## **Risk Assessment Form**

Whitwell Hall Country Centre Date of Assessment: 23/03/2019

Area: Hall and Studio Name of Assessor: J. McKean

Description of Task / Persons at Risk	Potential Hazards	Controls in Place	Further Controls Necessary	Agreed Action / Action Date
Hall Accommodation and Studio Building  All persons visiting or staying overnight in Whitwell Hall are potentially at risk from the hazards listed. The Hall has been split into the following areas:  General – relating to all areas  Kitchen Bedrooms Stair Cases Bathroom / Toilets Outside  The studio building is used for arts and crafts and storage of tents upstairs. Groups have no access to the first floor of the building so the risk to groups is posed purely by the building itself and the ground floor fittings and facilities.	GENERAL • Fire The most serious hazard is the building catching fire.	<ul> <li>Comprehensive fire alarm system is in place with sensors in all rooms;</li> <li>No smoking allowed anywhere in the building;</li> <li>Annual safety checks by a fire safety expert and all recommendations implemented immediately;</li> <li>All relevant statutory fire notices displayed in appropriate places around the Hall in line with current legislation;</li> <li>Fire extinguishers in position as recommended by fire safety officer;</li> <li>All groups receive a fire drill from Centre Staff upon arrival at Hall;</li> <li>All fire exits checked regularly to ensure clear access;</li> </ul>	The fire alarm signal (a siren) also displays visually (i.e. flashing lights) for any guests with hearing difficulties. Improve fire exit from first floor window	Flashing light units fitted to all alarm sounders and complete upgrade of fire alarm system.  First floor exit no longer classed as a fire escape but is now an 'alternative means of escape'

HALL AND STUDIO BUILDING	Electrical There is a risk of electrical shock through the use of mains electricity in the Hall and the use of electrical equipment.      Splinters	<ul> <li>All electrical equipment with a plug to be annually PAT tested;</li> <li>Staff to remain vigilant in looking for any potential electrical danger;</li> <li>All electrical work on premises to be carried out or checked by qualified professionals.</li> <li>At initial greeting, all</li> </ul>	All sockets not in use should have a blank fitted where appropriate.	Blanks now used by Centre house keepers 05/2008
HALL	Due to the nature of an old building like Whitwell Hall, there is a risk of visitors getting splinters from the raised grain of the wooden flooring.	visitors told of the need to wear indoor footwear at all times when in the Hall;		
WINDOWS	• Windows/Doors Broken glass resulting from a fall, trip, object thrown or door slammed.	Doors and windows fitted with safety glass or safety film in accordance with recommendations made by various assessors.	<ul> <li>All doors and windows maintained with closers, handles and locks.</li> </ul>	Any broken glass must be replaced with toughened or reinforced glass
HALL AND STUDIO BUILDING	• Slips, Trips and Falls There are general risk of slips, trips and falls throughout the Hall.	<ul> <li>All freshly washed floors to have a notice placed on them informing of the fact;</li> <li>All floors that have potential for becoming wet and slippery have an anti slip type surface;</li> </ul>		

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HALL HALL	Doors Slamming on People  Due to the nature of the building there are big heavy doors that could slam and injure users of the Hall.  KITCHEN  Risk of Explosion or Exposure to Fumes from Faulty Gas Fired Kitchen Equipment	<ul> <li>All heavy doors throughout the Hall are fitted with door closing mechanisms that prevent the door from slamming.</li> <li>All gas appliances have a yearly safety check by a qualified</li> </ul>	There should be regular documented checks on all door closing mechanisms to ensure their correct operation.	
	Equipment	by a quanned professional.		
	• Food Poisoning From the consumption of incorrectly cooked or stored food.	<ul> <li>Centre catering staff are adequately trained and experienced in food preparation;</li> <li>All recommendations from annual visit of District Council Environmental Health officer are adhered to;</li> <li>Records of fridge temperatures kept;</li> <li>Relevant food preparation and hygiene information displayed in poster format within kitchen area</li> </ul>		

HALL	<ul> <li>Burns and Scalds         Hall users coming into contact with hot cooking items.     </li> <li>Sharp Kitchen Utensils         Risk of injury through sharp kitchen utensils.     </li> <li>BEDROOMS</li> </ul>	<ul> <li>No Hall users are allowed into the kitchen area while Centre staff are cooking.</li> <li>Hall users are only allowed into the kitchen area when supervised by a group leader.</li> </ul>	Knives and other sharp utensils should be stored in a locked cupboard when not in use.	Knives are stored at medium to high level so they are out of reach of children.
	• Falling Out of First Floor Windows  Due to the size of the sash windows throughout the bedroom areas there is a risk that users could fall out of an open window.	All windows on the first floor of the Hall have safety bars to prevent access or egress through the lower sash		
HALL	• Falling from the Top level of a Bunk Bed There is bunk bed accommodation throughout the dormitories.	<ul> <li>All bunks have safety rails to prevent people rolling off;</li> <li>All bunks are regularly checked to ensure they are in good repair structurally.</li> </ul>	All groups are instructed to not stand on top bunks	
	• Falling down the stairs There are three staircases within the Hall, one main and two minor.	<ul> <li>All balustrades are regularly checked to ensure their good condition and stability;</li> <li>All banister hand rails</li> </ul>		

HALL	<u>BATHROOMS</u>	are regularly checked to ensure their good condition;  The main staircase has a half landing so the length and fall of the stairs is halved;  All stair coverings are appropriately fixed with no slip or trip hazards present.	
	Scalding from shower or sinks  There is a risk of hot water from the tap and shower being too hot and scalding users.	Safe temperature of hot water is set at the boiler;	<ul> <li>All showers now have electronically controlled temp settings so scalding is impossible. 01/01/2009</li> <li>Signs warning of hot water present.</li> </ul>
MAIN HALL AND STUDIO BUILDING	• Slates Falling from Roof There is a risk of slates falling from the roof and injuring people below.	<ul> <li>There is a yearly check on the roof slates by a competent professional to ensure they are safe and any slipped slates are repositioned and secured;</li> <li>Continued vigilance by</li> </ul>	Complete roof of main     Hall lifted and replaced     using brass nails to fix     slates in order to     prevent future     corrosion in winter of

STUDIO BUILDING		Centre staff in spotting any potentially dangerous slipped slates.	2007/08	
	KILN			
	• Individuals burning themselves on the kiln when it is in use  There is a risk that members of visiting groups could burn themselves on the kiln as when it is in operation the outside becomes hot. They could also burn themselves if they try to open the kiln or remove items from it.	<ul> <li>Kiln is cordoned off when in use so only WHCC staff can access it.</li> <li>The kiln is positioned in the corner of the room well away from any work areas and with a clear space around it.</li> <li>The kiln is fitted with a lock that does not allow it to be turned on without the door first being locked closed.</li> <li>Only trained members of Whitwell Hall staff are permitted to operate the kiln and only when no groups are present at the Studio building.</li> <li>Kiln is annually serviced by professionals.</li> </ul>		