergency Notice on the kitchen noticeboard is intended to be simple and clear by keeping all emergency/safety information in one place (Fire, Accident). | Confirm at audit |
| Fire | Are no smoking signs displayed? | Y | Displayed as legally required but no one would smoke inside these days. | Confirm at audit |

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| Fire | Is there a back-up phone to alert emergency services if, for example, a hirer has no cell-phone or the network service is poor? | Y | There is a landline in the Meeting Room, which is highlighted on the Fire/Emergency notice in the kitchen | Confirm at audit |
| | Are there clear, well-signed, sufficiently wide and 'always open' escape routes and is there effective emergency lighting if there is a fire-related power outage outside daylight hours? | Y | The (3) fire exit doors are sufficiently wide for disabled egress, all clearly signed by arrows and/or by an illuminated sign above. The size of the premises makes it difficult not to see the (3) exit routes available. The internal door to the porch exit has a sign to remind hirers to open the door whenever the premises are in use (except for the playgroup, when exit doors are locked for safeguarding reasons, but the keys are kept in the lock on the inside). Emergency lighting is in place for all escape routes, checked monthly – it is a Standing item at all Ordinary Meetings – ref. Committee Handbook 9(e)(v) | Confirm at audit |
| Fire | Has an evacuation plan been implemented and tested? | N | Given range of users and the time available to the Booking Secretary, it is difficult to see how this can be achieved, so we are relying on the Hire Agreement and signs on noticeboards. | Await audit |
| | Is the fire alarm tested regularly? | Y | The manual bell doesn't really need testing. But the audit may clarify the adequacy of this item in any event. | Await audit |
| Fire | Are working smoke alarms in place in key areas? | Y | There are smoke alarms in the meeting room, corridor and loft space. These emit a warning if batteries need replacing, which is actioned. Is a smoke or heat alarm needed in the kitchen (or main hall)? | Await audit |
| | Are materials such as stage curtains or bowls mats fire retardant? | Y | New curtains in 2020 were fire-proofed as part of manufacturing process. Bowls mats are fire resistant for 60 minutes. | Confirm at audit |
| | Are internal fire doors kept closed when the premises are not in use? | Y | All committee members (and Pauline) know to check the (automatically closing) are not left propped open. It is stated in the Hiring Agreement and is generally adhered to. | Confirm at audit |

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| Fire | Is it clear to people on the premises how the alarm should be raised? | Y | The manual alarm is very obvious on entering the premises; it is referred to in the Hiring Agreement; and it is specified on the Fire Notice. In practice, it is not possible to ensure every person present in any part of the premises is informed more than this. | Await audit |
| | Is there a risk of alerting anyone in the loft space? | N | The loft is only used for storage, it is not hired out so risk is minimal. (If a fire were to start here, there is a smoke alarm and a fire extinguisher at the top of the stairs.) | Confirm at audit |
| | Are fire drills carried out at least once a year? | N | The premises are so small it is hard to see the benefit of practicing a fire drill | Await audit |
| Fire | Are attendees at events made aware of exit routes? | N | Given the simple layout of the premises, with good sight lines to the well-marked fire exits (with illuminated signs), we see no necessity to do any more to alert attendees, but we should like to obtain the Fire Officer's view on this. | Await audit |
| | 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)? | Y | All exit doors are unobstructed and accessible for disabled users. There are no trailing cables that could cause issues, except at events (see Events below). Maintenance is a Standing Item at every Ordinary Meeting so problems with locks, bolts, etc. should always be actioned. | Confirm at audit |
| Fire | Are combustible substances or waste stored safely? | Y | Heating oil is the main combustible substance, stored in a bunded tank in a stone-built room. Regarding waste, instructions to hirers (and signs on bins) directs that waste is removed after every hire to the green commercial bin outside. | Confirm at audit |
| | Is there any portable equipment that represents a fire risk? | N | There is one portable halogen heater but this has an automatic cut-off if it tips over. All items are included in the PAT testing – see below. | Confirm at audit |
| Fire | Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? | Y | Fire blanket in situ near to the kitchen oven. Foam and CO2 fire extinguishers in key places. Monthly checks on extinguishers carried out (by Martin, currently). It is a Standing Item at every | Confirm at audit |

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| Fire | | | Ordinary Meeting. Annual inspections are carried out by Fire Control UK. | |
| | Is oven safe from accidentally being left on? | Y | Isolation switch present to prevent unintentional turning on of the hobs (but is it always used – do we need better signage?) | Confirm at audit |
| | Are committee members (and others) trained in how to use fire-fighting equipment? | N | Not all committee members have been trained – action after AGM when there may be new members. | Q3 2023 Confirm at audit |
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| Electrical equipment | Are fixed electrical installations correctly installed or repaired, by a qualified electrician? | Y | Only qualified electricians are used for any installations. | n/a |
| | Are fixed electrical installations inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? | Y | Electrical installation checks are a Scheduled Item in Q3 – <i>ref. Committee Handbook 9(e)(v)</i> | n/a |
| Electrical equipment | Is portable electrical equipment visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? | Y | Committee members are regularly reminded to do basic visual checks, and we carry out PAT tests on a rolling basis (which may be the same electrician who does the installations check), every 2 years as a minimum - a Scheduled Item in Q3 – <i>ref. Committee Handbook 9(e)(v)</i> | n/a |
| | Has any damaged electrical equipment been taken out of service or replaced if necessary? | Y | Committee members are generally aware of the need to remove broken electrical items | n/a |
| | Are there controls around portable equipment brought onto the premises by hirers? | Y | The Hiring Agreement states that no portable heating or cooking equipment may be brought onto the premises without express permission. | n/a |
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| Boilers | Is the oil boiler inspected on a regular (annual) basis and any remedial action taken by a qualified engineer? | Y | Inspection is a Scheduled Item in Q3 – <i>ref. Committee Handbook 9(e)(v)</i> | n/a |
| | Are electrical boilers inspected on a regular basis by a qualified electrician? | Y | Done as part of fixed electrical installations above but may need to check this is sufficient for water boilers | asap |
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| Accidents inc manual handling | Are roofs easy to access/dangerous for intruders/vandals? | N | The only flat roof is over the boiler room and represents minimal hazard | n/a |

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| Accidents inc manual handling | Are hazards from moving chairs and tables etc minimised? | Y | The Hiring Agreement reminds hirers to use the trolley when moving chairs and indicates maximum stacking numbers. Repeated signs next to where the chairs are stored state maximum stacking (5) to reduce risk of pulled muscles or accidents. Gloves are provided to assist people when moving the more awkward items such as stage blocks (with a sign to remind users). Cabaret tables are awkward so a sign instructs best way to carry. Could provide gloves in boiler and storage rooms, for tables. | asap |
| | Are doors fitted with (working) finger stoppers to avoid injury to children, in particular? | Y | All in place – but maintenance is possibly an issue since Ken left the committee – could he assist in checking them all? | asap |
| Accidents inc manual handling | Is there a particular risk of slips or falls in the floor areas? | N | All floors are well maintained cleaned regularly. Mops and cloths are available to all users if there is a spillage. There are mats at all entrance doors (and carpet tiles) that minimise the risk of water being walked-in, causing slippage. | n/a |
| | Is the stage safe from slippage as far as possible? | Y | The stage is a modern piece of equipment with good fixings, and is fairly low. Two single block steps are normally used at each side, each with non-slip tape on the bottom. The narrow stage 'fillers' at the back are connected to avoid them shifting if stepped on inadvertently. | n/a |
| Accidents inc manual handling | Is equipment for working at heights safe to use? | Y | For access to high places such as the electricity fuse box or overhead stage lights, there are tripod style ladders that are safe and light enough to use even by one person (up to c.3 metres). | n/a |
| | Is access and working space in the loft any kind of hazard? | N | Some risk of banging head on sloping ceiling but repeated signs are displayed to warn people. Lighting could be brighter – ask electrician to upgrade. | asap |
| | Is there any particular risk from burns and scalds in the kitchen? | N | Nothing especially, but better worktop surfaces near the cooker might reduce the risk of different surface levels etc. (In hand.) The hot | asap |

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| Accidents inc manual handling | | | water supply is not hot enough to cause scalds. Non-slip trays are in situ for carrying hot food or drinks as safely as possible. | |
| | Are cleaning materials and irritants kept safely (e.g. out of reach of children) and managed appropriately | Y | Where needed at all, the more toxic irritants are kept in the lockable janitor cupboard or in childlock-protected kitchen cupboards. Rubber gloves are supplied. The kitchen area has a bolt-lock to prevent child access and is signed as such. May need to (a) remind Pauline to lock janitor cupboard and (b) add sign to kitchen cupboards to ensure childlocks are in place. | tbc |
| Accidents inc manual handling | Is there an adequate Accident Book, prominently available (to ensure recording and reporting under the RIDDOR regulations)? | Y | A loose-leaf Accident Book is prominent in the kitchen. It is highlighted in the Hiring Agreement and referred to on the Emergency noticeboard in the kitchen. | n/a |
| | Is the First Aid box in a prominent position and adequately stocked with up-to-date items? | Y | The box is located prominently in the kitchen and its contents are checked at least every 3 monthly by Jo Griffin, currently (it is a Standing Item at every meeting). | n/a |
| Accidents inc manual handling | Is there guidance on how to deal with accidents involving toxic substance or irritants (COSHH regulations) | Y | A COSHH book is kept next to the Accident Book, with general instructions and a range of specific manufacturers' products specifications, covering the products used on the premises. The adequacy of this should be a Scheduled Item o/s | asap |
| | Are knives kept out of reach of children? | Y | Kept in locked Storage Room in box, available only on request by hirers. (Knives kept in sheaths.) | n/a |
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| Food | Are any committee members who help prepare food adequately trained and competent to do so? | Y | Yes, to Level 2 - currently Jo Griffin and Debs Railton (individual names may change from time to time). Needs to be added as a Scheduled Item to ensure we always have a competent person(s). | asap |
| | Is there provision for keeping food chilled or frozen? | Y | There are large fridges and freezers in the Store Room (and a small fridge in the kitchen as well | asap |

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| Food | | | as a drinks fridge). The freezer is kept below -18 degrees; the fridges below 5 degrees but we need better method to evidence monitoring | |
| | Are there checks to ensure we (or any hirer) do not operate as a food business, requiring registration? | N | The committee is aware and the Handbook refers to the need to consider registration if food is supplied on a regular basis such as a café (whether committee-run or by a hirer). Staffs Moorlands proactively check c.every 2 years (it is a self-declaration process). But we might consider adding this as a Scheduled Item.) N.B. Food businesses have to meet higher standards such as tiles or stainless steel on walls, power ventilation, increased provision of sinks, etc, most of which we already have in place. | n/a |
| | Are there checks to ensure hirers intending to prepare food are competent to do so? | Y | Included in Hiring Agreement process, checked by Booking Secretary | n/a |
| | Are there adequate facilities to maintain personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing?) | Y | Although guidance suggests that a separate hand washbasin in a nearby toilet may be sufficient in premises that are only infrequently used for simple catering, it has been identified that a dedicated hand washing sink away from the sink/drainer would be beneficial and there are plans for installation. Soap and materials for hygienic drying are provided. | asap |
| | Are there sufficient cleaning materials on hand? | Y | General cleaning and dishwashing fluids are available, monitored by Pauline. | n/a |
| | Are there properly labelled chopping boards available | Y | Full set available, colour-coded (CHECK) | n/a |
| | Are there allergy notices on display? | Y | Yes but may need to check legal veracity | n/a |
| | Is there a pest control management process in place? | Y | Contract with Staffordshire Moorlands (CHECK). In addition, practical measures include keeping cutlery in sealed boxes and tea towels in closed bag (labelled with instructions) | n/a |
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| Car park | Is the car park surface maintained to minimise slip and trip risks? | Y | Re-surfaced to a high standard in 2021. There is a grit bin near to the main entrance that can be | n/a |

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| | | | used if ice represents a hazard (although there is debate over whether it is better legally to do nothing). There are hand rails to assist visitors using the side gate, which is sloping with one step. | |
| | Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked? | Y | Single wide entrance is sufficiently clear; marked parking bays assist drivers in navigating the space; cones are used at busy times to help direct vehicles (and avoid cars parking where they might interfere with emergency access). | n/a |
| | Is the car park well lit? | Y | There are fairly good floodlights mostly covering the area nearest the car park entrance (residents may object if there were more). We could look at better lighting of the step near the side entrance, which is hard to see. | asap |
| | Can emergency vehicles gain access? | Y | Wide single entrance; cones are used to limit parking when there are large events (also legal requirement of Premises Licence so part of Concerts checklist). Could add to Hiring Agreement for events such as childrens' parties. | n/a |
| | Does the large tree represent any hazard, e.g. falling branches? | N | We liaise with the Parish Council, who have responsibility for inspecting trees on public greens every 5 years. This may be overdue – last done 2014? | asap |
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| Old School Garden | Are there any particular hazards with the garden, e.g. trip hazards or plant irritation? | N | None identified. (The only large tree that might represent a risk is being removed.) | n/a |
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| Asbestos | Does the hall contain any asbestos? | Y | But only in the Boiler Room roof | n/a |
| | Is any asbestos in good condition, has a record been made of where it is and are there arrangements to provide this information to anyone who carries out maintenance work on the building? | Y | Record made and actions to be taken on ongoing basis in the Asbestos Plan. | n/a |

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| | Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition? | Y | Asbestos Plan identifies the need to inform contractors if any work takes place in Boiler Room | n/a |
| | Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/ demolished? | Y | See Asbestos Plan | n/a |
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| Legionnaire's Disease | Is there any risk of standing water in the various systems being contaminated by legionella bacillus? | | There are no showers; instant water heaters are in use for hand sinks; and the cistern in the men's toilet flushes automatically at intervals, so there is minimal risk of stagnation. | n/a |
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| Staged events, e.g. live music or films | Have particular hazards been identified that might apply when staged events take place? | Y | See separate (Concert) Risk Assessment undertaken in 2022 | n/a |
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| Responsibilities | Do committee members have clearly understood responsibilities allocated to them to ensure identified risks and controls are implemented? | Y | Committee Handbook identifies responsibilities but this will need reviewing and updating after the 2023 AGM. | June 2023 |
| | Do users have all the information about the hall they need to operate safely? | Y | Notices in the kitchen provide most safety information needed (and other specific signs such as fire exits, stacking chair limits, etc). The Hiring Agreement provides more detailed information and directs the hirer to inform their users. | n/a |
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| Other activities | Warm Hub | - | See separate Risk Assessment Dec 2022 | |
| | COVID-19 | - | See separate (historic) Risk Assessment 2019 | |
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| Risk actions noted | Action taken and when? |
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