



## **Passmore Edwards Institute, 13-15 Hayle Terrace, Hayle**

### **Health & Safety Risk Assessment – Review, September 2018**

The Passmore Edwards Building in Hayle is known as Hayle's Village Hall and is owned and operated by the Passmore Edwards Institute Charity, no. 268429. It provides rooms for meetings, lectures, and other forms of recreation and leisure-time activities.

Since the last review building improvements have continued, with smoke/heat detectors in all rooms and CO2 detectors in rooms with gas heaters. Most reported matters have been addressed with a small number outstanding. The Royal British Legion room has no hazards detected at this time. The purpose of this report is to identify hazards; those individuals who might be affected by them, whether the risk is adequately controlled and what further actions may be necessary to control the risk.

#### **1. Slipping/tripping/falling hazards**

- (a) **Individuals affected** – Staff, committee and users
- (b) **Existing control measures** – Stained wood floor surfaces throughout the premises are in good condition and lighting is good. The staircase and landing is securely carpeted and all external granite steps are in good condition, fitted with handrails and lit at night. Ground floor rooms are DDA compliant with a ramp at the rear entrance. There are mats in the entrances to stop rain water being carried in. Storage is not permitted in corridors and there are no trailing wires or leads. Car park surface is tarmac, well drained and generally in good condition, with lighting to front & rear. A one way traffic system operates with entrance and exit clearly marked. A good quality tall stepladder is available for use by committee volunteers trained in its use (recommend two person handling due to size and weight).
- (c) **Additional Control Measures** – Car Park - provide disabled parking bay by ramp. Kitchen Store room – remove heavy item from top of cupboard. Trevithick room stage – fit guards to prevent persons falling into or through low level windows. Gents toilet – waste pipe position could cause trip.

- (d) **Risk factor** – Low to Medium

#### **2. Electrical Safety**

- (a) **Individuals affected** - Staff, committee and users
- (b) **Existing Control Measures** – Electrical equipment is regularly monitored and any defects rectified. A safety brief is provided to room hirers which includes electrical safety rules and advice. Building Electrical Safety Certification current, last tested 2015.
- (c) **Additional Control Measures** – Portable Appliance Testing overdue. Last done 2012!

Upstairs kitchen kettle propped on top of old first aid box because lead is too short. Could cause scalding from boiling water – recommend a longer lead so kettle can stand on worktop.

(d) **Risk Factor** – Low to Medium

### 3. **Fire Safety** (see separate Fire Assessment)

(a) **Individuals affected** – Staff, committee and users.

(b) **Existing Control Measures** – All fire exits are clearly marked. Adequate fire fighting facilities are also provided, with suitable notices above all extinguishers indicating the type of situation in which they should be used. Routine testing of all fire extinguishers was current.

(c) **Additional Control Measures - See separate Fire Risk Assessment.**  
Long ladders on floor in rear fire exit, could cause obstruction.

(d) **Risk Factor** - Low

### 4. **Gas Safety**

(a) **Individuals affected** - Staff, committee and users.

(b) **Existing Control Measures** – There are manual fixed gas heaters in some rooms, normally operated by the manager with instructions for use also provided for hirers. CO2 detectors fitted in rooms with gas heaters.

(c) **Additional Control Measures** – Gas appliances must be tested annually in accordance with the current 'Gas Safe' regulations. An annual gas safety certificate should be obtained.

(d) **Risk Factor** - Low

### 5. **Hazardous Substances**

(a) **Individuals affected** – Cleaner and others cleaning or decorating.

(b) **Existing Control Measures** – General advice is given to staff on chemical safety and no products with 'Irritant' marking are used. Cleaner is trained in safe use, following instructions on label. Cleaning products are securely stored. Mops, brushes and appropriate rubber gloves are provided.

(c) **Additional Control Measures** – None

(d) **Risk Factor** – Low

### 6. **Infrastructure (Displays, Chairs, Tables)**

(a) **Individuals affected** – Staff, committee and users.

- (b) **Existing Control Measures** – All equipment was found to be in good condition and suitable for purpose. Equipment stored safely.
- (c) **Additional Control Measures – Passmore room** – Harvey bust in corner of stage not fastened to pedestal, could be pushed over causing serious injury.
- (d) **Risk Factor** – Low

## 7. Manual Handling Operations

- (a) **Individuals affected** – Staff and committee.
- (b) **Existing Control Measures** – General training, including basic manual handling, is available for all staff and committee members. There is a tall stepladder in the Old Kitchen store, to aid with reaching light weight items above head height (recommend two person handling due to size and weight) and a small sack truck for moving heavy objects.
- (c) **Additional Control Measures** – none.
- (d) **Risk Factor** - Low

## 8. Asbestos Survey

- (a) **Individuals affected** – Staff, committee and users.
- (b) **Existing Control Measures** – considering the age of the building it is highly unlikely that any asbestos was used in its construction. There was doubt regarding the under stairs storage space lining so signage should be provided to warn of a possible hazard
- (c) **Additional Control Measures** – none
- (d) **Risk Factor** – Low

## 9. Accident Procedures

- (a) **Individuals affected** – Staff, committee and users.
- (b) **Existing Control Measures** – A fully stocked First Aid Box was available. As the building is unmanned hirers will be advised to make their own First Aid arrangements.
- (c) **Additional Control Measures** – Any accident which requires medical attention must be reported to the Building Manager. If it is serious this must be done immediately on 07895601978. An Incident Report form must be completed and the manager will place an entry in the accident book. A serious accident (death, major injury, disease, dangerous occurrence or hospitalisation of a member of the public), will require action as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). This is best done by telephoning the HSE Incident Contact Centre on 0845 300 9923, as soon as possible. Some First Aid box contents were out of date, so recommend replacement.

(d) **Risk factor** – Low

## 10. Water Safety

(a) **Individuals affected** – staff, committee and users.

(b) **Existing Control measures** - There are no storage tanks so there is no risk of Legionnaires disease. The two kitchens have small electric water heaters, storing about 2 gallons of quite hot water and are fitted with labels warning against possible scalding. The toilets have small electric instantaneous heaters.

(c) **Additional Control Measures** – Upstairs kitchen kettle propped on top of old first aid box because lead is too short. Could cause scalding from boiling water – recommend a longer lead so kettle can stand on worktop.

(d) **Risk factor** – Low

## 11. Traffic Management

(a) **Individuals affected** – staff, committee and users.

(b) **Existing Control measures** – The building is located in a central plot with light vehicular access all around, with car parking to the rear and at each side. A one way system operates with Entrance and Exit clearly marked. It has a good tarmac surface with 15 marked spaces plus 2 for disabled persons. There is a separate pedestrian entrance and lighting is generally good.

(c) **Additional Control Measures** – There is possible conflict between pedestrians and vehicles arriving or departing so a 5 mph speed limit should be employed. The high boundary wall obscures vision of pedestrians on the public footpath when exiting the site by vehicle. A warning sign should be provided.

(d) **Risk Factor** - Low

## 11. Health, safety and Welfare Information

(a) **Individuals affected** – Staff, committee and users.

(b) **Existing Control Measures** – HSE Safety Law poster and new Accident Book have been provided. There is a Health & Safety notice board in the Foyer with a Health & Safety Policy and all appropriate material displayed.

(c) **Additional Control Measures** – None

(d) **Risk factor** – Low

## CONCLUSION

The Passmore Edwards Institute Committee clearly has due regard for the safety and welfare of its staff, volunteers and the users of the premises and strives to meet its obligations under the Health & Safety at Work, etc. Act.1974 and associated legislation.

## RECOMMENDATION

It is recommended that the following measures are undertaken by the Charity to further improve safety at the Institute:-

Hazard		Action by When	Action by who	Done
1.	<b>Car Park</b> – Designate disabled parking spaces near ramp.	27 Dec. 18		
2.	<b>Store room</b> – remove heavy item from top of cupboard.	27 Oct. 18		
3.	<b>Trevithick room</b> – fit guards to windows at rear of stage.	27 Dec. 18		
4.	<b>Gents toilet</b> – waste outlet, possible tripping hazard.	27 Dec. 18		
5. a b	<b>Electrical</b> – Portable Appliance Testing overdue.	27 Oct. 18		
	<b>Upstairs kitchen</b> – kettle lead too short.	27 Oct. 18		
6.	<b>Fire</b> - Long ladders on floor in rear fire exit, obstruction.	27 Oct. 18		
7.	<b>Gas</b> – Obtain gas safety certificate.	27 Oct. 18		
8.	<b>Passmore room</b> – secure Harvey bust to pedestal or wall.	27 Dec. 18		
9.	<b>First Aid</b> – replace out of date items in first aid boxes.	27 Oct. 18		
10. a b	<b>Traffic</b> – Provide 5mph site speed limit sign.	27 Oct. 18		
	Provide ‘Caution beware Pedestrians’ sign at car park exit	27 Oct. 18		
11.	Review Risk Assessment in six months time.	27 Mar. 19	B Capper	

Date: 26<sup>th</sup>. September 2018

Signed .....

B. Capper

CIEH Risk Assessment Level 2, CIEH Health & Safety in the Workplace Level 3.