

Risk Assessment – Pavilion Hall

Activity: Building Condition - General

Assessment Date: May 2024

Review Date: May 2025

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Electricity -Electrocution -Electric Shock -Fire	Employees/public	Electrical Integrity check carried out on wiring system. Equipment PAT tested. Plugs formally inspected for damage and scorching. Cables formally inspected for damage (Split/repaired). No overloading of sockets. Use of extension cables minimal. PAT certificates or similar obtained from visiting users of electrical supply e.g. contractors, discos etc Use of circuit breakers on DB board.	Equipment PAT tested. Plugs formally inspected for damage and scorching. Cables formally inspected for damage (Split/repaired). No overloading of sockets. Use of extension cables minimal. PAT certificates or similar obtained from visiting users of electrical supply e.g. contractors, discos etc Electrical Integrity check carried out on wiring system – 5 yearly basis Use of circuit breakers on DB board		L	
Gas -Carbon Monoxide -Poisoning -Fire	Employees/public	Safety Inspections by CORGI registered person/contractor. Tamper tags on gas supply. No ad hoc repairs to equipment permitted. CO detectors present. Vents checked in doors/windows to ensure not blocked.	Safety Inspections by CORGI registered person/contractor. Tamper tags on gas supply. No ad hoc repairs to equipment permitted. Vents checked in doors/windows to ensure not blocked.	CO detectors present – to ask whether necessary when gas appliances checked	L	
Fire -Smoke inhalation -Burns -Death (Cont'd p2)	Employees/public	SEE ALSO SEPARATE RISK ASSESSMENT Smoke detectors installed (Sealed units/long life lithium batteries). Automated fire alarm installed. Fire safety instructions posted. Fire blanket and extinguisher installed in kitchen areas.	SEE ALSO SEPARATE RISK ASSESSMENT Smoke detectors installed (Sealed units/long life lithium batteries). Fire blanket and extinguisher installed in kitchen areas			

Risk Assessment (Continued)

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Fire (Cont'd) -Smoke inhalation -Burns -Death	Employees/public	Furniture complies with fire retardant requirements. Fire fighting equipment available and routinely inspected. 'No smoking' policy. Exit signs clearly visible. Fire evacuation practices carried out and recorded. Emergency lighting system well maintained. Fire doors not locked or wedged open.	Furniture complies with fire retardant requirements. Fire fighting equipment available and routinely inspected. 'No smoking' policy. Exit signs clearly visible. Emergency lighting system well maintained. Fire doors not locked or wedged open Fire evacuation practices carried out and recorded.				
Uneven Surfaces -Trips	Employees/public	Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Stair carpets fitted properly. Rapid response to repairs. Temporary warning signs erected as necessary.	Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Stair carpets fitted properly. N/A Rapid response to repairs. Temporary warning signs erected as necessary.				
Slippery Surfaces -Slips	Employees/public	Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Temporary warning signs erected as necessary. External mossy areas treated regularly. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Leaves cleared from access areas.	Access paths/steps in good condition, inspected and findings recorded in comments register or diary. Action taken as needed. Temporary warning signs erected as necessary. External mossy areas treated regularly. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Leaves cleared from access areas				

Risk Assessment (Continued)

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Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom	
Glazing -Cuts	Employees/public	Assessment on glazing done as per Reg 14 Workplace Regs. Glazing in good condition i.e. no cracks, glazing beads are present etc. Glazing in doors is safety glass (Kite marked or similar). Upstairs windows have working opening restrictors Any broken glazing repaired with safety glazing. Broken glass replaced with plastic or similar sheeting. Safety film placed over glazing.	Glazing in doors is safety glass (Kite marked or similar). Any broken glazing repaired with safety glazing/plastic or safety film dependent on location and damage. Assessment on glazing done as per Reg 14 Workplace Regs. Glazing in good condition i.e. no cracks, glazing beads are present etc Upstairs windows have working opening restrictors New office windows in place				
Legionella - bacteria breathed in and causing Legionnaires Disease	Employees/public	Water spray/aerosol conditions not present. Water systems regularly treated for legionnella. Recorded. Water temperature kept 50-60c. Water tanks covered, inspected and cleaned regularly. Recorded.	Water spray/aerosol conditions not present.				
Building Structure i.e. floors, walls, roof etc -injury due to poor maintenance	Employees/public	Regular visual inspection of structure, recorded. Defects noted and investigated by competent person. Repairs undertaken promptly. Warning signs erected pending repairs. Repairs undertaken by competent contractors/person.	Defects noted and investigated by competent person. Repairs undertaken promptly. Warning signs erected pending repairs. Repairs undertaken by competent contractors/person.				

Risk Assessment (Continued)

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Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Building Structure i.e. floors, walls, roof etc - Asbestos	Employee/public Contractors Emergency Services	Building surveyed for asbestos and locations readily identifiable. Permit to work system in place. No maintenance work permitted without prior agreement of Clerk. Employees trained in dangers of asbestos and familiarised with locations/type present.	Previously professionally dealt with No further action required			
Lighting -Electrocution -Electric Shock -Fire -Trips and falls if inadequate light	Employees/public	Electrical Integrity check carried out on wiring system. Portable equipment tested. Broken bulbs promptly replaced, both inside and outside	Portable equipment tested. Broken bulbs promptly replaced, both inside and outside Electrical Integrity check carried out on wiring system.			
Assessor's signature: Date:			Clerk's signature Date:			