

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
<p><u>Hall Accommodation and Studio Building</u></p> <p>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:</p> <ul style="list-style-type: none"> • General – relating to all areas • Kitchen • Bedrooms • Stair Cases • Bathroom / Toilets • Outside <p>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.</p>	<p><u>GENERAL</u></p> <ul style="list-style-type: none"> • Fire <p>The most serious hazard is the building catching fire.</p>	<ul style="list-style-type: none"> • Comprehensive fire alarm system is in place with sensors in all rooms; • No smoking allowed anywhere in the building; • Annual safety checks by a fire safety expert and all recommendations implemented immediately; • All relevant statutory fire notices displayed in appropriate places around the Hall in line with current legislation; • Fire extinguishers in position as recommended by fire safety officer; • All groups receive a fire drill from Centre Staff upon arrival at Hall; • All fire exits checked regularly to ensure clear access; 	<ul style="list-style-type: none"> • 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 	<p>Flashing light units fitted to all alarm sounders and complete upgrade of fire alarm system.</p> <p>First floor exit no longer classed as a fire escape but is now an ‘alternative means of escape’</p>

<p><u>HALL</u></p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All heavy doors throughout the Hall are fitted with door closing mechanisms that prevent the door from slamming. 	<ul style="list-style-type: none"> • There should be regular documented checks on all door closing mechanisms to ensure their correct operation. 	
<p><u>HALL</u></p>	<p><u>KITCHEN</u></p> <ul style="list-style-type: none"> • Risk of Explosion or Exposure to Fumes from Faulty Gas Fired Kitchen Equipment • Food Poisoning From the consumption of incorrectly cooked or stored food. 	<ul style="list-style-type: none"> • All gas appliances have a yearly safety check by a qualified professional. • Centre catering staff are adequately trained and experienced in food preparation; • All recommendations from annual visit of District Council Environmental Health officer are adhered to; • Records of fridge temperatures kept; • Relevant food preparation and hygiene information displayed in poster format within kitchen area 		

<p><u>HALL</u></p>	<ul style="list-style-type: none"> • Burns and Scalds Hall users coming into contact with hot cooking items. • Sharp Kitchen Utensils Risk of injury through sharp kitchen utensils. <p><u>BEDROOMS</u></p> <ul style="list-style-type: none"> • 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. • Falling from the Top level of a Bunk Bed There is bunk bed accommodation throughout the dormitories. 	<ul style="list-style-type: none"> • No Hall users are allowed into the kitchen area while Centre staff are cooking. • Hall users are only allowed into the kitchen area when supervised by a group leader. • All windows on the first floor of the Hall have safety bars to prevent access or egress through the lower sash • All bunks have safety rails to prevent people rolling off; • All bunks are regularly checked to ensure they are in good repair structurally. 	<ul style="list-style-type: none"> • Knives and other sharp utensils should be stored in a locked cupboard when not in use. • All groups are instructed to not stand on top bunks 	<p>Knives are stored at medium to high level so they are out of reach of children.</p>
<p><u>HALL</u></p>	<p><u>STAIRCASES</u></p> <ul style="list-style-type: none"> • Falling down the stairs There are three staircases within the Hall, one main and two minor. 	<ul style="list-style-type: none"> • All balustrades are regularly checked to ensure their good condition and stability; • All banister hand rails 		

<p><u>STUDIO BUILDING</u></p>	<p><u>KILN</u></p> <ul style="list-style-type: none"> • Individuals burning themselves on the kiln when it is in use <p>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.</p>	<p>Centre staff in spotting any potentially dangerous slipped slates.</p> <ul style="list-style-type: none"> • Kiln is cordoned off when in use so only WHCC staff can access it. • The kiln is positioned in the corner of the room well away from any work areas and with a clear space around it. • The kiln is fitted with a lock that does not allow it to be turned on without the door first being locked closed. • Only trained members of Whitwell Hall staff are permitted to operate the kiln and only when no groups are present at the Studio building. • Kiln is annually serviced by professionals. 	<p>2007/08</p>	
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