General Risk Assessment

Billinge Chapel End Parish Council

Billinge Chapel End Parish Council, The Public Hall

216 Main Street, Billinge, WN5 7PE

27 August 2024

Sue Doran

General Risk Assessment

Contents

Section 1	Executive Summary 1.1 Executive Summary 1.2 Actions Requiring Immediate Attention 1.3 Overall Risk Rating Table 1.4 Calculated Overall Risk Rating
Section 2	General Risk Assessment Action Plan 2.1 Action Priority Summary 2.2 General Risk Assessment action plan
Section 3	Report Index 3.1 Risk Assessments and Audit Index 3.2 Risk Assessments and Audits
Section 4	Supporting Photographs
Section 5	Protocol and Disclaimer / Limit of Advice

Section 1 - Executive Summary

1 Executive Summary

Organisation Description	The Public Hall on Main Street in Billinge is the base for Billing Chapel End Parish Council. The hall is used for hire by local groups including scouts, cubs, art groups and musical groups. The Parish Council also manages the Millennium Garden and Dam Slacks Play Area.
Organisation Category	Parish hall, play area, memorial garden and office.
Enforcement History / Significant Incidents	N/A
Areas Assessed	All areas of the parish hall were inspected including the kitchen, offices and external areas. The millennium Gardens and Dam Slacks Play area were also assessed.
Areas Not Assessed	No access to the garages that are used for storing scout equipment and music equipment for the music club
Visit Attendance	Hazel Broatch - Clerk to the Parish Council Susan Doran - Health & Safety Consultant
Overall People At Risk	All employees, Contractors, Members of the public, Visitors, Students, Lone workers, New and expectant mothers|
Scope	This report is a General Risk Assessment (GRA) covering general health & safety issues identified at Billinge Chapel End Parish Council, The Public Hall, 216 Main Street Billinge, WN5 7PE. It is based on a visit conducted on the 27 August 2024 with information gained during a walkaround of the premises, a review of documentation and discussion with the Clerk to the Parish Council. This report will provide information on any further action required to reduce risks in line with current legal requirements and best practice. Absence of anycomment on any particular feature must not be taken as an indicator of compliance with any statutory obligations.
Other Comments	N/A

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Asbestos Management				15
Display Screens				15
Electrical Safety				15
Fire Safety Overview				15
First Aid At Work	20			
Gas Safety	20			
Legionella Management				15
Lone Work				15
Management of H&S			10	
Managing Manual Handling Operations				15
New/Expectant Mothers	20			
Recreation & Play Areas				15
Stepladders				15
Stress Management				15
Workplace H&S				15
Additional Observations			10	
Sub Total	**60**	**0**	**20**	**165**
Total	**245**			
Available Score	**320**			
Score	**77%**			

	Intolerable	< 65%
	Substantial	65-74%
	Moderate	75-84%

	Tolerable	85-94%
	Trivial	95% >

1.4 Calculated Overall Risk Rating

Moderate

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

Priority 1	0
Priority 2	26
Priority 3	31
Priority 4	15

2.2 General Risk Assessment action plan

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	A suitable asbestos survey is required in order to provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs), assess the level of any damage or deterioration of the ACMs and whether remedial action is required and provide information to produce both an asbestos register and an asbestos management plan for the premises. To contact H&S Consultant after the asbestos survey has been conducted to discuss how to manage asbestos
Priority	2
Complete By	26/10/2024

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.
Priority	4
Complete By	23/02/2025

Asbestos Management

Observation	Action Required: Asbestos Training
Recommendation	Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.

Priority	3
Complete By	25/11/2024

Display Screens

Observation	Action Required: Display Screens- Information Etc
Recommendation	Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.
Priority	3
Complete By	25/11/2024

Display Screens

Observation	Action Required: Display Screens- Workstations
Recommendation	Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. All assessments should be regularly reviewed as required. A suitable form can be found in the client login area of safetynest.
Priority	3
Complete By	25/11/2024

Display Screens

Observation	DSE users should be offered eye tests
Recommendation	Ensure all DSE users are offered an eye test paid by the employer
Priority	3
Complete By	25/11/2024

Electrical Safety

Observation	Action Required: Electrical Safety- Fixed Wiring
Recommendation	A sticker on the distribution box indicates the test was conducted in April 2023 An Electrical Installation Condition Report (EICR) should be obtained for the recent fixed wiring test and held on file. Arrange for remedial works to be carried out by a competent electrician and ensure that appropriate certification is provided (e.g. a minor works certificate or a re-issued satisfactory report).
Priority	2
Complete By	26/10/2024

Electrical Safety

Observation	Action Required: Electrical Safety- Fixed Wiring

Recommendation	The EICR was not available to see during the audit so unable to confirm if it was in satisfactory condition. Arrange to get a copy of the report from the electrician and check it was satisfactory. If it is unsatisfactory arrange for remedial works to be carried out by a competent electrician.
Priority	2
Complete By	26/10/2024

Electrical Safety

Observation	Action Required: Electrical Safety- Portable Appliances
Recommendation	Arrange for all portable electrical appliances to be examined and tested in accordance with current guidance. Guidance on the type/frequency of testing can be found on your client portal.
Priority	3
Complete By	25/11/2024

Electrical Safety

Observation	Action Required: Electrical Safety- Portable Appliances
Recommendation	Create an inventory of all portable electrical appliances and keep it up to date.
Priority	3
Complete By	25/11/2024

Electrical Safety

Observation	Action Required: Electrical Safety- Portable Appliances
Recommendation	Arrange for a qualified electrician to review the electrical box and meters to ensure they are safe by design. If required arrange to get the electrical box secured in 30 minute fire resistance cover
Priority	3
Complete By	25/11/2024

Fire Safety Overview

Observation	Action Required: Fire Safety Overview- Emergency Services
Recommendation	Ensure that hall hirer's are aware that they may need to liaise with the emergency services whenever they are present on-site.
Priority	4
Complete By	23/02/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Detection & Alarms

Recommendation The alarm is currently being tested monthly. The alarm system should be tested on a weekly basis at a set time and day each week using different call points in rotation. This would ensure that every call point has been tested and employees are familiar with the alarm signal. Record all tests.

Priority 3

Complete By 25/11/2024

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Fire Doors

Recommendation Doors leading to a fire escape route should be a minimum half hour fire resisting. Ensure that self-closing fire resistant doors are working correctly and repair any defective self-closing devices: Double doors into the hall to be replaced with fire doors, with intumescent strip, cold smoke seals, vision panels and self-closers.

Priority 2

Complete By 26/10/2024

Fire Safety Overview

Observation Action Required: Fire Safety Overview- In-house Checks

Recommendation On a monthly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record the fire checks in log book.

Priority 4

Complete By 23/02/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Evacuation Plans

Recommendation	A brief fire evacuation plan is in place but the process needs to be reviewed to capture how hall users manage a fire alarm activation. Including false alarms, etc.
Priority	2
Complete By	26/10/2024

Fire Safety Overview

Observation	Action Required: Fire Safety Overview- Evacuation Plans
Recommendation	Arrange for all employees to receive instruction and training on the revised fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.
Priority	2
Complete By	26/10/2024

Fire Safety Overview

Observation	Action Required: Fire Safety Overview- Evacuation Plans
Recommendation	Arrange for all hall users to receive instruction and training on the revised fire evacuation plan.
Priority	2
Complete By	26/10/2024

First Aid At Work

Observation	Action Required: First Aid At Work- Equipment
Recommendation	The first aid kit had out of date goods. Nominate persons to take charge of the first aid kit and ensure the kits are in date and kept fully stocked. Ensure that checks are recorded
Priority	4
Complete By	23/02/2025

Legionella Management

Observation	Action Required: Legionella Management - General Controls
Recommendation	Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings. The risk assessment should consider and evaluate:

- clear allocation of management responsibilities
- competence and training of key personnel
- a description of the water system, including an up-to-date schematic diagram
- an evaluation of the risk and safe operating procedures for the water system, including controls in place to control risks
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid etc

Priority 3

Complete By 25/11/2024

Legionella Management

Observation Action Required: Legionella Management - General Controls

Recommendation Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.

Priority 4

Complete By 23/02/2025

Lone Work

Observation Action Required: Lone Work - Monitoring/Supervision

Recommendation Establish risk assessment and monitoring system (the lone workers' current location, when the lone worker has returned to their home).

Priority 2

Complete By 26/10/2024

Lone Work

Observation Action Required: Lone Work - Emergencies

Recommendation Ensure suitable arrangements are in place for lone workers (Clerk & Cleaner) with regards to emergencies e.g. fire, equipment failure, illness, accidents etc. and document the arrangements

Priority 2

Complete By 26/10/2024

Lone Work

Observation Action Required: Lone Work - Miscellaneous

Recommendation Undertake a lone working risk assessment which covers work undertaken by lone workers. Ensure working when dark or at night is covered in the lone

	working risk assessment. Young workers, women, new and expectant mothers, and the disabled should be included, to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Comms & Consultation
Recommendation	Health and Safety should be a regular agenda item on meetings that are held with staff.
Priority	3
Complete By	25/11/2024

Management of H&S

Observation	Action Required: Management of H&S - Training
Recommendation	Consider introducing some e-learning to capture more H&S subjects for staff. E-learning can prove a cost-effective means of providing and administering essential training on health & safety, and other business areas. WorkNest can offer a comprehensive range of courses. If you would like further information please contact your Health and Safety consultant in the first place.
Priority	3
Complete By	25/11/2024

Management of H&S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Ensure risk assessments are in place for specific activities. Risk assessments required include cleaning, slip, trip and falls, car park and events, etc.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Ensure competent persons are trained to carry out risk assessments.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Accidents Etc
Recommendation	Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends. Also identify if any lessons can be learnt to prevent reoccurrence.
Priority	4
Complete By	23/02/2025

Management of H&S

Observation	Action Required: Management of H&S - Emergency Plans
Recommendation	Establish plans for emergency incidents such as [flood, bomb scare, explosion].
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Notices
Recommendation	Display a copy of the current Health and Safety Law poster in a prominent position.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Notices
Recommendation	Display the correct No smoking signage as required at entrance to buildings.
Priority	4
Complete By	23/02/2025

Management of H&S

Observation	Action Required: Management of H&S - Organisation
Recommendation	The most senior member of the management team must accept that they have overall and final responsibility for the safe running of the business.
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Organisation
Recommendation	The Parish Council need to be made aware of their specific responsibilities for health & safety
Priority	2
Complete By	26/10/2024

Management of H&S

Observation	Action Required: Management of H&S - Organisation
Recommendation	Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course.
Priority	2
Complete By	26/10/2024

Managing Manual Handling Operations

Observation	Action Required: Managing Manual Handling Operations
Recommendation	The chairs that are in use in the main hall are very heavy and could cause harm. Arrange for a manual handling assessment to be conducted and consider replacing these chairs for a lighter option, to prevent harm.
Priority	2
Complete By	26/10/2024

Managing Manual Handling Operations

Observation	Action Required: Managing Manual Handling Operations
Recommendation	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury. Please refer to the WorkNest client portal for Manual Handling Risk Assessment Template
Priority	2
Complete By	26/10/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	I was advised that the Borough Council are responsible for inspecting the equipment, but no formal report has been seen by the Parish Council Clerk. Ensure that a specialised play equipment company are conducting the checks on the equipment and rubber flooring as it was found that the rubber flooring was very slippery. It is imperative that the equipment is checked to see if meets the current play equipment standards.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	The Clerk advised that inspections have been conducted but no records have been seen. Keep a record of grounds and equipment inspections.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	The fencing around the site appeared to be in very poor condition and there was no record of the fencing being inspected. Incorporate fencing and gates into inspection regime.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	Post notices requiring gates to be kept shut/locked when not in use.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	Confirmation is required that any damaged or dangerous items are taken out of use. Cordon off or remove dangerous items from use by using fencing and signage, as appropriate.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	Some of the wooden equipment and benches would cause splinters etc. Ensure maintenance work is carried out so to prevent injuries to people using playground areas.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	Install soft flooring around any play equipment where persons can fall.
Priority	3
Complete By	25/11/2024

Recreation & Play Areas

Observation Action Required: Recreation & Play Areas- Controls

Recommendation Numerous holes seen in the grass area. Ensure the ground in and around playground areas is free from holes, cracks and trip hazards. Arrange for repairs to be made.

Priority 3

Complete By 25/11/2024

Recreation & Play Areas

Observation Action Required: Recreation & Play Areas- Controls

Recommendation Arrange for the old rusty posts that would have a sign displayed to be repainted. Display appropriate signs to inform users where to report faults, damage etc.

Priority 3

Complete By 25/11/2024

Recreation & Play Areas

Observation Action Required: Recreation & Play Areas- Controls

Recommendation Adequate and appropriately displayed safety awareness and information signs should be installed to warn of the following: (SPECIFY).

Priority 3

Complete By 25/11/2024

Stepladders

Observation Action Required: Stepladders- Controls

Recommendation Do not use domestic (BS2037/ BS1129 Class 3, or BS EN131 Non-Professional) stepladders. They should be Class 1 or EN 131 standard (or EN 131 Professional for new equipment)

Priority 3

Complete By 25/11/2024

Stepladders

Observation Action Required: Stepladders- Controls

Recommendation Instruct stepladder users to check them before use to ensure they are in good repair and clean.   Guidance is available in the Guidance section of your WorkNest H&S staff handbook.

Priority 4

Complete By 23/02/2025

Stepladders

Observation Action Required: Stepladders- Controls

Recommendation Stepladder users should be instructed and/or trained on how to correctly use a stepladder.

Priority 4

Complete By 23/02/2025

Stress Management

Observation Action Required: Stress Management- Controls

Recommendation	Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.
Priority	3
Complete By	25/11/2024

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	Arrangements should be made to allow access for employees to support / counselling should the need arise.
Priority	4
Complete By	23/02/2025

Workplace H&S

Observation	Action Required: Workplace - Cleanliness & Waste
Recommendation	A significant amount of cobwebs were seen during the audit and the fan in the kitchen needs to be cleared of dust to ensure it doesn't burn out.
Priority	4
Complete By	23/02/2025

Workplace H&S

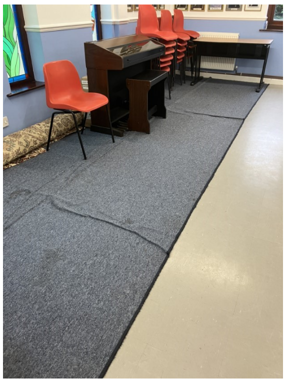
Observation	Action Required: Workplace - Doors & Gates
Recommendation	Doors/gates which swing in both directions or on main traffic routes should have a transparent vision panel. Panels should be positioned to enable a person in a wheelchair to be seen from the other side. Replace the doors with fire rated doors with vision panels
Priority	3
Complete By	25/11/2024

Workplace H&S

Observation	Action Required: Workplace - Falls/Falling Objects
Recommendation	A row of law books are stored above the kitchen cabinets. These need to be relocated as they are not easily accessible and increase the fire loading in this area. Ensure areas in which objects may fall from overhead are kept secure by preventing access by people.
Priority	4
Complete By	23/02/2025

Workplace H&S

Observation	Action Required: Workplace - Floors & Traffic Routes
Recommendation	Arrange for the carpet in the hall to be removed to ensure it is not creating a trip hazard. Floor surfaces should be free from any hole, slope, or uneven or slippery surface to reduce any tripping / slipping.
Priority	3
Complete By	25/11/2024



Workplace H&S

Observation	Action Required: Workplace - Floors & Traffic Routes
Recommendation	The path in the Millennium Garden has roots coming though and causing cracks in the path which is a potential trip hazard. Carry out repairs to the paths to reduce the risk of injury from slips, trips and falls.
Priority	3
Complete By	25/11/2024

Workplace H&S

Observation	Action Required: Workplace - Floors & Traffic Routes
Recommendation	Display clear signage to the entry and exits for the car park to prevent visitors/public from entering the car park
Priority	3
Complete By	25/11/2024

Workplace H&S

Observation	Action Required: Workplace - Window Restrictors
Recommendation	Window restrictors fitted for safety purposes should be subject to regular, documented inspection. If a restrictor has failed it must be replaced and the window kept locked until the restrictor is replaced.
Priority	4
Complete By	23/02/2025

Additional Observations

Observation	The path from the rear fire exit is too narrow for a wheelchair user to use in the event of an emergency in the hall
Recommendation	Consider an alternative route to ensure all hall users can safely evacuate the hall in an emergency.
Priority	4

Complete By	23/02/2025

Additional Observations

Observation	Door to the gas box at the front left handside of the hall is missing
Recommendation	Arrange for the box to be repaired to prevent unauthorised access
Priority	3
Complete By	25/11/2024

Additional Observations

Observation	The second door on the main entrance was locked closed.
Recommendation	Ensure that both doors on the main entrance are unlocked whilst the hall is in use as this is the main fire exit
Priority	2
Complete By	26/10/2024

Additional Observations

Observation	A bolt has been put onto the rear fire exit to prevent young children opening the fire door using the push bar
Recommendation	Having a lock on a fire door is not an acceptable means of escape. Consider an alternative engineered mechanism to prevent young children potentially opening the door with a push bar. Regulatory Reform (Fire Safety) Order Article 14(1) Emergency routes and exits (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
Priority	2
Complete By	26/10/2024

Additional Observations

Observation	Gas hobs in public spaces are being phased out due to the risks of explosion or being accidently left on and are a fire risk
Recommendation	Recommended the gas hob is removed from the kitchen as I understand it is not used for cooking
Priority	2
Complete By	26/10/2024

Additional Observations

Observation	No carbon monoxide installed in the kitchen where the gas boiler is sited
Recommendation	Arrange for a carbon monoxide alarm to be installed in the kitchen. Ensure that monthly checks of the alarm are completed and recorded in the fire alarm book
Priority	2
Complete By	26/10/2024

Additional Observations

Observation	Office chair has exposed foam and is deemed a fire risk.
Recommendation	Arrange to dispose of damaged chair
Priority	3
Complete By	25/11/2024

Additional Observations

Observation	Wooden chair in the office has exposed nail and a broken arm
Recommendation	Arrange for the chair to be disposed of or repaired
Priority	3
Complete By	25/11/2024

Additional Observations

Observation	Smart metre has been installed for the electricity supply and it is not been installed within a 30 minute fire resistant box.
Recommendation	Arrange for an electrician to confirm that the installed is safe
Priority	2
Complete By	26/10/2024

Additional Observations

Observation	Glass in the main front doors do not appear to be safety glass
Recommendation	Arrange for the glass in the front doors to be checked to ensure it meet the current glass safety standard.
Priority	3
Complete By	25/11/2024

Additional Observations

Observation	The access route into the children's play area is narrow and on a steep incline and may not meet the access requirements for disabled person's
Recommendation	Arrange for a disability access assessment to be conducted
Priority	4
Complete By	23/02/2025

Section 3 - Report Index

3.1 Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos Management
3.2.2	Display Screens
3.2.3	Electrical Safety
3.2.4	Fire Safety Overview
3.2.5	First Aid At Work
3.2.6	Gas Safety
3.2.7	Legionella Management
3.2.8	Lone Work
3.2.9	Management of H&S
3.2.10	Managing Manual Handling Operations
3.2.11	New/Expectant Mothers
3.2.12	Recreation & Play Areas
3.2.13	Stepladders
3.2.14	Stress Management
3.2.15	Workplace H&S
3.2.16	Additional Observations

3.2 Risk Assessments and Audits

3.2.1 Asbestos Management

Hazard	Inhalation of asbestos fibres	
People Exposed To Hazard	As defined in Executive Summary	
Area Where Hazard Present	As defined in Executive Summary	
Current Risk	Moderate	
Residual Risk	Tolerable	

Not defined

3.2.1.1 Asbestos Management

Compliance with standard - **NO**

Action Required: Asbestos Management A suitable asbestos survey is required in order to provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs), assess the level of any damage or deterioration of the ACMs and whether remedial action is required and provide information to produce both an asbestos register and an asbestos management plan for the premises. To contact H&S Consultant after the asbestos survey has been conducted to discuss how to manage asbestos

Action Required: Asbestos Management Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.

3.2.1.2 Asbestos Training

Compliance with standard - **NO**

Action Required: Asbestos Training Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.

3.2.2 Display Screens

Hazard	Musculoskeletal injuries due to poor posture, Unsuitable furniture/bad workstation design, RSI due to heavy workload using the keyboard/mouse, Eyestrain due to poor lighting, Unsuitable computer screen, Incorrectly positioned screen
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.2.1 Display Screens- User Identification
Compliance with standard - **NA**

3.2.2.2 Display Screens- Information Etc
Compliance with standard - **NO**

Action Required: Display Screens- Information Etc Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.

3.2.2.3 Display Screens- Workstations
Compliance with standard - **NO**

Action Required: Display Screens- Workstations Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. All assessments should be regularly reviewed as required. A suitable form can be found in the client login area of safetynest.

3.2.2.4 Display Screens- Eye Tests
Compliance with standard - **NO**

DSE users should be offered eye tests Ensure all DSE users are offered an eye test paid by the employer

3.2.2.5 Display Screens- Corrective Appliances
Compliance with standard - **NA**

3.2.3 Electrical Safety

Hazard	Electric shock, Fire, Explosion
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.3.1 Electrical Safety- Fixed Wiring
Compliance with standard - **NO**

Fixed wiring tests were last carried out in [April 2023] and should be re-tested in [2028].

Action Required: Electrical Safety- Fixed Wiring A sticker on the distribution box indicates the test was conducted in April 2023. An Electrical Installation Condition Report (EICR) should be obtained for the recent fixed wiring test and held on file. Arrange for remedial works to be carried out by a competent electrician and ensure that appropriate certification is provided (e.g. a minor works certificate or a re-issued satisfactory report).

Action Required: Electrical Safety- Fixed Wiring The EICR was not available to see during the audit so unable to confirm if it was in satisfactory condition. Arrange to get a copy of the report from the electrician and check it was satisfactory. If it is unsatisfactory arrange for remedial works to be carried out by a competent electrician.

3.2.3.2 Electrical Safety- Portable Appliances
Compliance with standard - **NO**

Action Required: Electrical Safety- Portable Appliances Arrange for all portable electrical appliances to be examined and tested in accordance with current guidance. Guidance on the type/frequency of testing can be found on your client portal.

Action Required: Electrical Safety- Portable Appliances Create an inventory of all portable electrical appliances and keep it up to date.

3.2.3.3 Electrical Safety- Other Controls
Compliance with standard - **NO**

Action Required: Electrical Safety- Portable Appliances Arrange for a qualified electrician to review the electrical box and meters to ensure they are safe by design. If required arrange to get the electrical box secured in 30 minute fire resistance cover

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

3.2.4 Fire Safety Overview

Hazard	Sources of Ignition, Combustible material, Inadequate means of detection/ alarm systems, Inadequate controls, emergency procedures, training, drills etc, Inadequate access and arrangements for emergency services
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.4.1 Fire Safety Overview- Risk Assessment

Compliance with standard - **YES**

A specific fire risk assessment has been carried out. This was conducted on 24 October 2023 by Dennis McDonnell

Next FRA is due in October 2024

The recommendations from the fire risk assessment have been implemented

3.2.4.2 Fire Safety Overview- Emergency Services

Compliance with standard - **NO**

Suitable procedures are in place for the calling of emergency services.

Action Required: Fire Safety Overview- Emergency Services Ensure that hall hirer's are aware that they may need to liaise with the emergency services whenever they are present on-site.

3.2.4.3 Fire Safety Overview- Detection & Alarms

Compliance with standard - **NO**

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

The fire alarm is audible in all occupied parts of the building.

Action Required: Fire Safety Overview- Detection & Alarms The alarm is currently being tested monthly. The alarm system should be tested on a weekly basis at a set time and day each week using different call points in rotation. This would ensure that every call point has been tested and employees are familiar with the alarm signal. Record all tests.

The fire alarm was only installed in September 2023. Arrange for a 12 month service in September 2024

3.2.4.4 Fire Safety Overview- Assembly Points
Compliance with standard - **YES**

A designated fire assembly point has been provided. The designated assembly point is known by staff and hall users.

Staff are aware of assembly point location and arrangements

3.2.4.5 Fire Safety Overview- Fire Doors
Compliance with standard - **NO**

Action Required: Fire Safety Overview- Fire Doors Doors leading to a fire escape route should be a minimum half hour fire resisting. Ensure that self-closing fire resistant doors are working correctly and repair any defective self-closing devices: Double doors into the hall to be replaced with fire doors, with intumescent strip, cold smoke seals, vision panels and self-closers.

3.2.4.6 Fire Safety Overview- Stairs & External Escapes
Compliance with standard - **NA**

3.2.4.7 Fire Safety Overview- Fire Extinguishers
Compliance with standard - **YES**

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

All fire extinguishers are annually inspected and serviced by a competent person. Hoyles fire & safety ltd completed September 2023.

Employees have been trained on the operational use of portable fire extinguishers.

A fire blanket is provided in the kitchen.

3.2.4.8 Fire Safety Overview- Signage
Compliance with standard - **YES**

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

3.2.4.9 Fire Safety Overview- In-house Checks
Compliance with standard - **NO**

Action Required: Fire Safety Overview- In-house Checks On a monthly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record the fire checks in log book.

3.2.4.10 Fire Safety Overview- Evacuation Plans

Compliance with standard - **NO**

Action Required: Fire Safety Overview- Evacuation Plans A brief fire evacuation plan is in place but the process needs to be reviewed to capture how hall users manage a fire alarm activation. Including false alarms, etc.

Action Required: Fire Safety Overview- Evacuation Plans Arrange for all employees to receive instruction and training on the revised fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.

Action Required: Fire Safety Overview- Evacuation Plans Arrange for all hall users to receive instruction and training on the revised fire evacuation plan.

3.2.4.11 Fire Safety Overview- Emergency Lighting

Compliance with standard - **YES**

Means of escape routes within the building and final exits have adequate emergency lighting.

The emergency lighting system is tested monthly by in-house personnel.

The emergency lighting was installed in September 2023 and is due to be tested in September 2024

All emergency lighting tests are recorded.

3.2.4.12 Fire Safety Overview- Fire Drills

Compliance with standard - **YES**

Periodic fire drills are carried out by private hirer's to ensure that everyone can evacuate the premises as quickly as possible.

3.2.4.13 Fire Safety Overview- Disabled Persons

Compliance with standard - **NA**

All hall users are responsible for ensuring they get any disabled persons out of the building

3.2.5 First Aid At Work

Hazard	Delayed response leading to injuries/ill health being exacerbated.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.5.1 First Aid At Work- Needs Assessment

Compliance with standard - **NA**

Room is booked to private hirers and they are responsible for managing their own first aid arrangements.

3.2.5.2 First Aid At Work- Personnel

Compliance with standard - **NA**

3.2.5.3 First Aid At Work- Equipment

Compliance with standard - **NO**

First aid kits are provided at key locations accessible to all employees.

Action Required: First Aid At Work- Equipment The first aid kit had out of date goods. Nominate persons to take charge of the first aid kit and ensure the kits are in date and kept fully stocked. Ensure that checks are recorded

3.2.5.4 First Aid At Work- Other

Compliance with standard - **NA**

3.2.6 Gas Safety

Hazard	Fire, Explosion, Asphyxiation
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.6.1 Gas- Controls

Compliance with standard - **YES**

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained. Last service conducted 1/11/23 by Barton's Electrical ltd

In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

The gas supply isolators are readily identifiable.

3.2.7 Legionella Management

Hazard	Inhalation of Legionella bacteria
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.7.1 Legionella Management - General Controls

Compliance with standard - **NO**

Action Required: Legionella Management - General Controls Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.

The risk assessment should consider and evaluate:

- clear allocation of management responsibilities
- competence and training of key personnel
- a description of the water system, including an up-to-date schematic diagram
- an evaluation of the risk and safe operating procedures for the water system, including controls in place to control risks
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid etc

Action Required: Legionella Management - General Controls Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.

The domestic water system is subject to routine maintenance by a competent person.

3.2.7.2 Legionella Management - Cooling Towers

Compliance with standard - **NA**

3.2.8 Lone Work

Hazard	Delayed access to first aid/emergency services etc., Unsafe use of work equipment, Manual handling activities, Lack of supervision, Violence / Aggression
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.8.1 Lone Work - Prohibitions

Compliance with standard - **NA**

3.2.8.2 Lone Work - Monitoring/Supervision

Compliance with standard - **NO**

Action Required: Lone Work - Monitoring/Supervision Establish risk assessment and monitoring system (the lone workers' current location, when the lone worker has returned to their home).

3.2.8.3 Lone Work - Emergencies

Compliance with standard - **NO**

Action Required: Lone Work - Emergencies Ensure suitable arrangements are in place for lone workers (Clerk & Cleaner) with regards to emergencies e.g. fire, equipment failure, illness, accidents etc. and document the arrangements

Lone workers have access to mobile communications mobile phone

Suitable first aid provision is in place for lone workers, which covers access to supplies and treatment.

3.2.8.4 Lone Work - Miscellaneous

Compliance with standard - **NO**

Action Required: Lone Work - Miscellaneous Undertake a lone working risk assessment which covers work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers, and the disabled should be included, to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk.

Staff have been consulted on lone working either directly or via representatives.

Limits have been set on what work can be done alone. No working at height.

Items can be lifted safely by lone workers.

3.2.9 Management of H&S

Hazard	Inadequate safety management system
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.9.1 Management of H&S - Policy

Compliance with standard - **YES**

The Health and Safety Policy is current and up to date.

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

The Health and Safety Policy is made available to all staff.

3.2.9.2 Management of H&S - Comms & Consultation

Compliance with standard - **NO**

Health and Safety matters are discussed at the Parish Council meetings

Action Required: Management of H&S - Comms & Consultation Health and Safety should be a regular agenda item on meetings that are held with staff.

3.2.9.3 Management of H&S - Training

Compliance with standard - **NO**

Induction training for new staff includes health and safety subjects.

Arrangements have been made for staff to be given basic Health and Safety training. This includes fire and manual handling.

Accurate records of the training provided are maintained. Certificates issued for training are maintained

Refresher training will be conducted as required.

Action Required: Management of H&S - Training Consider introducing some e-learning to capture more H&S subjects for staff. E-learning can prove a cost-effective means of providing and administering essential training on health & safety, and other business areas. WorkNest can offer a comprehensive range of courses. If you would like further information please contact your Health and Safety consultant in the first place.

3.2.9.4 Management of H&S - Risk Assessment
Compliance with standard - **NO**

Action Required: Management of H&S - Risk Assessment Ensure risk assessments are in place for specific activities. Risk assessments required include cleaning, slip, trip and falls, car park and events, etc.

Action Required: Management of H&S - Risk Assessment Ensure competent persons are trained to carry out risk assessments.

Action Required: Management of H&S - Risk Assessment Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.

Action Required: Management of H&S - Risk Assessment Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.

3.2.9.5 Management of H&S - Accidents Etc
Compliance with standard - **NO**

There is a near miss or incident reporting procedure in place and staff have been made aware of it. Accident book in the kitchen but no one has completed the book.

Action Required: Management of H&S - Accidents Etc Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends. Also identify if any lessons can be learnt to prevent reoccurrence.

Accident reporting forms are available to employees and are used instead of an 'Accident Book'.

There are arrangements in place to report any work-related ill-health.

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The client has been advised to contact their H&S consultant or helpdesk to get support

3.2.9.6 Management of H&S - Emergency Plans
Compliance with standard - **NO**

Action Required: Management of H&S - Emergency Plans Establish plans for emergency incidents such as [flood, bomb scare, explosion].

3.2.9.7 Management of H&S - Notices
Compliance with standard - **NO**

Action Required: Management of H&S - Notices Display a copy of the current Health and Safety Law poster in a prominent position.

A copy of the employers liability insurance certificate is displayed and is valid until January 2025

Action Required: Management of H&S - Notices Display the correct No smoking signage as required at entrance to buildings.

3.2.9.8 Management of H&S - Organisation
Compliance with standard - **NO**

The organisation has an effective structure in place for the management of health and safety.

Action Required: Management of H&S - Organisation The most senior member of the management team must accept that they have overall and final responsibility for the safe running of the business.

Action Required: Management of H&S - Organisation The Parish Council need to be made aware of their specific responsibilities for health & safety

Action Required: Management of H&S - Organisation Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course.

Staff have been informed to whom they should report any concerns about health and safety issues to the Clerk of the parish council

3.2.9.9 Management of H&S - Monitoring Etc
Compliance with standard - **YES**

This audit will act as the action plan and actions will be prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

3.2.10 Managing Manual Handling Operations

Hazard	Musculoskeletal injuries
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.10.1 Managing Manual Handling Operations

Compliance with standard - **NO**

Action Required: Managing Manual Handling Operations The chairs that are in use in the main hall are very heavy and could cause harm. Arrange for a manual handling assessment to be conducted and consider replacing these chairs for a lighter option, to prevent harm.

Action Required: Managing Manual Handling Operations Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury. Please refer to the WorkNest client portal for Manual Handling Risk Assessment Template

Manual handling training has been provided for employees identified as being at risk based on Task / Individual / Load / Environment methodology. Completed by Leanne Pate & Clerk on 19th June 2023

3.2.11 New/Expectant Mothers

Hazard	Restricted work space, Noise, Vibration, Infections, Chemicals, Violence, Extreme work conditions, Manual handling
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.11.1 New/Expectant Mothers - Risk Assessment

Compliance with standard - **NA**

3.2.12 Recreation & Play Areas

Hazard	Mechanical failure of equipment, Falling from equipment, Slips, trips, and falls, Immersion in water & drowning
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.12.1 Recreation & Play Areas- Controls

Compliance with standard - **NO**

Action Required: Recreation & Play Areas- Controls I was advised that the Borough Council are responsible for inspecting the equipment, but no formal report has been seen by the Parish Council Clerk. Ensure that a specialised play equipment company are conducting the checks on the equipment and rubber flooring as it was found that the rubber flooring was very slippery. It is imperative that the equipment is checked to see if meets the current play equipment standards.

Action Required: Recreation & Play Areas- Controls The Clerk advised that inspections have been conducted but no records have been seen. Keep a record of grounds and equipment inspections.

Action Required: Recreation & Play Areas- Controls The fencing around the site appeared to be in very poor condition and there was no record of the fencing being inspected. Incorporate fencing and gates into inspection regime.

Action Required: Recreation & Play Areas- Controls Post notices requiring gates to be kept shut/locked when not in use.

Action Required: Recreation & Play Areas- Controls Confirmation is required that any damaged or dangerous items are taken out of use. Cordon off or remove dangerous items from use by using fencing and signage, as appropriate.

Action Required: Recreation & Play Areas- Controls Some of the wooden equipment and benches would cause splinters etc. Ensure maintenance work is carried out so to prevent injuries to people using playground areas.

Action Required: Recreation & Play Areas- Controls Install soft flooring around any play equipment where persons can fall.

Action Required: Recreation & Play Areas- Controls Numerous holes seen in the grass area. Ensure the ground in and around playground areas is free from holes, cracks and trip hazards. Arrange for repairs to be made.

Waste is regularly removed from site

Action Required: Recreation & Play Areas- Controls Arrange for the old rusty posts that would have a sign displayed to be repainted. Display appropriate signs to inform users where to report faults, damage etc.

Action Required: Recreation & Play Areas- Controls Adequate and appropriately displayed safety awareness and information signs should be installed to warn of the following: (SPECIFY).

3.2.13 Stepladders

Hazard	Falls from a height, Falling objects
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.13.1 Stepladders- Controls

Compliance with standard - **NO**

Stepladders are only used for a short duration to put away and retrieve stock or to carry out minor repairs to the property or fixtures.

Action Required: Stepladders- Controls Do not use domestic (BS2037/ BS1129 Class 3, or BS EN131 Non-Professional) stepladders. They should be Class 1 or EN 131 standard (or EN 131 Professional for new equipment)

The height of the stepladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching.

Three points of contact can be reasonably maintained for the duration of most of the work when using the stepladders and a good hand hold is available.

The work area is cordoned off by the erection of a soundly constructed barrier/safety tape with suitable warning signs displayed.

Action Required: Stepladders- Controls Instruct stepladder users to check them before use to ensure they are in good repair and clean. Guidance is available in the Guidance section of your WorkNest H&S staff handbook.

Stepladder users wear suitable footwear.

Action Required: Stepladders- Controls Stepladder users should be instructed and/or trained on how to correctly use a stepladder.

3.2.14 Stress Management

Hazard	Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Trivial
Not defined	

3.2.14.1 Stress Management- Controls

Compliance with standard - **NO**

Action Required: Stress Management- Controls Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.

A stress policy has been adopted by the company and is made available to all employees.

A bullying/harassment policy is in place.

Action Required: Stress Management- Controls Arrangements should be made to allow access for employees to support / counselling should the need arise.

3.2.15 Workplace H&S

Hazard	Not defined
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.15.1 Workplace - Cleanliness & Waste

Compliance with standard - **NO**

Action Required: Workplace - Cleanliness & Waste A significant amount of cobwebs were seen during the audit and the fan in the kitchen needs to be cleared of dust to ensure it doesn't burn out.

General housekeeping is adequate and the accommodation is tidy and free from any waste build-up and any slipping or tripping hazards.

Adequate and suitable waste receptacles are provided throughout the workplace.

3.2.15.2 Workplace - Doors & Gates

Compliance with standard - **NO**

Action Required: Workplace - Doors & Gates Doors/gates which swing in both directions or on main traffic routes should have a transparent vision panel. Panels should be positioned to enable a person in a wheelchair to be seen from the other side. Replace the doors with fire rated doors with vision panels

3.2.15.3 Workplace - Falls/Falling Objects

Compliance with standard - **NO**

Stored materials and objects are stable.

Shelving is strong and secure and suitable for the materials stored on it.

Filing cabinets are fitted with anti-tilt mechanisms.

Action Required: Workplace - Falls/Falling Objects A row of law books are stored above the kitchen cabinets. These need to be relocated as they are not easily accessible and increase the fire loading in this area. Ensure areas in which objects may fall from overhead are kept secure by preventing access by people.

3.2.15.4 Workplace - Floors & Traffic Routes
Compliance with standard - **NO**

Action Required: Workplace - Floors & Traffic Routes Arrange for the carpet in the hall to be removed to ensure it is not creating a trip hazard. Floor surfaces should be free from any hole, slope, or uneven or slippery surface to reduce any tripping / slipping.

The floors/floor coverings are in good condition.

Action Required: Workplace - Floors & Traffic Routes The path in the Millennium Garden has roots coming though and causing cracks in the path which is a potential trip hazard. Carry out repairs to the paths to reduce the risk of injury from slips, trips and falls.

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Action Required: Workplace - Floors & Traffic Routes Display clear signage to the entry and exits for the car park to prevent visitors/public from entering the car park

3.2.15.5 Workplace - Lighting
Compliance with standard - **YES**

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Lighting on traffic routes is adequate so people/vehicles can move around safely.

Adequate lighting is provided to all of the external areas.

3.2.15.6 Workplace - Room Dimensions/Space
Compliance with standard - **YES**

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

3.2.15.7 Workplace - Smoking
Compliance with standard - **YES**

A ‘No Smoking’ policy is in place throughout the premises and no evidence of illicit smoking was observed.

3.2.15.8 Workplace - Temperature
Compliance with standard - **YES**

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

All reasonable effort has been made to maintain temperature at a comfortable level when working with hot/cold processes.

3.2.15.9 Workplace - Ventilation
Compliance with standard - **YES**

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

3.2.15.10 Workplace - Welfare

Compliance with standard - **YES**

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Sanitary conveniences have warm/hot water, soap and means of drying.

Sanitary conveniences are suitably ventilated, lit and kept clean.

An adequate supply of water is readily available and cups provided.

Drinking water is marked where significant risk of drinking non-drinking water exists.

The rest area includes the facility to prepare or obtain a hot drink.

A means of heating food is provided where hot food cannot be obtained nearby.

3.2.15.11 Workplace - Transparent/Translucent Surfaces

Compliance with standard - **YES**

Windows can be cleaned safely.

3.2.15.12 Workplace - Window Restrictors

Compliance with standard - **NO**

All windows are fitted with window restrictors

The premises are fitted with window restrictors for security purposes.

The premises are accessible by children or vulnerable adults and window restrictors are fitted.

Action Required: Workplace - Window Restrictors Window restrictors fitted for safety purposes should be subject to regular, documented inspection. If a restrictor has failed it must be replaced and the window kept locked until the restrictor is replaced.

3.2.15.13 Workplace - Workstations & Seating

Compliance with standard - **YES**

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

3.2.15.14 Workplace - Pest Control

Compliance with standard - **NA**

3.2.16 Additional Observations

Hazard	Consultant to specify
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.16.1 Additional Observations and Considerations

Compliance with standard - **NO**

The path from the rear fire exit is too narrow for a wheelchair user to use in the event of an emergency in the hall Consider an alternative route to ensure all hall users can safely evacuate the hall in an emergency.

3.2.16.2 Additional Observations and Considerations

Compliance with standard - **NO**

Door to the gas box at the front left handside of the hall is missing Arrange for the box to be repaired to prevent unauthorised access

3.2.16.3 Additional Observations and Considerations

Compliance with standard - **NO**

The second door on the main entrance was locked closed. Ensure that both doors on the main entrance are unlocked whilst the hall is in use as this is the main fire exit

3.2.16.4 Additional Observations and Considerations

Compliance with standard - **NO**

A bolt has been put onto the rear fire exit to prevent young children opening the fire door using the push bar Having a lock on a fire door is not an acceptable means of escape. Consider an alternative engineered mechanism to prevent young children potentially opening the door with a push bar.
Regulatory Reform (Fire Safety) Order Article 14(1)
Emergency routes and exits
(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;

3.2.16.5 Additional Observations and Considerations

Compliance with standard - **NO**

Gas hobs in public spaces are being phased out due to the risks of explosion or being accidently left on and are a fire risk Recommended the gas hob is removed from the kitchen as I understand it is not used for cooking

3.2.16.6 Additional Observations and Considerations

Compliance with standard - **NO**

No carbon monoxide installed in the kitchen where the gas boiler is sited Arrange for a carbon monoxide alarm to be installed in the kitchen. Ensure that monthly checks of the alarm are completed and recorded in the fire alarm book

3.2.16.7 Additional Observations and Considerations

Compliance with standard - **NO**

Office chair has exposed foam and is deemed a fire risk. Arrange to dispose of damaged chair

3.2.16.8 Additional Observations and Considerations

Compliance with standard - **NO**

Wooden chair in the office has exposed nail and a broken arm Arrange for the chair to be disposed of or repaired

3.2.16.9 Additional Observations and Considerations

Compliance with standard - **NO**

Smart metre has been installed for the electricity supply and it is not been installed within a 30 minute fire resistant box. Arrange for an electrician to confirm that the installed is safe

3.2.16.10 Additional Observations and Considerations

Compliance with standard - **NO**

Glass in the main front doors do not appear to be safety glass Arrange for the glass in the front doors to be checked to ensure it meet the current glass safety standard.

3.2.16.11 Additional Observations and Considerations

Compliance with standard - **NO**

The access route into the children's play area is narrow and on a steep incline and may not meet the access requirements for disabled person's Arrange for a disability access assessment to be conducted

3.2.16.12 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.16.13 Additional Observations and Considerations

Compliance with standard - **NA**

Section 4 - Supporting Photographs

Section 5 - Protocol and Disclaimer / Limit of Advice

5.1 Protocol

Introduction / Process

This report is a General Risk Assessment of the significant health and safety issues within your organisation and been prepared by a your Consultant following an inspection of your premises, an examination of documentation and discussions with relevant persons. The primary purpose of this report is to comment on the adequacy of existing risk controls and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Implementing these improvements will help prevent accidents or ill health to those who may be affected by your undertaking.

This report reflects the situation found at the premises at the time of the visit and is based upon the information and evidence provided to the Consultant. If evidence was not available to corroborate an action the Consultant is likely to have raised an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the Consultant.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Prioritising Health and Safety Actions

All health and safety actions identified by the Consultant are shown in Section 2 of this report - 'General Risk Assessment Action Plan' and are prioritised as follows:

Priority	Complete By	Definition
1	Immediate (But within 30 days).	**Requires Immediate Remedial Action - (For Intolerable / Substantial Risks)** The safety or fire issue has been assessed as having a high likelihood of causing serious harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified. Likely regulatory enforcement action: Prohibition Notice.
2	Within 60 days.	**Requires Remedial Action (For Moderate Risks)** Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. Likely enforcement action: Improvement Notice.
3	Within 90 days.	**Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks).** Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential. Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.
4	Within 180 days.	**Improvements should be carried out as advised.** These may be best practice or industry standard and may require long-term investment.

It is strongly advised that you complete the actions within the recommended timeframes shown. This will help to improve health and safety conditions within your workplace and reduce the likelihood of an accident occurring and/or any legal action being taken against your company in the criminal or civil courts. To help manage risks and actions identified in this report please refer to the library of information held in the Worknest portal.

5.2 Disclaimer / Limit of Advice

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation. It is based on a combination of observations made by the Consultant at the time of the visit, examination of relevant documents and information provided by your representatives which is accepted in good faith as being factual, accurate and valid. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

This report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded against hence it is incumbent on you to compile an individual assessment on each machine.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which you are responsible, there may be some areas that are inaccessible, or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage or are outside of the scope of the works requested. Any such areas which were not accessed during this risk assessment have been detailed in the Executive Summary.

It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered and that safe, appropriate and legal implementation of any remedial action is made. It is recommended that this assessment is reviewed at least annually and/or whenever there is a significant change within your business and that you continue to apply regular general risk reducing control measures as defined by your policies and procedures.

This report becomes uncontrolled when printed