

Health and safety checklist for Linton Village Hall

ASSESSMENT		Yes	Further Action Needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?	X		
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	X		
	Is the car park well lit?	X		
	Can emergency vehicles gain access?		X	
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	X		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	X		
	Have you provided matting to minimise rainwater etc being carried into the building?	X		
	Do rooms and corridors have sufficient lighting?	X		
	Are corridors clear of clutter?	X		
	Are there any trailing electrical leads/cables?			X
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	X		
	Is internal flooring in good condition, eg are carpets fixed?	X		
	Where any doors contain glass, is this made from a safety material?	X		
	Are all stairs fitted with handrails?	X		
Electrical equipment and services	If you have any fixed electrical installations: ■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? ■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	X X		
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced?	X X		
	Does the hall contain any asbestos? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			X X
	If there is asbestos, and it is in good condition, has a record been made of where it is?			X
Asbestos	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			X
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed?			X

	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished			X
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	X		
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			X
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	X		
	Has an evacuation plan been implemented and tested?	X		
	Is the fire alarm tested regularly?			X
	Are fire drills carried out at least once a year?	X		
	Are regular checks made to ensure escape routes and fire exit doors are: ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	X X		
	Are combustible substances or waste stored safely?	X		
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance?	X		
	Are staff (and others) trained in how to use it?	X		
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria?			X
Responsibility	Do users have all the information about the hall they need to operate safely?	X		

Ensure				

Further action needed	Hazards noted/ Action taken and when	Date of Action
Emergency Vehicles Access	Ensure hirers have information to open access gate bar	Completed
Fire alarm test & drills	Carry out an annual drill with a regular hirer annually and ensure ad-hoc hirers are aware of the procedure as part of the booking process and information.	Completed

Name (and position): Alison Smith Chair



Signature:

Date of Assessment: 21/03/2021