

SUTTON POYNTZ MISSION HALL

March 2025

RISK ASSESSMENT



Purpose and Methodology of Risk Assessment

Carried out on 28 February 2025, prior to the Hall reopening on 1st March, by Colin Marsh, Bill Egerton, and Maureen Morris, who did a walk-round of the outside areas including the Car Park and garden, and all the rooms inside. Hazards were identified and assessed, using knowledge of the uses of the Hall. For each hazard, the precautions that were already in place were noted, and additional control measures were documented that would help to further reduce the degree of risk. For each of those additional control measures, a responsible person and a target completion date were specified. Where no further action on control measures is noted the level of risk is deemed to be As Low As Reasonably Practicable based upon existing controls subject to periodic review (should be at least annually, following an incident or near miss and when significant change is deemed to have occurred).

Risk Assessment Record

| HAZARD/RISK that might cause injury or damage | CONTROL MEASURES in place | OK? [Risk] | CONTROL MEASURES required (including who and when by) |
|--|---|---------------|--|
| SLIPS, TRIPS AND FALLS | | | |
| Access path - trip hazard on the paved pedestrian path from the public road leads to the front and back doors and to the orchard/garden. | Paving slabs have been re-set when necessary to provide a flat trip-free surface. Gravel in the small adjacent parking area is level with the slab edges. | Y [Low] | Frequent regular inspection reporting and action to remove hazard when necessary and without delay. [Maureen Morris] |
| Car Park - trip hazard – a small section of the car park, next to the road, is short of gravel, leaving an uneven surface | Gravel area kept even so as not to form holes, etc. | N [Low] | When the proposed road surfacing is done by Dorset Council, get sufficient gravel to fill the dip if not filled with road surfacing material.. [Bill Egerton, end of June 2025] |

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| Ramp to orchard – slips on the medium steep slope | The width and slope of this ramp is reasonable for most people, but quite difficult for disabled and for wheel-chair users. The path has a ridged surface to prevent slips. Helpers are advised for persons with mobility difficulties. | Y [Low] | |
| Orchard – trip and fall on uneven lawn surface | This was reasonably level despite recent passage of builders accessing the back of the hall. | Y [Low] | On-going monitoring by hall managers/ gardener to ensure reasonably level surface with no obvious trip hazards e.g. fallen branches, depressions. [Maureen Morris] |
| Tripping over obstacles inside Hall. | All floor areas to be kept clear of trip hazards e.g. boxes, cables, bags, which should be placed away from walkable areas or physically protected e.g. cable covers. Any loose flooring materials to be reported by users or others and secured as soon as reasonably practicable. | Y [Low] | |
| VEHICLE MOVEMENTS | | | |
| Car Park – pedestrians struck by vehicles | The paved path and gravelled area provides separation of vehicles and pedestrians. There is a street light opposite, giving good lighting. By the nature of the location, vehicle speeds are very low and the number of cars is low (two/three) and mainly used for loading/unloading only or disabled access.. | Y [Low] | |
| HAZARDOUS SUBSTANCES | | | |

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| Contact with garden chemicals and poisonous plants | No garden chemicals are kept at the Hall. An Oleander plant at the front of the Hall is thought to be the only poisonous plant and has been cut back so as not to encroach onto the public road. The low chain fence between the garden bed and the road gives reasonable segregation. | Y [Low] | Consider removal of Oleander to a less accessible location. [Hall Committee] |
| Contact with cleaning materials | Only widely available household cleaning materials are used at the Hall. These are kept on high shelves (out of children's reach) in the Store Room or in a specific kitchen cupboard. Toilet cleaning materials are not to be kept in the toilets. All chemicals are used in accordance with manufacturer instructions as stipulated on the container or in data sheets/COSHH assessments | Y [Low] | Bleach in particular must be kept where it cannot be accessed by children [Anthea Heathershaw - as necessary] |
| ELECTRICAL RISKS | | | |
| Contact with mains electrical voltage when restoring power. | Location of new (2025) approved Consumer Unit with location identified in Safety Pack building plan (accessible on shelf in main hall) which can be safely reset by an adult. | Y [Low] | |
| Contact with Faulty Mains Electrical installation | Significant work has been done recently, including a new Consumer Unit. The work was done by a qualified Electrical Contractor. Electrical test to be conducted each 5 years or as deemed appropriate by a competent electrical person. | Y [Low] | The installation paperwork has not yet been received, and will be requested and retained. System inspection and test to be scheduled for 2030 [Bill Egerton - end April 2025] |

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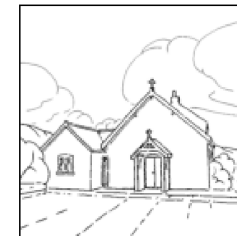


| HAZARD/RISK that might cause injury or damage | CONTROL MEASURES in place | OK? [Risk] | CONTROL MEASURES required (including who and when by) |
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| Contact with faulty electrical equipment | PAT tests were carried out in March 2024, and the records were audited for randomly selected equipment and found to align. Pre-use visual inspections for damage are to be completed by users and any damage reported to the contact person known to the hirer/user. Note lighting in the main hall is LED self contained units requiring the replacement of the whole unit by an approved electrical contractor in the event of failure. | Y [Low-Med] | A visual inspection of all the electrical equipment is due in March 2025. [Bill Egerton - end March] A professional electrical inspection and test of all the portable electrical equipment on the inventory is due in March 2026. [Bill Egerton] |
| HAZARDOUS EQUIPMENT | | | |
| Injury from faulty equipment in Disabled WC | Location clearly labelled, and equipment satisfactory except handrail next to WC fitting not installed. | Y [Med] | After building work, one support handle not yet fixed to wall. Safe for use but restrictive for disabled users. [Bill Egerton - by 7 March] |
| Contact with kitchen utensils including sharp items | Items to be stored in drawers/cupboards and not left on work surfaces when not in use. Handle with care. | Y | Recommend modifying Conditions of Hire at next review to say specifically that children should only be in the kitchen under close supervision [Sue Cottam - end December] |
| Contact with hot cooker surfaces in Kitchen area | Be aware of potential hot surfaces, use oven gloves/cloth provided. Ensure that oven is switched off when not in use and before leaving the building. | Y | Recommend modifying notice above cooker to give warning of hot surfaces [Bill Egerton - end March] |
| MANUAL HANDLING | | | |

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| Struck by Falling Chairs and Tables due to incorrect stacking | Chairs to be stacked to a maximum height of five chairs. Tables to be replaced in appropriate mobile rack (long and short tables) and secured with built in strap. Brake to be applied when stationary. Two spare tables to be secured next to wall using bungee strap provided. | Y [Low] | Erect notice - 'Max five chairs per stack' [Bill Egerton – March 2025] |
| Manual Handling of Chairs/Tables | Carry one chair at a time. Move tables to required location using mobile (wheeled) storage rack. Handle one short table at a time. Ensure two persons when handling long tables into position. Use proper tool to collapse table legs. | Y [Low- Med] | |
| Items Falling from Cupboards in Kitchen/Main Hall | Cupboards are at an appropriate height for accessible storage of low weight items. | Y [Low] | Requires notice on inside of doors – 'Please place heavier items on lower shelves' [Bill Egerton - end March] |
| WORKING at HEIGHTS | | | |
| Main Hall – over-reaching when opening top windows. | Windows can be reached by most persons from ground level. If taller persons not available ensure use of step provided at side of stage. | Y [Low] | |
| Falling from stepladder | There is no need for users and managers of the Hall to use anything more than the stepladder provided (stored in WC lobby). This stepladder must be used in accordance with the safety notices attached to it. | Y {Low} | |

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| Falls while accessing loft space | The loft above the kitchen extension has a loft access ladder, which should be extended and used in accordance with the attached safety notices. Main Hall roof space is not to be accessed by users or managers without a separate risk assessment being completed and would normally be undertaken by a competent contractor. | Y [Low] | |
| FALLING OBJECTS | | | |
| Orchard - risk from falling or overhanging branches | The trees in the orchard are to be checked (particularly after adverse weather) and maintained to ensure there is little risk from falling branches or branches at head height | Y [Low] | |
| Risk from falling roof tiles etc. | Refurbishment just completed - confirmed as in sound condition. Any loose tiles or other unstable structural materials e.g. sign to be reported and repaired without delay. [Hall Committee] | Y [Low] | |
| Falling materials from shelves in Store Room | New shelving is secure and reduces clutter. No items above 10kg to be placed on higher level shelves. Bulky or extra heavy items to be stored under the stage or at ground level in the store room. | Y ;[Low] | Provide clips to hold items (brooms, easel etc.) securely against wall [Bill Egerton - end April] |
| Partial structural collapse - slight lean in one building wall particularly. | Assessed as structurally requiring attention in the medium term but currently stable. | N (Low) | Condition needs monitoring regularly and any deterioration reported to builders for further assessment and action [Bill Egerton – to monitor until repair can be started] |

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| INADEQUATE EMERGENCY RESPONSE | | | |
| Inadequate first aid response | First Aid kit location shown in Safety Pack building plan accessible in Main Hall.. Contents regularly checked and replenished by A Heathershaw. | Y [Low] | Place notice adjacent to main entrance identifying location of Village Defibrillator. |
| Entrapment by Fire in Main Hall | Two fire exits provided. Main exit (west side) clearly labelled, and provides immediate safe exit to an outdoor area. Exit at north-east corner is via a fire door, also labelled - this exit is via steps to the garden of adjacent property. Both doors have quick release handles on the inside. All fire exits to be kept clear as identified to users in the hirer information pack. | Y [Low] | |
| Entrapment by fire in kitchen, store room and disabled WC area. | It was assessed that access via the back door from the kitchen which is primarily for the limited number of persons using this area is satisfactory. The serving table that has been stored next to this path has now been moved to another storage location and this exit route must be kept clear at all times. | Y [Low] | 1) A "Fire Exit - Keep Clear" sign should be fitted outside the outside door [Sue Cottam - end April] 2) A combination lock has been obtained for this outside door which will ensure that the door can always be opened by a quick release mechanism from the inside. [Bill Egerton - end May] 3) Outside door needs "Fire Exit" sign inside [Sue Cottam - end April] |

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| Fire inside building | Locations of fire extinguishers adjacent to each fire exit) and fire blanket next to kitchen fire exit are clearly signed and shown in Safety Pack building plan. The equipment meets international standards and is maintained on an annual contract with a competent authority. No flammable materials to be kept on the premises and waste combustible materials should be disposed of into bins at rear of the building or taken to the recycling facility. Users and managers who are the last to leave are to switch off all heaters, lights and kitchen equipment before vacating the building. | Y [Low] | Identify need for smoke detectors in kitchen and other areas as part of fire risk assessment. [Bill Egerton – end June; suggest one smoke detector in kitchen area as an initial action by end March.] No smoking sign to be placed at entrance to Hall. [Bill Egerton – April 2025] |
| Fire in building structure | The building is not thought to have a high fire safety risk. A professional review has not been done for a number of years. | Y [Low-Med] | Recommended that a professional Fire Safety Assessment be commissioned. Contact Fire Service initially. [Bill Egerton - end June] |
| OTHER HAZARDS | | | |
| Contact with Asbestos | Not believed to be present given the age of the building, solid brick construction and extensive refurbishment in 2025 which did not highlight any possible asbestos content. | Y [Low] | Confirm with builders absence of asbestos [Bill Egerton – March 2025] |
| Garden seats - risk to users from poor maintenance e.g. collapse, sharp edges. | The seats were checked for structural soundness and were deemed reasonably sound for foreseeable use.. | Y [Low] | Paint/varnish as appropriate and periodically (annually) inspect. [Bill Egerton - end September] |

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| Contact with sharp objects – the external walls of the Hall have large numbers of old nails and other garden fixings, some with sharp ends. | | N [Med] | All fixings to be removed, and replaced where needed with lattice as support for cultivated plants. [Bill Egerton and John Legg - end May] |
| Water flooding due to failure to identify and operate water stopcock. | Identified in building plan in Safety Pack | Y [Low-Med] | Erect sign to identify water stop cock in main hall. [Bill Egerton - end March] |