



ASTON VILLAGE HALL

HEALTH AND SAFETY CHECK LIST / RISK ASSESMENT

(Each hirer should complete their own risk assessment and update a copy of this standard HSE list for Aston Village Hall prior to the event)

Recommended list

| Questions you should ask | Yes | Further action needed | N/A |
|--|---|-----------------------|-----|
| Car Park | Is the car park surface maintained to minimise slip and trip risks? | ✓ | |
| | Are vehicle and pedestrian routes/flows and car park and site entrances/exits clearly marked? | ✓ | |
| | Is the car park well lit? | ✓ | |
| | Can emergency vehicles gain access? | | |
| Movement around the building | Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks? | ✓ | |
| | Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? | ✓ | |
| | Have you provided matting to minimise rainwater etc being carried into the building? | ✓ | |
| | Do rooms and corridors have sufficient lighting? | ✓ | |
| | Are corridors clear of clutter? | ✓ | |
| | Are there any trailing electrical leads/cables? | ✗ | |
| | Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc? | ✓ | |
| | Is internal flooring in good condition, eg are carpets fixed? | ✓ | |
| | Where any doors contain glass, is this made from a safety material? | ✓ | |
| Are all stairs fitted with handrails? | ✓ | | |
| Electrical equipment and services | If you have any fixed electrical installations: <ul style="list-style-type: none"> ▪ 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? | ✓ | |
| | If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): <ul style="list-style-type: none"> ▪ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that is safe to use? ▪ Has any damaged electrical equipment been taken out of service or replaced? | ✓ | |
| | | ✓ | |
| 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? | ✓ | |
| | 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? | | ✗ |
| LPG (liquefied petroleum gas) | If there is an externally sited LPG installation with a storage vessel: <ul style="list-style-type: none"> ▪ Is the area around the vessel kept clear ▪ If it is near a road, is it protected from passing traffic? ▪ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition? | | ✗ |



| Questions you should ask | | Yes | Further action needed | N/A |
|-----------------------------|--|-----|-----------------------|-----|
| Fire | Has a fire risk assessment been completed and are adequate fire safety measures in place? | ✓ | | |
| | Is the fire alarm tested regularly? | | | ✗ |
| | Are fire drills carried out at least once a year? | ✓ | | |
| | Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> ▪ Unobstructed; and ▪ Adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)? | ✓ | | |
| | Are combustible substances or waste stored safely? | | | ✗ |
| | Is fire fighting equipment in place and tested regularly in line with the manufacturers guidance? Are staff (and others) trained in how to use it? | ✓ | | |
| 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? (These bacteria can cause legionnaires disease.) | | | ✗ |
| | If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk? | | | ✗ |
| | Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)? | | | ✗ |
| Responsibility | Do users have all the information about the hall they need to operate safely? | ✓ | | |

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

| Additional issues | | Yes | Further action needed | N/A |
|-------------------|--|-----|-----------------------|-----|
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Further action needed

| Hazards noted: | Action taken and when: |
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| Name (and position): | | |
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