

**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area : General

Date Aug 2023

**Persons at Risk All Users**

Hazard	Frequency	X Severity	= Risk Rating
1. Fire	1	2	2
2. Electricity	1	2	2
3. Doors	2	2	4
4. Tables, Chairs and Staging - Lifting and moving	2	1	2
5. Cleaning Materials	2	2	4
6. Leaving windows and doors open.	1	1	1
7. Minor Injuries – treatment & H & S documentation			
8. Any emergency measures (e.g. Covid 19)			

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	Emergency Fire Incident Procedure and Evacuation plans posted next to every fire door. Smoke detectors tested monthly. No smoking /vaping policy and signs. We have the correct number and type of fire extinguishers to meet current regulations (reviewed annually). These are checked monthly to ensure tags are attached and extinguishers have not been discharged. Fluorescent notices to indicate position of extinguishers. Fire blanket available. Fire doors fitted to latest specification. Emergency lighting tested monthly. The testing of the smoke detectors, emergency lighting and fire extinguisher tags are recorded on sheets displayed in the kitchen. For emergencies, battery-powered, handheld lights are situated on hooks in the main hall, kitchen and upstairs meeting room. These are checked monthly.	Y	Fire Extinguisher tests carried out 29.3.23
2	Blanking plates in situ covering sockets. Fuse box with integral circuit breaker. Portable Appliance tests carried out annually on all equipment with a full fixed installation check every 5 years. Emergency lighting is checked monthly by operating the trip switch. The state of each of the 16 emergency lights is recorded on the fire log. Hirers are reminded to switch off any electrical equipment they may have switched on. Thermostats on unprotected radiators are set at a lower temperature.	Y	Date of last PAT test 19.4.23 Full fixed installation check 2.3.22 (due 2027)
3	Notices on doors near steps, where lintels are low and on all fire doors. Specialist paint applied to outdoor steps which is checked periodically. Hazard tape fixed as necessary on inside doors/steps.	Y	

*CONTINUED ON PAGE 2***RISK RATING SCORES**

Probable FREQUENCY		Likely SEVERITY	
1 Improbable	4 Frequent	1 Trivial injuries	4 Major injuries to many people
2 Possible	5 Regular	2 Minor injuries	5 Death of one person
3 Occasional	6 Common	3 Major injury to one person	6 Multiple deaths

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
<i>CONTINUED FROM PAGE 1</i>			
4	Reminder in contract of hire that two people should carry tables on stairs. Height limit is shown on trolley chair stack. Table, chair and staging functionality to be periodically checked. Notices to warn users that children must not be allowed to enter either storage cupboard.	Y	
5	All cleaning materials stored in locked cupboard.	Y	
6	Security checks made on locking building after hire. Hire agreement reminds users to close all windows and doors to make building secure.	Y	
7	A First Aid station is prominently displayed in side lobby and includes a standard and a Burns First Aid kit. The contents are checked every month. The kitchen, middle drawer, contains accident book, instruction manual for all equipment, H & S document (for construction workers etc.), including a copy of Risk Assessment document. Directions to the nearest defibrillator are also displayed.	Y	
8	No emergency Risk Assessment measures currently required.		

Further Action and Recommendations

Date reported to Management Committee 25 Aug 2023  
Review Date 8/2024

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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area : Main Entrance Hall and Front Store

Date Aug 2023

Persons at Risk All Users

Hazard	Frequency	x Severity	= Risk Rating
1. Storage Cupboard - moving and replacing equipment, - use of chair racks	2 2	1 2	2 4
2. Storage Cupboard – fuse cupboard being blocked by equipment etc.	3	1	3
3. Cigarette bin – unemptied bin with cigarette not properly extinguished causing fire in bin	2	1	2
4. Entrance area - slippages	1	1	1

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	Notice on chair trolley re stacking. Notice to warn users to take care when stacking chairs. Notice posted on cupboard wall to advise maximum number of chairs on racks as well as warning notice regarding mounting and dismounting of chairs. The racks have upfacing ends to hinder falls and to limit number mounted. Separate notices advise positioning of chairs and tables.	Y	
2	Notice to warn users not to block fuse cupboard. Torch sited near fuse box to assist fuse fault searches. The torch batteries are checked monthly as part of the fire log.	Y	
3	Hirers advised to use bin only outside and clean and wash after use.	Y	
4	Carpetted..	Y	

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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area: Main Hall

Date Aug 2023

**Persons at Risk: All Users, \*Designated users/contractors only**

Hazard	Frequency	X Severity	= Risk Rating
1. Electric Sockets	1	2	2
2. Floor slippery if wet	2	2	4
3. Radiators	1	1	1
4. Altar Rail (Portable)	1	2	2
5. Small items left on floor (e.g. pins/tacks).	3	1	3
6. Access to fixtures and fittings above head height. *	2	2	4
7. Candles and Naked Flames	2	2	4
8. Loose Cabling	2	2	4
9. Piano - moving	2	2	4

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	All sockets covered with blanking plates	Y	
2	Mop and bucket and “wet floor” notices in cleaning cupboard. Instruction in hire contract to deal with spillages immediately. Absorbent carpet at entrance.	Y	
3	All radiators and pipes covered/boxed in.	Y	
4	Clipped to wall.	Y	
5	Reminder in hiring agreement to leave hall clear and hall is professionally cleaned weekly.	Y	
6	Modern step ladder, checked annually as part of risk assessment and kept in locked cupboard.	Y	
7	Candles and Naked Flames. A reminder to adopt cautionary measures when using these is included in the hire agreement.	Y	
8	Encourage hirers to cover cabling or loose wires across pedestrian areas. Cabling covers available in the rear/back storage cupboard. Covers in use for all committee-organised events.	Y	
9	Piano – notice on piano advising two people to help move it.	Y	

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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area : Kitchen

Date Aug 2023

**Persons at Risk All Users of kitchen**

Hazard	Frequency	Severity	Risk Rating
1. Burns and Scalds	2	2	4
2. Tap Water Temperature	1	2	2
3. Food and Equipment Hygiene	2	2	4
4. Radiator	1	2	2
5. Spillages	2	2	4
6. Step	2	2	4
7. Breakages of glassware and crockery	3	1	3
8. Trips over trailing wires (Temporary situation if further equipment is needed.)	2	2	4
9. Dishwasher: Caustic agent causing skin irritation, Scalds Over-filled trays requiring heavy lifting	2	2	4

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	First Aid Kit/Burns First Aid Kit/Fire Blanket in permanent places to ensure they are not moved. First Aid kits checked every month; Fire Blanket checked by Fire Safety Engineer annually. Notices in place instructing that children be supervised at all times. Appliances are checked as per legal requirements. Warning notice by water boiler. Oven gloves supplied.	Y	
2	“Hot water” notices in place by hand basin and sink.	Y	
3	Hire contract conditions: no food to be left in fridge; hirers to observe health and hygiene regulations. Tea towels, when provided, washed and surfaces cleaned with antibacterial cleaner weekly. Dish cloths and scourers are replaced regularly. Dishwasher installed improving hygiene. Refrigerator is cleaned properly at least once per year and defrosted when necessary. The fridge thermometer is checked to see it is working satisfactorily. Tips for food safety displayed in kitchen door notice. Oven extractor fan filter checked periodically. Notice on door reminds users of appropriate measures to clean surfaces.	Y	
4	Notices in place recommending that children are supervised at all times. Radiator thermostat set at reduced level.	Y	
5	Mop, bucket and “wet floor” notice in cleaning cupboard. Instruction in hire contract to deal with spillages immediately.	Y	
6	Hazard Tape in place.	Y	
7	Jiffy bag in drawer in kitchen is available to wrap broken pieces and dustpan and brush available in cleaning cupboard; there is a comprehensive First Aid kit in lobby if necessary.	Y	
8	Users should take care.	Y	
9	Protective gloves, available in cupboard, should always be worn to avoid contact with caustic dishwashing agent and scalds from very hot water. Handling warning is included in hiring agreement. Hirers are trained in use of dishwasher.	Y	

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Weedon Old Schoolroom

Assessors – WOS Committee

Area : Toilets, Rear Corridor, Rear Storage

Date Aug 2023

Persons at Risk All Users

Hazard	Frequency	x Severity	= Risk Rating
1. Tap water temperature	1	2	2
2. Radiators (Lower ratings apply to radiator in disabled loo as it is protected by a cover).	2	2	4
3. Spillages	2	2	4
4. Rear Storage Cupboard- moving and replacing equipment.	2	2	4
5. Hygiene	1	2	2
6. Baby Nappy Changer	1	3	3
7. Disabled Toilet – Alarm system	2	1	2
- Grab Rails	1	1	1
- Inability to operate lock from inside	2	2	4
8. Blocking of Rear Corridor	2	1	2
9. Trips over trailing wires (Temporary situation if dehumidifier is needed.)	2	2	4

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	“Hot water” notices in place by basins.	Y	
2	Radiator in disabled toilet has a cover. Uncovered radiators are adjusted to a lower temperature.	Y	
3.	Mop, bucket and “wet floor” notice in cleaning cupboard. Instruction in hire contract to deal with spillages immediately.	Y	
4.	Reminder in contract of hire that two people are required to carry bulky/heavy equipment. Notice to warn users that children must not be allowed to enter storage cupboard.	Y	
5	Toilets professionally cleaned every week and waste/ nappy/sanitary towel bins are provided.		
6	Baby Nappy Changer – Proper unit installed with restraining harness and notice not to leave child unattended. The unit is checked annually at the risk assessment meeting to see that the notice is in place and changer working properly.	Y	
7	Alarm System and Grab rails functionality – the alarm cord is checked monthly and the result recorded on the fire log. Grab rails are checked annually. Screwdriver is positioned on wall outside toilet to enable locking mechanism to be accessed in emergency.	Y	
8	Notice displayed to keep fire exit clear.	Y	
9	Users should take care.	Y	

Further Action and Recommendations

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Review Date 8/2024

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## Area : Boiler Room

Date Aug 2023

**Persons at Risk: All Users, \*Designated users/contractors only**

Hazard	Frequency	Severity	Risk Rating
1. Fire/Explosion	1	4	4
2. Use of Step Ladder*	1	3	3
3. Boiler/ Hot water pipes – Burns and scalds*	1	2	2

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	Electric Boiler installed 9.22. Electric connections will be checked as part of 5 year full fixed installation check. Access limited as door locked.	Y	
2	Step ladder condition checked annually at the risk assessment meeting. Locked away/ not available for all users. *	Y	
3	Access limited as door locked. *	Y	

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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area : Upstairs Meeting Room / Stairs

Date Aug 2023

**Persons at Risk: All Users**

Hazard	Frequency	Severity	Risk Rating
1. Stairs	2	2	4
2. Electric Sockets	1	2	2
3. Radiator and independent wall-mounted heater	2	2	4
4. Windows	1	3	3
5. Stairs – children falling	1	3	3
6. Carrying equipment on stairs.	2	2	4
7. Fire	1	4	4

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1	Adequate lighting; highlighted, non-slip treads; handrail. Automatic light at bottom of stairs.	Y	
2	All sockets covered.	Y	
3	Notice in place warning parents that unsupervised children should not be allowed upstairs where radiators are unprotected. Thermostat of independent wall mounted heater is set at appropriate level of heat. Users are advised by notice not to cover/ put anything against the heater.	Y	
4	Back window has preventative bars. Further preventative bars on the front window would block fire escape route.	Y	
5	Fire door prevents children wandering accidentally onto stairs. Notice at bottom of stairs stating “no unsupervised children beyond this point”.	Y	
6	Hiring agreement states two people needed to carry tables on stairs.	Y	
7	Fire extinguishers/smoke alarm in place. Front window provides escape route/ ventilation. Escape ladder fitted which is tested periodically. Fire door fitted.	Y	

<u>Further Action and Recommendations</u>
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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area: Back Yard

Date Aug 2023

**Persons at Risk: All Users, \*Designated users/contractors only**

Hazard	Frequency	Severity	= Risk Rating
1. Ladder*	2	3	6
2. Ramp - Leaf drop - lighting	1	2	2
3. Exit through back door	1	1	1

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1.	Authorised and experienced users only – must have two people when using. *	Y	
2.	Area swept as necessary. Emergency lighting down ramp which is checked monthly. A movement sensor is fitted to trigger automatic lighting for ramp and back gate and also checked monthly.	Y	
3	Notice over inside of back door to indicate emergency exit. Outside at back of hall, notice on inside of close-boarded gate to indicate emergency exit.	Y	

Further Action and Recommendations

(1) Risk Rating considered but no further action possible.

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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

**Area: Cottage Entrance and Side Lobby**

Date Aug 2023

**Persons at Risk: All Users**

Hazard	Frequency	X Severity	= Risk Rating
1. Steps	2	1	2
2. Cleaning Cupboard – Height of Door	3	1	3
3. Cleaning Cupboard – Cleaning Materials and other items stored	2	2	4
4. Radiator	2	2	4
5. Floor Spillages	2	2	4
6. First Aid station – inadequacy of contents	1	2	2
7. Door Heights	2	1	2

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1.	Notices displayed: steps marked with hazard tape, outside steps painted. Automatic lighting in lower step area checked annually.	Y	
2	Most generally used cleaning materials kept by entrance to cupboard. Cupboard only accessible by key. Light installed.	Y	
3	Cleaning materials left in original containers therefore properly labelled with warning instructions. Light installed.	Y	
4	Radiator – protective cover would take up too much space in small area. Thermostat adjusted to achieve a lower temperature.	Y	
5	Mop and bucket and “wet floor” notices in cleaning cupboard. Instruction in hire contract to deal with spillages immediately. Absorbent non-slip mats in place.	Y	
6	First Aid Station is displayed prominently, and contents of kits checked every month including expiry dates of First Aid products.	Y	
7.	Notices warning of the hazard of low door lintels in the “cottage” part of the hall.	Y	

<u>Further Action and Recommendations</u>
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**RISK ASSESSMENT RECORD**

Weedon Old Schoolroom

Assessors – WOS Committee

Area: Portable/Moveable Equipment on Premises

Date Aug 2023

**Persons at Risk: All Users**

Hazard	Frequency	x Severity	= Risk Rating
1.Large Projector & stand – lifting and moving	2	2	4
- setting on stand/ falling off	2	1	2
- tripping over legs of stand	2	1	2
2 .Screens – lifting, mounting and moving	3	1	3
- falling over	2	1	2
- tripping over feet	2	2	4
3. Cables - tripping	3	1	3
4. Piano - moving	2	1	2
5.Staging – lifting and moving in assembly and disassembly	2	1	2
- falling off, tripping, slipping on or off stage	2	2	4
- misuse of stage causing accident	1	2	2

A risk rating of 5 or more requires further action

No	Present Control Measures	Adequate? Y/N	Suggested Improvements
1.	Stand checked to see that it is properly secured. Great care taken when carrying large projector down stairs in its carrying box. Projector sited carefully on stand giving adequate space for hall users to move around it.	Y Y Y	
2.	Training is given to ensure large screen erected correctly by at least two people and checked for stability.	Y	
1,2	WOS committee have been trained to ensure that equipment is set up properly. Hazard Tape is affixed to feet of stand.	Y Y	
3.	Encourage hirers to cover cabling or loose wires across pedestrian areas. Covers in use for all committee-organised events. Cabling covers are available in the rear/back storage cupboard.	Y	
4.	Notices and Hiring Agreement give advice only to move heavy equipment with two people.	Y	
5.	Staging is of low height and has security toe rails to indicate limit. Hirers are warned against improper use of equipment in hiring agreement.	Y Y	

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