



## Passmore Edwards Institute, 13-15 Hayle Terrace, Hayle

### Health & Safety Risk Assessment – Review, September 2011

The Passmore Edwards Building in Hayle is known as Hayle's Village Hall and is owned and operated by the Passmore Edwards Institute Charity, no. 268429. It provides rooms for meetings, lectures, and other forms of recreation and leisure-time activities.

Since the initial Risk assessment in March 2011, much progress has been made and many of the matters reported for attention have been rectified with some still outstanding. The Royal British Legion room is now included in this overall assessment and much effort has been made in recent months to deal with a number of hazards identified there. The purpose of this report is to identify hazards; those individuals who might be affected by them, whether the risk is adequately controlled and what further actions may be necessary to control the risk.

#### 1. Slipping/tripping/falling hazards

- (a) **Individuals affected** – Staff, committee and users
- (b) **Existing control measures** – Stained wood floor surfaces throughout the premises are in good condition and lighting is good. The staircase and landing is securely carpeted and all external granite steps are in good condition, fitted with handrails and lit at night. Ground floor rooms are DDA compliant with a ramp at the rear entrance. There are mats in the entrances to stop rain water being carried in. Storage is not permitted in corridors and there are no trailing wires or leads. Car park surface is tarmac, well drained and generally in good condition, with lighting to front & rear. A one way traffic system operates with entrance and exit clearly marked.
- (c) **Additional Control Measures – Car park** – fill pothole near rear disabled ramp and repair tarmac under kitchen window. Designate disabled spaces near rear ramp.  
**Working at height** - eg. changing light bulb, cleaning windows – Provide commercial quality stepladder, securely stored and available for use by committee volunteers only. Provide training for users and routine check procedure.

- (d) **Risk factor** – Low

#### 2. Electrical Safety

- (a) **Individuals affected** - Staff, committee and users
- (b) **Existing Control Measures** – Portable Appliance Testing is current and renewal of the fixed installation electrical safety certificate is in hand. Electrical equipment is regularly monitored and any defects rectified. A safety brief is provided to room hirers which includes electrical safety rules and advice.

(c) **Additional Control Measures** – None

(d) **Risk Factor** – Low

### 3. **Fire Safety** (see separate Fire Assessment)

(a) **Individuals affected** – Staff, committee and users.

(b) **Existing Control Measures** – All fire exits are clearly marked and free from any obstructions. Adequate fire fighting facilities are also provided, with suitable notices above all extinguishers indicating the type of situation in which they should be used. Routine testing of all fire extinguishers was current.

(c) **Additional Control Measures** - See separate Fire Risk Assessment

(d) **Risk Factor** - Low

### 4. **Gas Safety**

(a) **Individuals affected** - Staff, committee and users.

(b) **Existing Control Measures** – There are manual fixed gas heaters in some rooms which are normally operated by the manager as required with instructions for use also provided for hirers.

(c) **Additional Control Measures** – Renewal of premises gas safety test.

(d) **Risk Factor** - Low

### 5. **Hazardous Substances**

(a) **Individuals affected** – Cleaner and others cleaning or decorating.

(b) **Existing Control Measures** – General advice is given to staff on chemical safety and no products with 'Irritant' marking are used. Cleaner is trained in safe use, following instructions on label. Cleaning products are securely stored. Mops, brushes and appropriate rubber gloves are provided.

(c) **Additional Control Measures** – None

(d) **Risk Factor** – Low

### 6. **Infrastructure (Displays, Chairs, Tables)**

(a) **Individuals affected** – Staff, committee and users.

(b) **Existing Control Measures** – All equipment was found to be in good condition and suitable for purpose. Equipment stored safely.

(c) **Additional Control Measures** – **Passmore room** – Harvey bust in corner of stage not fastened to pedestal, could be pushed over causing serious injury.

- (d) **Risk Factor - Low**

## **7. Manual Handling Operations**

- (a) **Individuals affected** – Staff and committee.
- (b) **Existing Control Measures** – General training, including basic manual handling, is available for all staff and committee members. There is a stepladder in the Old Kitchen to assist in reaching light weight items above head height.
- (c) **Additional Control Measures** – Provide a small sack truck for moving heavy objects.
- (d) **Risk Factor - Low**

## **8. Asbestos Survey**

- (a) **Individuals affected** – Staff, committee and users.
- (b) **Existing Control Measures** – considering the age of the building it is highly unlikely that any asbestos was used in its construction and none has been added since. A pre-emptive inspection concluded that there was no asbestos in the premises.
- (c) **Additional Control Measures** – none
- (d) **Risk Factor – Low**

## **9. Accident Procedures**

- (a) **Individuals affected** – Staff, committee and users.
- (b) **Existing Control Measures** – A fully stocked First Aid Box was available. As the building is unmanned hirers will be advised to make their own First Aid arrangements.
- (c) **Additional Control Measures** – Any accident which requires medical attention must be reported to the Building Manager. If it is serious this must be done immediately on 07818498233. An Incident Report form must be completed and the manager will place an entry in the accident book. A serious accident (death, major injury, disease, dangerous occurrence or hospitalisation of a member of the public), will require action as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). This is best done by telephoning the HSE Incident Contact Centre on 0845 300 9923, as soon as possible.
- (d) **Risk factor – Low**

## **10. Water Safety**

- (a) **Individuals affected** – staff, committee and users.
- (b) **Existing Control measures** - There are no storage tanks so there is no risk of Legionnaires disease. The two kitchens have small electric water heaters, storing about 2 gallons of quite hot water and are fitted with labels warning against scalding. The toilets have small electric instantaneous heaters.

(c) **Additional Control Measures** – The 1<sup>st</sup>. floor Ladies toilet is to be completely Revamped, including a hot water supply.

(d) **Risk factor** – Low

#### 11. Traffic Management

(a) **Individuals affected** – staff, committee and users.

(b) **Existing Control measures** – The building is located in a central plot with light vehicular access all around, with car parking to the rear and at each side. A one way system operates with Entrance and Exit clearly marked. It has a good tarmac surface with 15 marked spaces plus 2 for disabled persons. There is a separate pedestrian entrance and lighting is generally good.

(c) **Additional Control Measures** – There is possible conflict between pedestrians and vehicles arriving or departing so a 5 mph speed limit should be employed. The high boundary wall obscures vision of pedestrians on the public footpath when exiting the site by vehicle. A warning sign should be provided.

(d) **Risk Factor** - Low

#### 11. Health, safety and Welfare Information

(a) **Individuals affected** – Staff, committee and users.

(b) **Existing Control Measures** – HSE Safety Law poster and new Accident Book have been provided. There is a Health & Safety notice board in the Foyer with a Health & Safety Policy and all appropriate material displayed.

(c) **Additional Control Measures** – None

(d) **Risk factor** – Low

#### CONCLUSION

The Passmore Edwards Institute Committee clearly has due regard for the safety and welfare of its staff, volunteers and the users of the premises and strives to meet its obligations under the Health & Safety at Work, etc. Act.1974 and associated legislation.

#### RECOMMENDATION

It is recommended that the following measures are undertaken by the Charity to further improve safety at the Institute:-

Hazard	Action by who?	Action by when?	Done
1. a	<b>Car Park</b> – fill potholes by ramp and under kitchen window.	11 Nov 11	
b		11 Nov 11	
2. a	<b>Working at height</b> – provide commercial quality stepladder, securely stored, for use by committee volunteers only.	11 Jan 12	

b	Provide training for users and routine check procedure.			
3.	<b>Gas safety</b> – arrange building Gas Safety certification.		11 Nov 11	
4.	<b>Passmore room</b> – secure Harvey bust to pedestal or wall.		11 Jan 12	
5.	<b>Manual handling</b> - Provide small sack truck for moving heavy objects.		11 Nov 11	
6.	<b>Water safety</b> – Revamp 1 <sup>st</sup> . floor Ladies toilet		11 Jan 12	
7. a	<b>Traffic</b> – Provide 5mph site speed limit sign.		11 Jan 12	
b	Provide 'Caution beware Pedestrians' sign at car park Exit		11 Jan 12	
8.	Review Risk Assessment in six months time.	B Capper	11 Mar 12	

Date: 10<sup>th</sup>. October 2011

Signed .....

B. Capper CIEH Risk Assessor