

Pillerton Priors

VILLAGE HALL

Risk Assessment of Pillerton Priors Village Hall

CHAIRS

No more than two chairs to be carried by any one person at a time.

TABLES & STAGE UNITS

Two people required to carry and stack each table. Two people required to carry and stack each stage unit.

FLOORS

Wet floors to be signposted.

LIGHTING

All rooms and corridors have sufficient lighting. The main switches are located in the kitchen. The hall has two emergency exits leading directly out of the building, the main entrance located in the lobby and a second emergency fire exit at the far end of the main hall. They are clearly lit with emergency lighting.

ELECTRICAL

Equipment is to be used only for the purpose it was designed for. Hirers bringing in their own electrical equipment should ensure that it is not left plugged in when unattended and that care is taken to ensure that there are no trailing electrical cables or leads.

CLEANING

Suitable gloves to be worn when cleaning using chemicals.

STORAGE – CORRIDORS AND WALKWAYS

No items are to be left or stored in the corridors or in walkways or in front of doors.

CAR PARK

The car park has a gravel surface to minimise slip and trip risks. No vehicles should be parked so as to cause an obstruction to the entrance / exit. The car park has lighting, which should be turned off by the last person(s) leaving the hall. If you will be arriving or leaving the hall during the hours of darkness, then please bring a torch or use a phone torch.

ACCESS

Access to the hall from the car park is via a non-slip concrete ramp. There is a single low step at the entrance to the building, as a result, wheelchair users are advised to seek assistance when entering or leaving the building. Once inside the hall, the entire hall is on a single level.

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FIRE

The hall is a NO SMOKING area. Smoking, vaping and e-cigarettes are NOT permitted within the hall. No fireworks, gas appliances, flammable substances or ignited candles are permitted inside the building. The hall has a fire alarm system with appropriate detectors in to trigger the alarm in the event of fire.

Fire extinguishers are situated in the kitchen and main hall and are routinely inspected. A fire blanket is provided in the kitchen next to the hob.

No deep fat fryers are permitted to be brought onto or used on the premises.

Hirers are encouraged to make themselves aware of the exit routes, the firefighting equipment and the plan of the hall detailing the location of equipment and the exit routes. The plan is available to all Hall users and is displayed on the lobby notice board and on our website.

The building electrics are checked on a regular basis. All electrical equipment within the building is regularly PAT tested. The solar panels are subject to an annual maintenance check.

Please see the separate Fire Risk Assessment for further details.

All regular user groups are advised to carry out their own Fire Risk Assessment and the Hall Management cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

ASBESTOS

The hall contains no asbestos.

GAS CONNECTIONS / LPG

The hall does not have any gas or liquid petroleum gas on site.

LEGIONNAIRES DISEASE

The hall does not have any equipment, such as showers or humidifiers that involve spraying / sprayed water that could contain legionella bacteria.