

OLD BARN HALL - RISK ASSESSMENTS - JANUARY 2026 (**‘Protect Duty’** is working towards compliance with Martyn’s Law)

Risk Assessment

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ITEM	POSSIBLE HAZARDS	PEOPLE AT RISK	CONTROLS TO LIMIT RISK	INITIAL RISK H/M/L	Adequately Controlled Yes/no
CAR PARK	Uneven surfaces Traffic flow clear?	all	Tarmac surfaces well maintained and checked Resurfaced and relined Jan 26. Parking bays and no parking areas well marked Sunken telescopic traffic barrier to be installed 2026	High	Yes
Protect Duty	Isolate car park. Protect pedestrians				
Emergency	Emergency Access and egress	all	Yellow hatched no parking areas to allow access to and from all parts of the buildings Evacuation can (if nec.) be to front or rear of premises using closest doors and field at rear	High	Yes
Protect Duty	Possible need to avoid Church Road to front or field to rear				
	Lighting	all	Main gateway and hall surrounds lit dusk to dawn	Medium	Yes
Public movement	Exterior Paths, steps and ramps – trip & skid risk Exterior Lighting Rainwater disposal	all	Checked daily for hazards. Non-slip coatings Lighting dusk to dawn Adequate surface water drainage	High	Yes Yes Yes
	Interior Lighting Skid risks – dampness, leaves etc Cleanliness	Users	LED lighting throughout Carpets and/or mats at each entrance Cleaned daily by contractors and Manager	High	Yes
	Hall floorings Doors Furniture	Users	2 Main halls – hardwood flooring maintained and checked regularly. All other floors in good condition Self-closing fire doors with safety glass if glazed Modern chairs and lightweight Gopack tables All major setting up and dismantling by Manager rather than users.	Medium	Yes Yes Yes
Protect Duty	Exterior Door security		All exterior doors can be locked from inside whilst emergency exit crashbars still allow emergency exit		
Disability access	Main halls access and exit. Waterfield Room (max 30 people) Harrison Room	Users	Flat or ramped access and emergency exits. Double flat access doors to entrance and main hall. Large disabled access/egress ramp installed 2018 Flat access via double main doors and hall doors Emergency exit via double doors and ramp	Medium	Yes
Kitchen	Hygiene Slip risk	Users	Walls clad in hygienic cladding. Easy clean surfaces. Two preparation/washing sinks plus hand wash sink Dishwasher replaced Dec 2019 Cooker hood filter cleaned regularly Anti-slip flooring	Medium	Yes

Electrical	Wiring and Safety systems Appliances Lighting Main switches and c/bs in front foyer	Users	Installed and maintained by qualified contractors Installed & regularly tested by qualified personnel Installed and maintained by qualified contractors Well signed and accessible - key high on door frame. Inspected & certificated EIRC Standard 2023	Medium	Yes
Gas	Boilers and oven	Users	Maintained and inspected by Gas safe contractor	Medium	Yes

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ITEM	POSSIBLE HAZARDS	AT RISK	CONTROLS TO LIMIT RISK	INITIAL RISK H/M/L	Adequately Controlled Yes/no
ASBESTOS	Health hazard	all	Full asbestos survey carried out 16 March 2005 Resurveyed 2025 – no new risks identified All asbestos carrying usage risk removed 2005 Remaining asbestos clearly marked and all contractors provided with a copy of the report prior to work commencing	High Now Low	Yes
FIRE	Fire risk assessment carried out? Evacuation procedure implemented? Fire alarm system? Regular checks of fire exit routes? Sufficient fire exit doors for capacity? Combustible substances and waste stored safely?	Users	Yes Yes Yes System installed, certified Jan 2020. Annual service contract Yes Yes Yes	Low	Yes
	Fire -fighting equipment	Users	Appropriate fire extinguishers throughout premises Annually maintained Fire blankets in each kitchen	Low	Yes
	Information	Users	Full information in Hiring Agreement issued to users 'Action' notices in entrances and halls Plan showing location of all exits and equipment	Low	Yes
	Emergency Exits	Users	All exits clearly marked and with emergency lighting Emergency lighting throughout halls and all rooms	Medium	Yes
HARRISON ROOM	Hall, toilets & foyer	Users	All aspects as above Toilets refurbished 2025		
	Kitchen	Users	Complete refurbishment 2017. New units, worktops, cooker, refrigerator. Hygienic wall cladding installed.	Medium	Yes
WATERFIELD ROOM		Users	All aspects as above New handwashing water heater installed 2018 – old removed. New emergency exit ramp installed 2018	Medium	Yes
STAGE	Emergency exits	Users	Lit and kept clear	High	Yes

Risk Assessment completed **11/11/25**

Satisfactory

Keith Slark Roger Bull

POINTS TO QUERY AND NOTE WHEN CLEARED

- 1 Harrison Room – wall hung water heater needs power cable put in conduit fixed to wall**
- 2 Gents toilet HR – Cleaning store cupboard unlocked. MUST be kept locked as bleach etc stored**
- 3 Stage FIRE HAZARD the live sound system is touching the black curtain side panel and in the event of overheating would catch fire.
It must be clear of curtain.
Does it need to be on 24 hours or could it be isolated with one accessible on/off switch?**
- 4 Rear store – new secure doors needed**
- 5 Harrison Room – new rear emergency doors need locking after being opened by raising both green knob and crash bar. They
| were not secure when check carried out so do need checking when locking halls.**