

Questions you should ask		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?	✓		
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	✓		
	Is the car park well lit?	✓		
	Can emergency vehicles gain access?		✓	
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?		✓	
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	✓		
	Have you provided matting to minimise rainwater etc being carried into the building?	✓		
	Do rooms and corridors have sufficient lighting?		✓	
	Are corridors clear of clutter?	✓		
	Are there any trailing electrical leads/cables?		✓	
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	✓		
	Is internal flooring in good condition, eg are carpets fixed?	✓		
	Where any doors contain glass, is this made from a safety material?	✓		
	Are all stairs fitted with handrails?			✓
Electrical equipment and services	If you have any fixed electrical installations: ■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? ■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	✓		
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced?		✓	
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	✓		
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			✓
LPG (liquefied petroleum gas)	If there is an externally sited LPG installation with a storage vessel: ■ Is the area around the vessel kept clear? ■ If it is near a road, is it protected from passing traffic? ■ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition?	✓		
Asbestos	Does the hall contain any asbestos?			NO
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			✓
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			✓
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed?			✓
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			✓

Questions you should ask		Yes	Further action needed	N/A
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?		✓	
	Has an evacuation plan been implemented and tested?		✓	
	Is the fire alarm tested regularly?		✓	
	Are fire drills carried out at least once a year?		✓	
	Are regular checks made to ensure escape routes and fire exit doors are: ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	✓		
	Are combustible substances or waste stored safely?		✓	
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	✓	✓	
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)		✓	
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?		✓	
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)?		✓	
Responsibility	Do users have all the information about the hall they need to operate safely?		✓	

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

Additional issues		Yes	Further action needed	N/A
1	Air conditioning/chiller unit in cellar		✓	
2.	Beer dispensing system		✓	

Further action needed

Hazards noted:	Action taken and when:	
First aid kit about to expire		
Needs cleaning, especially kitchen.		
Window pane broken in clubroom		
Mice droppings in changing room storage?		
No soap/hand dryers in changing room toilets.		
Name (and position): Pauline Rigby, Clerk to the Council (assessment conducted with Cllrs Karen Peachey and Cllr Lara Lowe)	Signature:	Date: 04/04/2025