



Risk Assessment Form

Activity: **Main Hall & Studio**

Date of Assessment: **23/03/2021**

Name of Assessor: **John McKean**

**Please refer to the Significant Infection Control Risk Assessment that runs alongside this document **

<i>Significant hazards that may result in serious harm or affect people or the group</i>	<i>Potential Hazards</i>	<i>Existing controls or notes where information may be found, e.g., information, instruction or procedures</i>	<i>Further Controls</i>
<p>All persons visiting or staying overnight in Whitwell Hall are potentially at risk from the hazards listed.</p> <p>The Hall has been split into the following areas:</p> <ul style="list-style-type: none"> • General – relating to all areas <ul style="list-style-type: none"> • Kitchen • Bedrooms • Stair Cases • Bathroom / Toilets • Outside <p>The studio is used for arts & craft activities & above storage of tents. Both visiting educational & private groups have no access to the first floor of the building so the risk to groups is posed purely by the building itself & the ground floor fittings & facilities.</p>	<p>→ <u>General</u> Fire</p> <p>The most serious hazard is the building catching fire</p>	<p>Fire</p> <p>→ Comprehensive fire alarm system is in place with sensors in all rooms</p> <p>→ No smoking / vaping / e-cigarettes are allowed anywhere in the building</p> <p>→ Annual safety checks by an external fire safety expert / company & all recommendations implemented immediately</p> <p>→ All relevant statutory fire notices displayed in appropriate places around the Hall & studio in line with current legislation or recommendations</p> <p>→ Fire extinguishers in position as recommended</p>	<p>Fire</p> <p>→ The fire alarm signal (a siren) also displays visually (i.e. flashing lights) for any guests with hearing difficulties.</p> <p>→ Improve fire exit from first floor window – no longer classed as a fire escape but a means of exit if needed</p>



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<p>Hall & Studio Building</p>	<p>→ Electrical</p> <p>There is a risk of electrical shock through the use of mains electricity in the Hall & the use of electrical equipment.</p>	<p>by an external fire safety officer</p> <p>→ All groups receive a fire drill from WHCC staff upon arrival within the hall</p> <p>→ All fire exits checked regularly to ensure clear access & correct signage used</p> <p>→ Electrical</p> <p>All electrical equipment that can be plugged & unplugged is to be annually PAT tested</p> <p>→ Staff to remain vigilant in looking for any potential electrical danger</p> <p>→ All electrical work on premises to be carried out or checked by qualified professionals.</p>	<p>→ Electrical</p> <p>All sockets not in use should have a blank fitted where appropriate.</p>
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Main Hall	Splinters → 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	Splinters → At initial greeting with visiting educational groups, everyone told to wear indoor footwear at all times when in the Hall	
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