

RISK ASSESSMENT - 2025

AREA / LOCATION		DATE	APRIL 2025	ASSESSOR	SUSAN ASHDOWN
HAZARD	PERSON AT RISK	MEASURE REQUIRED TO REDUCE RISK	MEASURE USED TO REDUCE RISK		TICK AND DATE WHEN COMPLETED
LARGE HALL					
Doors (fire) and opening into large hall :	All persons using main hall.	1/ Door safety guards to protect fingers in jams. 2/ safety notices displayed with instructions to keep fire doors closed. 3/ Clear Exit signs 4/ Doors to be self-shutting 5/ To replace cracked glass	1/Door safety guards fitted to both doors/sides 2/ Safety notices displayed 3/ Exit signage fitted. 4/ Doors are self-shutting 5/ To be achieved	Paper sign needs to be replaced	1/ March 2025 2/ Achieved 3/ Achieved 4/ Achieved 5/ Achieved
Acoustic Panels	All persons	To be fitted by Licenced Company and to be Fire Retardant	Achieved 2018	Panels on stage need to be rehung	All panels have been rehung September 2025
Fire Doors	All persons	All doors should be fitted with Health and Safety regulatory fire signalisation up to 2020	Achieved and signed off by Oxfordshire County Fire Officer and all up to date certification is file. 2020		
Chairs	Persons using hall wishing to seat guests.	Chairs should not be stacked more than 10 high	Achieved Achieved Achieved		
				New sign needed	New sign laminated and stuck to inside

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Tables Round Oblong	Persons using hall wishing to seat guests at tables	1/ There should be a chair moving trolley to prevent risk to peoples backs 2/ A notice should be on the wall and visible	Achieved Achieved	achieved	September 25
		1/ Tables to be stacked carefully and ensuring that they are fully upright and cannot slip 2/ There should be a notice stating this ruling pinned to the wall.	Achieved Achieved Achieved		
Fire Doors and Fire Safety	All persons	Seals good and dated Seals good and dated Signage	Achieved	achieved	September 25
		Fire Escape Safety Instructions + Muster point	Achieved		
		Safety Vest with Chinnor Village Hall Name.	Achieved Achieved		
			Achieved		

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Radiators	All persons	Radiator Safety Covers Thermostats	Achieved		
		1/ All Chemicals should be in Chemical Cupboard.	Achieved		
	All persons	2/ Should have a slide bolt	Achieved		
		3/ Bolt Should be high to keep children from being able to open	Achieved		
		4/ All chemicals to have product safety sheets in COSH safety sheet folder	Achieved.		
STAGE					
Secondary Lighting	All persons using Stage.	1/ Electrical certificate 2/ Certification of qualified fitters 3/ PAT test Certificates	Achieved		
Steps up to Stage x3		1/ Flaps to cover steps when people are using stage to avoid falling	Achieved Achieved Achieved		All checked whilst Chinnor Players were setting up for performance and all

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Removable Centre staging units. X3	All persons needing to vacate hall in an emergency	2/ Hand Rails 3/ Non-slip surface for steps 4/ Safety catch to secure cover to wall when steps are in use.	Achieved		was passed as good October 25
	All persons using front entrance to bring equipment into hall and having to remove centre staging.	1/ Each piece should have safety stop wheel catches 2/ There should be a Safety barrier to rear of the stage to avoid falls. This should be easily removed and then replaced once centre stage has been reinstated. 3/ Front fancier of stage can be easily removed and then replaced once stage sections are replaced. 4/ Red danger line to front of stage showing edge.	Achieved Achieved Achieved		
LADIES CHANGING ROOM			Achieved		
Radiators					

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Stage Extensions	All Ladies using Room plus toilet	Radiators should be to Safety Standards and should be fitted with Thermostats	Achieved		
Mobile steps Unit		Stage Extensions x4 should be stored upright and close to wall to avoid slippage.			
		Notice should be pinned to wall.			
		Mobile steps unit to access right hand side of stage			
		Wheel locks should be in locked position			
		Ensure it is in working order			
Expel air		Ensure smoke Detector is working	Achieved		
Smoke Detector		Protected with Safety Cabinet	Achieved		
Gas Metre		Contains a shut off valve	Achieved		

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GENTS CHANGING ROOM			Achieved		
Smoke Alarm		Ensure smoke detector is working	Achieved		
	All persons using gents changing Room and toilet		Achieved		
Radiator		Radiator should be fitted with Safety Cover	Achieved		
		Radiator should be fitted with a thermostat	Achieved		
Expel air		Expel air to be checked to ensure it is working.			
FRONT VESTIBULE BETWEEN CHANGING ROOMS / FIRE EXIT			Achieved		

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Fire Extinguishers	All persons using front Fire Exit plus all persons wishing to move equipment in the hall through centre staging.	Water based CO2 Extinguishers should be checked for Seals and should be in date	Achieved		
		All signage should be in place and up to Safe Fire Regulations	Achieved		
		CVH Fire Safety Policy Statement with Muster point to be on wall	Achieved		
		Outside Security Light should be working	Achieved		
Fire Exit Doors to Car Park		All doors should be free from debris and with correct signage	Achieved		All electrical work checked and passed as good September 25
		Finger guards should be fitted	Achieved		

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<p>MAIN KITCHEN</p> <p>Air Con Unit</p> <p>Fridge Tall</p> <p>Fridge Small</p> <p>Microwave</p>	<p>All persons wishing to use kitchen for warming food only</p>	<p>Unit should have remote</p> <p>Air Con Unit should be serviced and PAT tested</p> <p>Fitted by Certificated Electrician</p> <p>Fitted by Certificated Electrician</p> <p>Fitted by certificated Electrician</p> <p>Fitted by a certificated Electrician</p> <p>Fitted by a certificated Electrician</p> <p>Instructions for Hob and Ovens to be available</p>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>		<p>All equipment passed October 25</p>

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Wine Chiller		Fitted by a certificated Electrician	Achieved		
Under counter Ovens x 2		Should be PAT tested with sticker	Achieved		
5 Plate Hob		Should be PAT tested with sticker	Achieved		
		Shutters should meet Fire Safety Regulations	Achieved		
Electric Kettles x 3			Achieved		
Urns x 2					
Fire Shutter to Large Hall			Achieved		

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Fire Blanket			Achieved		
KITCHEN – SERVERY		Fire Blanket should be on wall and up to fire Safety Standards			
Hatch to main vestibule			Achieved		
3 Electric Kettles	All persons wishing to serve teas and coffees	Hatch should meet with fire safety standards	Achieved		
1 Electric Urn		Should be PAT tested every 12 months with stickers to prove	Achieved		
1 Microwave		Electric Urn should be PAT tested with a sticker to prove	Achieved		
Door to Kitchen/Fire Door		New – should have been fitted by Professional Electrician			
		Safety Finger guards should be fitted			

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DOWN STAIRS INNER LOBBY	Lift for disabled persons	Door should be self- closing	Achieved		
		All persons wishing to go upstairs to Storage Rooms or Committee Room.	Lift should have correct Safety certification renewable every 6 months	Achieved	
		Emergency Procedures for exiting the lift to be displayed inside and outside of the lift.	Achieved		
		Lift should be fitted with self- closing doors	Achieved		
Electrical Cupboard					

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Under stairs Area		Electrical cupboard should be kept locked	Achieved		
		Electrical cupboard should have the correct stickers on it to show that it is a danger	Achieved		
Fire Door into Small Hall		Under stairs area should be kept Clear from debris	Achieved		
		CVH Wheelchair for public use should be stored in the under stairs area in a safe and secure fashion.	Achieved		
		Fire Door from Small Hall into down stairs inner lobby should be free from debris.	Achieved		
Red box Fire Alarm		Door should have a finger guard.	Achieved		
		Door should have all the correct signage.	Achieved		

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Fire Door to outside World.		The red box fire alarm should have the correct signage.	Achieved		
		Fire Door to outside should be free from debris.	Achieved		
		Fire Door to outside should have an emergency push bar Exit facility.	Achieved		
Fire Extinguishers		Fire door to outside should have all the correct signage.	Achieved		
CO2		Fire Extinguishers must be in date	Achieved		
Water		Fire Extinguishers must have an intact seal.	Achieved		
		Fire Extinguishers should have all the correct signage.	Achieved		
Radiator		Radiator should be up to safety regulations	Achieved		

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Fire Door to the Main Kitchen		Radiator should have a thermostat	Achieved		
		Door should be free from Debris	Achieved		
		Fire Door to main Kitchen should have a finger guard	Achieved		
		Fire Door to main Kitchen should have all relevant Fire Safety signage.	Achieved		
		Fire Door to Main Kitchen should have a self- closing hinge.			
SMALL HALL			Achieved		
Double Fire Doors to outside World	All persons wishing to use Small Hall and wishing to use	Doors should have Self shutting hinges	Achieved		Checked September 25
		Doors should carry all Fire Safety Exit Signage			

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Fire Door to Down Stairs Inner Lobby	Wheel Chair access to Hall.	Doors should carry Wheel Chair access point signage	Achieved		All checked September 25
		Doors should have press button opening for Wheel Chair users	Achieved		
		Fire Doors to Inner Lobby should be free from Debris.	Achieved		
		Fire Door to Inner Lobby should have Safety finger guards	Achieved		
		Fire Door to Inner Lobby should have self- closing hinge.	Achieved		
		Fire Door to Inner Lobby should have all correct Fire Safety signage.	Achieved		
		Hatch should be Fire Resistant	Achieved		
		Hatch from Servery to Small Hall.	Achieved		

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Radiators Fire extinguishers Water CO2 Double Fire Exit Doors to hallway		Hatch should carry all correct Fire Safety Standards signage	Achieved		All fire safety equipment checked by fire officer October 25 Achieved September 25
		Radiators should be to Safety Standards	Achieved		
		Radiators should be fitted with thermostats	Achieved		
		Fire extinguishers should be in date.	Achieved		
		Fire Extinguishers seals should be intact.	Achieved		
		Fire Jacket should be available	Achieved		
		Fire safety Policy with muster point should be available	Achieved		
		Double Doors should carry all fire safety signage	Achieved		
		Double doors should have self- closing hinges	Achieved		

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Smoke Alarms		Double doors should have safety finger guards Smoke Alarm should be serviced 6 monthly	Achieved		All checked and passed as good September 25
UPPER LOBBY AND STAIRS	All persons wishing to gain access to Committee Room.				
Stairs	All persons wishing to gain access to Chinnor Players Storage Cupboard	Stairs should be up to safety standards with non-slip treads	Achieved		
Disabled lift to upper Lobby	All persons wishing to gain access to U3A storage Cupboard		Achieved		

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<p>Fire Extinguishers Water CO2</p>		<p>Disabled lift should have a self-closing slow hinged door</p>	<p>Achieved</p>		<p>September 25</p>
		<p>ALL RISK ACCESSIONMENT REQUIREMENTS LISTED IN INNER LOBBY</p>	<p>Achieved</p>		
		<p>Fire extinguishers should be in date.</p>	<p>Achieved</p>		
		<p>Fire extinguishers seals should be intact</p>	<p>Achieved</p>		
		<p>Fire extinguishers should carry all the correct fire safety signage</p>	<p>Achieved</p>		
		<p>Fire safety Policy should be on wall with</p>	<p>Achieved</p>		
		<p>Red fire Alarm Box with correct signage</p>	<p>Achieved</p>		

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COMMITTEE ROOM Fire Escape Windows Situated on wall as Dormer windows. Dormer windows open onto first floor flat Roof. Door to Room Radiators	All persons using the 2 nd floor Committee Room.	Chinnor Players Door should be fire door with correct signage	Achieved.		
		U3A Door should be fire door with correct signage			
		Committee Room Door should be fire door with correct signage.	Achieved		
			Achieved		
		Dormer windows should have the Correct signage to inform occupants that the windows are a means of escape.	Achieved		

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MAIN VESTIBULE		Door should be a fire door allowing up to 30 minutes for occupants to escape.	Achieved		
		Fire door should have the correct fire regulation signage	Achieved		
		Door should have a self-closing hinge	Achieved		
		Radiators should be up to safety standard and have individual thermostats	Achieved		
		Smoke Alarm			
Soft Furnishings comprising of a sofa and chair in the main reception area. Upholstered on metal frame.	All persons using Halls.	High Vis Fire Vest with CVH printed on back	Achieved		<p>All checked and passed as good September/October 25</p> <p>Electrician has checked and passed all electrical</p>

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<p>Sources of ignition :</p> <p>Paper Cardboard Furniture Waste products</p>	<p>Committee Members : 8 – 10 members 1 Cleaners 1Caretaker</p> <p>Maximum of 280 visitors (Hirers) in the 2 halls + Committee Room.</p> <p>Additional catering staff - unknown.</p>	<p>Sofa and chairs should be fire retardant.</p>			<p>equipment in both kitchens October 25</p> <p>All the above has been checked up to and including 31st October 25</p>

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						Lift service certificated renewed and on wall of lift August 25

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					<p>All checked and in good order September 25</p>

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<p>Addition</p> <p>Main Hall Surface Where Carpet meets Wooden Floor in front of the Hatch into Kitchen</p>	<p>All persons Visiting the Hall</p>	<p>The two surfaces meet each other perfectly with no lip.</p> <p>Carpet in good condition.</p>	<p>Monitor to ensure no rucking of carpet or wearing occurs.</p>		<p>Achieved</p>	

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