

## RISK ASSESSMENT FOR TARPORLEY COMMUNITY CENTRE, CAR PARK, GROUNDS AND FIELD

Hazard	Persons at Risk	Mitigation	Persons Responsible	Residual Risk Low / Medium / High	Further Action required?
Compliance	TCC	<b>Insurance.</b> TCC building and contents are insured with NFU Mutual policy no. 080X3475439/N05. The insured values are: buildings reinstatement cost assessment £1848K, contents £54K, public liability £5M, employers liability £10M, legal £250K	TCC Trustees	Low	
		<b>Third Party Insurance.</b> All non-private hirers and their sub contractors must provide up-to-date evidence of public liability insurance (PLI) to a value as advised by the Government. Refer to <a href="https://www.gov.uk/guidance/how-to-insure-your-charity">https://www.gov.uk/guidance/how-to-insure-your-charity</a> for further information.	TCC Bookings Secretary		
		<b>ACRE (Action with Communities in Rural England).</b> TCC conforms with ACRE guidelines and follows good practice.	TCC Trustees		
		<b>Registered Charity.</b> TCC is a registered charity, number 1040034	TCC Trustees		
		<b>Bookings system:</b> All room bookings are made via a website which requires users to enter full details of the event and hirer, full details of supervisors, details of PLI (except private parties), details of DBS (where applicable), details of other supporting services hired in (including hygiene certificates and PLI), details of any temporary event notice for the sale of alcohol. The hirer must also tick a box accepting the H&S Policy, T&Cs of hire and T&Cs for bouncy castles.	TCC Bookings Secretary		
		<b>Information for Users.</b> TCC has a web site which includes a home page, news, whats on, projects, clubs & societies, details of the rooms, H&S certificates, T&Cs, minutes of meeting and a user guide. TCC also has a Facebook page. TCC has noticeboards giving the building address, how to respond in case of fire alarm, the premises licence, insurance certificates, H&S risk assessment and H&S Policy document.	TCC Trustees		
Accidents, Illness	All	First aid kits are located in each of the three kitchens and are periodically checked and replenished.	TCC Trustees		
		Hirers must report any accidents, illnesses or injuries in the ROSPA accident record books in the Main Hall kitchen and the Craven Room kitchen. Hirers must also report any such incidents verbally or by email to the TCC Trustees. Trustees will check the accident report books on a regular basis and ensure that GDPR rules are being applied.	TCC Trustees / Hirers		
		A defibrillator (AED) is located on the outside north wall of the building and is inspected fortnightly by a Trustee acting as custodian. Following use, NW ambulance remove the AED for service and return it. The Trustees will arrange yearly AED training courses.	TCC Trustees / NW Ambulance		
Asbestos	All	First asbestos survey carried out in 2018 and asbestos identified in the undercroft (the space under the main hall floor) and in the roof components. The roof was renewed in summer 2020 and asbestos components removed.	TCC Maintenance	Low	
		The remaining asbestos material (chrysotile) is of bonded construction and has been further inspected in 2020. It remains in good condition after 60 years and no different from when inspected in 2018. As the undercroft is a closed area and only accessed for very occasional central heating repairs or serious main hall floor repairs, the next inspection will be planned for 2024 followed by repeat inspections at five year intervals. Refer to separate procedures for access to this space.			

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Water (Legionella)	All	All hot and cold water taps are flushed for 3 minutes monthly and the temperatures recorded. The results are posted on the website.	TCC Maintenance	Low	Yes
		Refer to Legionella survey reports and recommendations. Arrange a full survey by an authorised person in 2023 (five years after a previous full survey).			
Fire / Smoke	All	A full fire risk assessment was performed in 2005 by an external consultant which resulted in extensive upgrades. A further survey was performed in Oct 2006 by the same consultant which assessed the risk as "tolerable". This is posted on the website. No significant changes have occurred since and a full update is planned for 2022.	TCC Maintenance	Low	Yes
		The heat and smoke alarm sensors, manual call points, emergency lighting and door exit signs are tested six monthly by competent persons. The Feb test is based on a one hour power failure and 50% of heat / smoke sensors, the Aug test is based on a three hour power failure and 100% of the sensors and call points. The results are posted on the website.			
		A weekly fire alarm test is performed by operating one manual call point and the results recorded in a logbook kept in the main kitchen. A different call point is operated each week. This check also includes the green charging lights on the more modern emergency lighting fittings.			
		A monthly gas trip valve test is performed by operating the fire alarm manual call point in the boiler room. This is done with at least one boiler in operation to check that the boiler trips and the gas valve closed indicator illuminates. The result is posted on the website.			
		A monthly emergency lighting and door exit sign check is performed by isolating the power for approx 15 min and walking round all the fittings to ensure that they are illuminated. The results are posted on the website			
		An evacuation plan showing mustering points is required. For larger events it is recommended that the organisers appoint one of more fire marshals responsible for evacuation of the building. In the event of fire alarms sounding continuously the organisers (and fire marshals) must ensure that all persons evacuate the building safely and either take a roll call or search the building to verify this. Users in other parts of the building must be included.			
An annual fire extinguisher and fire blanket survey is carried out by competent persons each Aug and the recommendations implemented. The results are posted on the website. Extinguishers and fire blankets are checked to be in position weekly.	TCC Maintenance				
Electrical	All	An electrical installation condition report was carried out in May 2020 and the recommendations implemented the same month. Both test reports are on the website. The next EICR is due in 2025.	TCC Maintenance	Low	
		Portable appliance testing (PAT) of equipment owned by TCC is carried out each Feb and Aug by a PAT trained trustee using a machine hired from CCA. PAT testing of user equipment is carried out every year in Oct for earthed equipment and every two years in Oct for double insulated equipment. The user equipment testing is performed by a qualified electrician.			
		Report any faults or damage immediately			
		Turn power off all electrical devices when not in use (permitted exceptions are fridge/freezer, central heating, alarm systems, lighting)			

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Mains Gas	All	All three boilers are serviced and combustion efficiency tested each Aug by a Gas Safe registered technician. This includes a gas leakage test and a tight shutoff test of the gas trip valve. The gas safety certificate and gas valve tight shutoff test certificates are posted on the website.	TCC Maintenance	Low	
		Report any smell of gas, faults or damage immediately	TCC Trustees / Hirers		
		Carbon monoxide detection considered and rejected as non-feasible.	TCC Trustees		
Sewage / disposal of waste	All	The flushing mechanism of all toilets is testing monthly when the legionella H&C water flushing is being done. Report any deficiencies in any of the drain / flush systems. Report any smells.	TCC Maintenance	Low	
		Hirers are instructed to place all packaging and food waste in the Gaskells 1100 litre bin in the car park. This bin is weighed and emptied weekly and the contents recycled in a waste recovery plant. A minimum of waste goes to landfill. If the Gaskells bin is full, hirers are instructed to take their waste home.	TCC Trustees / Hirers		
Security	Equipment	An intruder alarm system is not installed as the asset inventory of TCC has no high value individual items. No money, alcoholic drinks or computer equipment are stored on the premises. The audio visual system is in a locked cabinet.	TCC Trustees	Low	
		Five lever lock on front door. Yale type locks on Craven Room and Arthur Meredith Room outside doors, but can be opened by pushing the trip bars from the inside. Conventional trip pads or bars on all other fire exit doors.	TCC Maintenance		
		Hirers are instructed to ensure all doors and windows are closed and locked when vacating the premises	TCC Trustees / Hirers		
		A external security light system is installed and is operated by dusk to dawn light sensors. The car park area benefits from the SPAR pole mounted CCTV system which can be viewed by the PCSO in the store office.	TCC Maintenance		
Traffic	All	The standard CWaC parking sign provides adequate advice concerning safety in the car park.	TCC Trustees / CWaC	Low	Yes
		Speed bumps are installed. Ensure they are kept in good order and remain visible by carrying out recorded inspections once per year.	TCC Maintenance		
		Car parks spaces are defined. Ensure they are kept in good order and remain visible by carrying out recorded inspections once per year. (Current line markings are in poor condition - repairs are being planned.)			
		The access road and car park are of tarmac finish. Ensure they are kept in good order and remain visible by carrying out recorded inspections once per year.			
		In freezing weather the car park, all steps to the building, the play area path, the steps into the field and the path along the north side of the field are salted by the Parish Council.	TPC		

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Entrances & Exits	All	Hirers are instructed to shut all fire doors on exit.	TCC Trustees / Hirers	Low	Yes
		Do not block any entrances or exits in any way (see Housekeeping below)			
		Consider installing anti-finger trapping shields to all internal doors which are likely to be close to young children.	TCC Trustees		
		Ensure safety signs are in place on all doors and fire alarm points.	TCC Maintenance		
		Under freezing conditions hirers are required to apply salt to all the areas not salted by the Parish Council. This applies (but is not limited to) to the approaches to the front door, the approaches to the Craven Room door and the Arthur Meredith room external steps. A supply of salt is kept in the yellow bin positioned against the outside north wall of the building and hand shovels are kept in the foyer and Craven Room cleaner's stores. The salt bin is replenished by the Parish Council and is regularly checked by the Trustees.	TCC Trustees / Hirers		
Storage	Equipment / All	Normally no flammable materials are stored in the building apart from limited quantities of gloss paint which is locked in the parish store. For COVID secure operation reserves of alcohol based sanitiser are stored in the locked cleaner's cupboard in the foyer. All flammable fluids and solvents will be stored in steel, locked cupboards with keys held by authorised persons only.	TCC Trustees	Low	
		A quantity of wood (stage props) is stored in the loft above the stage. The loft is inaccessible to all but Tarporley Amateur Dramatic Society (TADS).	TCC Trustees / TADS		
		All cleaning materials are kept in locked cupboards located in the locked cleaners store, the Craven room kitchen and the Arthur Meredith room kitchen. Quantities are kept to a sensible minimum.	TCC Trustees		
		No propane or butane gas to be stored indoors.			
		All equipment to be stored in designated places and away from any heat or electric source.	TCC Trustees/ Hirers		
		Ensure heavy objects are handled sensibly, two or more people to carry awkward or heavy loads. Consider training in lifting if heavy lifting is envisaged on a regular basis.			
		Housekeeping to be maintained by TCC and by users. This is particularly important in heavily used areas such as staircases and corridors			
Kitchen - equipment	All	No sharp knives or cutlery are stored in the kitchen drawers. Hirers must bring their own kitchenware, control its use and remove it from the building at the end of their event.	TCC Trustees / Hirers	Low	
		Children to use kitchen only with qualified leader supervision			
		Dispose of broken glass or similar in the Gaskells bin or if this is full take it home.			
Kitchen - food and hygiene	All	Hirers are instructed to dispose of all bottles, cans, food and packaging waste in the Gaskells bin or, if that is full, take it home.	TCC Trustees / Hirers	Low	
		Hirers are instructed to remove all food from fridges at the end of the event			
		Hirers are instructed not to store food on the premises			
		Wipe down all surfaces and sinks after use using appropriate cleaning materials.			

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Cleaning of foyers, rooms, kitchens and toilets - hygiene	All	Hirers are instructed to leave the premises in a clean state for the use of the next hirer	TCC Trustees / Hirers	Low	
		All areas will be regularly cleaned by a contractor according to a schedule agreed with the Trustees. This includes vacuuming carpets, brushing floors (main hall), spray mopping floors (Craven room), cleaning toilets and washhand basins and the disposal of all rubbish to the Gaskells bin. The contractor supplies all paper towels, toilet paper, plastic bin liners etc., and replenish all containers. The frequency of cleaning will depend on the frequency of room hirings.	TCC Trustees / Cleaning Contractor		
		During busy weekends and major events the Trustees will provide additional cleaning.	TCC Trustees		
Chemicals	All	Obtain safety data and provide COSHH assessments for each chemical in use. Refer to separate COSHH risk assessment.	TCC Trustees / Hirers	Low	Yes
		Minimise use of chemicals wherever possible	TCC Trustees		
Slips, trips and falls	All	Cleaning contractor to ensure all mopped floors are dry prior to TCC or hirer use. Cleaning contractor to put out suitable warning signs if applicable.	TCC Trustees / Cleaning Contractor	Low	Yes
		Housekeeping covered in separate sections of this risk assessment.	TCC Trustees / Hirers		
		Stage platform covered in separate section of this risk assessment.			
		Provide safety instructions for use of stepladders by hirers.	TCC Trustees / TADS		
		Fasten the two long stepladders to the wall using chains and padlocks. Keys to be held by TCC Trustees and TADS representative.			
External fire escape staircase covered in separate section of this risk assessment.	TCC Maintenance				
Surroundings - car park, play area, gardens, grassy banks, field	All	Using a fully insured tree surgery contractor, carry out a tree survey every two years and implement recommendations. As the field is in the Tarporley Conservation area seek permission from CWaC for all felling and crown topping. Prune hedges and mow grass as necessary during the growing season using fully insured contractors.	TCC Maintenance	Low	
		Ensure tarmac areas remain in good condition with no trip hazards			
		Ensure exterior lights remain in working order			
		Ensure external steps, staircases and handrails remain in good condition through regular inspections, at least one inspection to be recorded per year.	TCC Trustees		
		Liaise with CWaC regarding the positioning and emptying of rubbish bins in the car park, play area and field perimeter.	TCC Trustees / CWaC		
		Prohibit dogs on grassy areas and playground. Agreed with CWaC that dog waste can be put in the normal bins.			
Main Hall	All	Hirers are requested to immediately wipe up any spills of liquid or food and to dry scissors mop the floor to remove grit and dust at the end of their event.	TCC Trustees / Hirers	Low	
		Hirers are requested to close all windows, emergency exit doors and main entrance/exit doors and switch off all lights at the end of their event			
		Hirers are requested to stack chairs with legs in line and no more than 4 chairs high			
		Ensure folding tables are correctly located and secured in the trolleys provided			
		Ensure maximum seating numbers are not exceeded by limiting available chairs			
		Ensure fire exit routes are maintained at all times			

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Other rooms (excluding kitchens and toilets)	All	Reduce furniture / clutter to a minimum	TCC Trustees / Hirers	Low	
		Ensure tables and chairs are neatly stacked away after use			
		Ensure maximum seating numbers are not exceeded by limiting available chairs			
		Ensure fire exit routes are maintained at all times			
		Hirers are requested to close all windows, emergency exit doors and normal entrance/exit doors and switch off all lights at the end of their event.			
Roof & Loft Space	All	Ensure the roof and guttering remains in good condition	TCC Maintenance	Low	Yes
		Access to the roof only by approved third party. Anti-vandal paint applied to selected areas to deter access to the roof by members of the public. Signs erected warning of the application of such paint.			
		Ensure water pipe insulation remains in good order to ensure no pipe bursts in winter.			
		Access to the loft spaces by step-ladder - only approved personnel to access the lofts			
		Inspect stepladders and zip-up scaffolding on an annual basis and post inspection results on the website. Use an industry accepted format for recording inspection and results			
Stage	All	Ensure stage curtains are kept closed when not in use to minimise risk of a person falling off the stage and to conserve heat in the main hall.	TCC Trustees	Low	Yes
		Ensure the electricity cupboard is kept locked at all times, with key access to approved personnel only	TCC Maintenance		
		Liase with TADS regarding plans for stage use prior to TADS events. Ensure stage is returned to normal status after TADS events.	TCC Trustees		
<b>REVISION</b>	<b>DATE</b>	<b>AUTHOR</b>			
A	23.02.2021	A Yeates / NG Oates			
<b>NEXT REVIEW</b>	01.03.2022				