

## GUIDE TO HEALTH AND SAFETY FOR VILLAGE HALLS AND COMMUNITY BUILDINGS

### **1 Purpose of this Document**

This document is intended as a simple guide to health and safety in village halls and community buildings. It has been extracted from ACRE's Village Hall Information Sheet number 15. To obtain a full understanding of the subject readers are recommended to read through the full Information Sheet from ACRE.

This document is intended to be a guide for village hall and community building committee members who may find the subject daunting. The document explains the key statutory requirements as they affect village halls and community buildings and how to address them.

An alternative checklist for Village and Community Halls is produced by the Health and Safety Executive and can be accessed on the HSE web site at <http://www.hse.gov.uk/risk/casestudies/villagehall.htm>. This is worth looking at. The HSE also does a worked example of a risk assessment which can be found at <http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>.

### **2 The Responsibilities of Management Committees**

Management Committees have a duty of care under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. Management committees also have a statutory duty under the Health and Safety at Work Act to take 'reasonable practical' steps to ensure the health and safety of employees and others who use the hall ie. Volunteers, members of the public and contractors.

It is extremely important that committee members (as managing trustees) take the steps necessary to ensure that they do not become liable under the Health and Safety at Work Act or that their insurance is not invalidated through their own negligence.

Although some legislation applies only to organisations which have employees and not those which use volunteers only, the duty of care applies to all organisations.

No one can guarantee total protection against accidents however. Assessed risks and the measures required to reduce or avoid them have to be balanced against the cost and practicality of the relevant safety measures. The important point is to do what is reasonable to solve problems and record your actions.

#### **Recommendation for Management Committees**

- Appoint one or two persons as their health and safety officers to draw up policies and establish appropriate records.
- Carry out a risk assessment at least every two years
- Prepare a health and safety file which is kept at the Hall
- Provide a copy of the information kept in the file to every committee member
- Ask the nominated person(s) to go through the file at a committee meeting
- Ensure the bookings secretary makes all hirers aware of the health and safety policy for the Hall and the fire evacuation procedures
- Ensure that all hirers sign a written hiring agreement agreeing to abide by the terms and conditions given

The policy, documentation and procedures should be reviewed by the committee once each year.

### **3 Health and Safety Legislation and Implications for Village Halls**

A checklist of the legislation and how or whether it applies is given at Appendix 1. A summary of nine key action points is given below:

- Provide HSE poster or leaflet to all employees
- Risk Assessments -       General  
                                  Fire Hazards  
                                  CoSHH (Control of Substances that are Hazardous to Health)
- Provide First Aid Box
- Provide Accident Book or Form
- Provide protective equipment (eg. gloves, glasses, trolleys)
- Provide training eg. in equipment use
- Maintain and check electrical and fire equipment
- Locate and manage any asbestos
- Check ACRE's Village Hall Information Sheet 20, Health and hygiene in village halls regarding food safety.

#### **4 Preparing a Health and Safety Policy**

Although it is only a requirement for employers with more than five employees to have a policy, it is strongly recommended that every hall draws up a health and safety policy in writing. It helps the hall management committee to clarify procedures and areas of responsibility and helps to make people more aware of the safety issues.

A health and safety policy document normally falls into three parts:

- General Statement of Policy
- Responsibility for carrying out the Statement of Policy.
- Arrangements and Procedures

A model policy document is included at Appendix 2 which can be adapted for individual circumstances.

A key part of the hall's health and safety policy is gaining commitment from committee members, employees and hirers to watch out for any damage, faults, wear and tear or other circumstances which could pose a hazard to anyone using the hall. There should be a designated committee person to whom such occurrences are notified.

The policy should also provide that volunteers, employees, and contractors should not carry out maintenance and repair work alone on the property, particularly if they are using ladders, chemicals or equipment which might pose a danger. Where jobs are less risky and working alone is unavoidable, someone should call regularly to check they are safe.

#### **5 Risk Assessment**

Your committee cannot afford to neglect risk assessment. A risk assessment not only helps to keep people safe, it is required under several pieces of legislation. Risk assessment :

- Is a means of helping management committees ensure buildings comply with health and safety legislation
- Offers protection to committees from liability in case of fire or accident
- Will be welcomed by insurers
- May be required in order to obtain a Premises Licence
- Avoids public liability claims by users, thereby protecting insurance premiums.

If your hall committee organises a major event you should do a risk assessment for each occasion, as different risks may be involved.

Risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

It is not a difficult procedure and can be done by village hall committees. A mixed group is more likely to spot different hazards and volunteers and employees should be involved.

A risk assessment is done by walking around the whole premises ( car park, grounds, immediate surroundings, entrance, main hall, meeting rooms, kitchen, toilets and walk in cupboards) checking for hazards and applying common sense. See Appendix 3 for a list of hazards and a Risk Assessment Record. In each location there are three questions to ask:

- What could go wrong?
- What would be the consequences and for who?
- What could be done to make sure it doesn't go wrong?

You will never eliminate risk, but should be aiming for the lowest level of risk. The important thing is to decide whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small.

A hazard is anything that can cause harm. See Appendix 3.

A risk is the chance, high or low, that somebody will be harmed by the hazard.

### Five Steps to Risk Assessment

**Step 1 – Look for the Hazard that could result in serious harm and assess the probably frequency of it occurring 1 (low) to 6 (high):**

- 1 Improbable
- 2 Possible
- 3 Occasional
- 4 Frequent
- 5 Regular
- 6 Common

**Step 2 – Decide who might be harmed and how think about the activities and processes that take place in the hall. Assess the severity of possible injuries and score from 1 (low) to 6 (high):**

- 1 Trivial injuries
- 2 Minor injuries
- 3 Major – one person
- 4 Major – many people
- 5 Death of one person
- 6 Multiple deaths

**Step 3 – Evaluate the risks and decide whether existing precautions are adequate or if more should be done.**

For each hazard you need to calculate the risk rating by adding together the two scores from step 1 and step 2. A risk rating of 5 or more requires action. Draw up an action list of things that need to be done. Give priority to the highest risk and/or those that could affect people most. Apply the following principles to see if the risk can be reduced or eliminated:

- 1 Try a less risky option
- 2 Prevent access to the hazard
- 3 Organise to reduce exposure to the hazard
- 4 Issue personal protective equipment
- 5 Provide welfare facilities

### **Step 4 – Record Your Findings**

This step is compulsory if you have five employees or more working on the premises. Record everything as you are going through the process including those hazards that are found to be satisfactory. HSE guidance is that risk assessment must be 'suitable and sufficient' – not perfect. You need to be able to show that:

- A proper check was made
- You asked who may be affected

- You dealt with all the significant hazards, taking into account the number of people who could be involved.
- The precautions are reasonable, and the remaining risk is low.
- Report the results to the management committee.

**Step 5 – Review your assessment regularly and revise it as necessary.**

**Review if:**

- There has been an accident or near miss.
- If circumstances change
- Every two years if not done for the reasons above.

#### **Fire Risk Assessment**

Village hall management committees will be required to carry out a fire risk assessment and take steps to reduce or remove the risk of fire. The main emphasis of the assessment should be towards fire prevention. ACRE's Village Hall Information Sheet 37, Fire safety in village halls outlines the responsibilities of village hall management committees under the Regulation Reform (Fire Safety) Order and explains the basis of fire risk assessment.

#### **Risk Assessment and Legionnaires disease**

Under Health and Safety legislation hall management committees will have to consider the risks from legionella that may affect volunteers, employees or members of the public and take suitable precautions. See ACRE's Village Hall Information Sheet 15 – section 5.9

### **6 First Aid**

Village hall management committees have a duty to assess what first aid facilities and equipment would be appropriate and to provide them.

A first aid box should be provided in a suitable and well marked location and a notice near the entrance should state the location. The contents of the first aid box should be adequate for the range of users of the hall and there should be procedures to ensure that the contents are not passed their use by date. More information can be obtained by reading ACRE's Village Hall Information Sheet 15 – Section 6.

### **7 Recording Accidents/Incidents**

All accidents and incidents should be recorded, whether or not there are employees on the premises. Even those halls which are not used by any employees are required to inform their insurers of any accidents or incidents and should therefore keep records, which may be useful in the event of a claim. Accident records must be kept for eight years. For more information see ACRE's Village Hall Information Sheet 15 – Section 7.

### **8 Hiring Procedures**

Every hire of the premises should be covered by a written hiring agreement. This should make clear the health and safety policies which hirers are obliged to follow and give the location of the first aid box. A model Hiring Agreement is available from ACRE.

### **9 Insurance**

Village Hall committees should ensure that their insurance policy provides adequate cover for public liability, employers' liability, and volunteers carrying out work at the building. For further information see ACRE'S Village Hall Information Sheet 7.

**Appendix 1 Health and Safety Legislation and Implications for Village Halls.**

<b>Legislation</b>	<b>Action Needed</b>	<b>Does it Apply</b>
<b>Health and Safety at Work Act 1974</b>	<b>Provide safe premises: provide HSE poster or leaflet with contact addresses to employees</b>	<b>Yes</b>
<b>Management of Health and Safety at Work Regulations 1999</b>	<b>Risk assessment and follow up.</b>	<b>Yes</b>
<b>Workplace (Health, Safety and Welfare) regulations 1991/1992</b>	<b>Look after welfare (heating, sanitation etc). Provide First Aid box.</b>	<b>Yes</b>
<b>Provision and Use of Work Equipment Regulations 1988</b>	<b>Where equipment is used: risk assessment, follow up, training and maintenance.</b>	<b>Where equipment is used.</b>
<b>Manual Handling Operations Regulations 1992</b>	<b>Risk Assessment of operations involving moving furniture/equipment and follow up.</b>	<b>Yes</b>
<b>Personal Protective Equipment at Work Regulations 1992</b>	<b>Provide adequate protective equipment (eg. Gloves, safety glasses, helmets)</b>	<b>Yes</b>
<b>The Control of Substances Hazardous to Health Regulations (CoSHH)</b>	<b>Risk assessment for substances used and follow up</b>	<b>Yes</b>
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.</b>	<b>Provide an Accident Book or Forms. Report all serious incidents.</b>	<b>Yes</b>
<b>Electricity at Work Regulations 1989</b>	<b>All electrical systems and equipment to be installed and maintained in a safe condition; routine checks as appropriate; portable appliances to be tested annually.</b>	<b>Yes</b>
<b>The Regulatory reform (Fire Safety) Order 2005.</b>	<b>Risk assessment of fire hazards and follow up. Obtain advice from Fire Authority re provision and maintenance of fire precautions, fire fighting equipment, detection, fire exits. Training.</b>	<b>Yes</b>
<b>The Licencing Act 2003</b>	<b>Risk assessment and health and safety policy may be expected as part of operating schedule.</b>	<b>Yes</b>
<b>The Occupiers Liability Act 1984.</b>	<b>Ensure any dangers on the premises (including outside) are dealt with by warning and/or fencing as appropriate</b>	<b>Yes</b>
<b>The Control of Asbestos at Work Regulations 1992.</b>	<b>Locate any asbestos check its condition, manage the risk. (See also ACRE Information Sheet 14).</b>	<b>Yes</b>
<b>Health and Safety (Display Screen Equipment) Regulations 1992.</b>	<b>Check Health and Safety Handbook for details.</b>	<b>Yes, where VDUs in use</b>
<b>The Food Hygiene (England) Regulations.</b>	<ul style="list-style-type: none"> <li>▪ <b>All food provided on the premises must be safe.</b></li> <li>▪ <b>Food businesses must be registered in writing to the County Council.</b></li>   <li>▪ <b>Specifies basic food hygiene standards for premises used for food preparation.</b></li> </ul>	<p><b>Yes</b> See ACRE Inf. Sheet 20 to check.</p> <p><b>Yes, if food is prepared or served on the premises.</b></p>

	<ul style="list-style-type: none"> <li>▪ All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work.</li>   <li>▪ Certain foods are subject to temperature control requirements, refrigeration may be required.</li> </ul>	<p>Yes, if food is regularly prepared or served on the premises.</p> <p>Yes, if food is prepared or served on the premises.</p>
<b>The Children Act 1989</b>	<b>Organisations providing childcare must register and comply with inspections.</b>	<b>Where child care takes place.</b>
<b>The Water Supply (Water Fittings) Regulations 1999</b>	<b>All water fittings and equipment must comply with these regulations.</b>	<b>Yes, unless installed before legislation.</b>

**NOTE.** Although many of these regulations only apply to premises where people are employed the over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, and some users may have employees so it is prudent for all village halls operate as if they apply.

**Part 1 General Statement of Policy**

This document is the Health and Safety Policy of ..... Village Hall or Community Building.

Our policy is to:

- A) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- B) Keep the village hall and equipment in a safe condition for all users.
- C) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of ..... Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

..... Village Hall Management Committee considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name

Position

Date

**Part 2: Organisation of Health and Safety**

The ..... Village Hall Management Committee has overall responsibility for health and safety at ..... Village Hall.

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name .....  
Telephone Number .....  
Address .....  
.....  
.....  
.....  
Email Address .....

Name .....

Telephone Number .....

Address .....

.....

.....

.....

Email Address .....

.....

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person(s) above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the .....

The following persons have responsibility for specific items:

First Aid Box .....

Reporting of Accidents .....

Fire Precautions and checks .....

Training in hazardous substances and equipment .....

Risk assessment and inspections .....

Information to contractors .....

Information to hirers .....

Insurance .....

A plan of the Hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler, stairs, loft access and .... (any other features which may have a bearing on safety).

**Part 3 Arrangements and Procedures**

**3.1 Licence**

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The Hall is licensed for	Times for which the activity is licensed	Indicate Activities to take place at your event
(a) The performance of plays			
(b) The exhibition of films			
(c) Indoor sporting events			
(d) Boxing or wrestling entertainment			
(e) The performance of live music			
(f) The playing of recorded music			
(g) The performance of dance			
(h) Entertainment similar to those in (a) to (g)			
(i) Making music			
(j) Dancing			
(k) Entertainment similar to those in (l) to (j)			



(l) The provision of hot food/drink after 11pm			
(m) The sale of alcohol			

**3.2 Fire Precautions and Checks**

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exists, fire fighting equipment, assembly point(s).

Person on the management committee with responsibility for testing for the fire risk assessment:

.....  
 Local Fire Brigade contact name .....

Fire Brigade Contact telephone no. ....

Company hired to maintain and service fire safety equipment:

Name .....

Address .....

Tel. No .....

Location of Service record .....

List of Equipment and its location (for example)

Item	Test Interval	Location	Service Date
Residual Current Device	Monthly		
Emergency lighting	Monthly		
Fire Exits – Main Hall	Weekly		
Fire Fighting Appliances	Annually		
Electrical Installation	1/3/5 Years		
Portable Appliances	Annually		

**Procedure in case of Accidents**

The location of the nearest hospital Accident Emergency/Casualty dept. is:  
 .....

The location and telephone number of the nearest doctor’s surgery is:  
 .....

The First Aid Box is located in:  
 .....

The person responsible for keeping this up to date is:  
 .....

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:  
 .....

The person responsible for completing RIDDOR forms and reporting on accidents is:  
 .....

Note- The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)

- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

**Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will be given information/training by the Bookings Secretary about health and safety procedures at the hall which they will be expected to follow (eg fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

“It is the intention of ..... Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring into the property any portable electrical appliances which have not been Potable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.
- Do not stack more than five chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building’s facilities to .....
- Report every accident in the accident book and to .....
- Be aware and seek to avoid the following risks:
  - (a) Creating slipping hazards on stairs, polished or wet floors,- mop spills immediately
  - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - (c) Use adequate lighting to avoid tripping in poorly lit areas

- (d) Risk to individuals while in sole occupancy of the building
- (e) Risks involved in handling kitchen equipment eg cookers, water heaters and knives
- (f) Creating toppling hazards by piling equipment eg. In store cupboards.

**Contractors**

The management committee will check with contractors (including self employed persons) before they start work that:

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work eg. Have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers.

**Insurance**

Give details of the company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Name and address of insurer .....  
 Telephone No. of Insurer .....  
 Policy number .....  
 Date of Renewal .....  
 Any risks or special conditions users should be aware of .....

**Review of Health and Safety Policy**

The management committee will review this policy annually. The next renewal is due in (month) ..... (year) .....

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive
- The Fire Authority
- The Local Environmental Health department

**Appendix 3 Risk Assessment Record**

<b>RISK ASSESSMENT RECORD</b>			
<b>Village Hall...</b>	<b>Assessor.....</b>	<b>Date.....</b>	
<b>Area</b>	<b>Persons at Risk</b>		
<b>Hazard</b> .....	<b>Frequency</b> .....	<b>Severity</b> .....	<b>Risk Rating</b> <b>(Frequency + Severity)</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>Note – A Risk Rating of 5 or more requires further action</b>			
<b>Present Control Measures</b>			
<b>Measure</b>	<b>Adequate</b> <b>Yes or No</b>		<b>Suggested Improvements</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>Further Action and Recommendations</b>			
<b>Risk Rating Scores</b>			
<b>Probable Frequency</b>	<b>Severity</b>		
<b>1 Improbable</b>	<b>1 Trivial injuries</b>		
<b>2 Possible</b>	<b>2 Minor Injuries</b>		
<b>3 Occasional</b>	<b>3 Major injury to one person</b>		
<b>4 Frequent</b>	<b>4 Major injuries to many people</b>		
<b>5 Regular</b>	<b>5 Death of one person</b>		
<b>6 Common</b>	<b>6 Multiple deaths</b>		
<b>Date Reported to Management Committee</b>			
<b>Review Date</b>			

**Risk Assessment in Village Halls – Examples of hazards**

<b>Village Halls – Examples of Hazards</b>	
<b>Area</b>	<b>Hazard</b>
<b>Car Park and Exterior Footpaths and Steps</b>	<ul style="list-style-type: none"> <li>1 tripping and falling – inadequate maintenance</li> <li>2 tripping and falling - poor maintenance</li> <li>3 tripping and falling – inadequate lighting</li> <li>4 tripping and falling – no hand rail</li> <li>5 windows protrude over path</li> <li>6 access to other hazards</li> <li>7 window cleaning</li> </ul>
<b>Entrance Area</b>	<ul style="list-style-type: none"> <li>1 electric shock from switchgear</li> <li>2 slipping on wet floor</li> <li>3 tripping and falling – loose mats</li> <li>4 tripping and falling – push chairs</li> <li>5 cleaning materials</li> </ul>
<b>Main Hall and Meeting Room</b>	<ul style="list-style-type: none"> <li>1 Incorrect moving of heavy items</li> <li>2 electric shock from portable appliances</li> <li>3 slipping on wet floor</li> <li>4 too many people</li> <li>5 electric sockets – access to children</li> <li>6 Fire exits blocked</li> <li>7 fire equipment not working</li> </ul>
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>1 hot surfaces</li> <li>2 sharp implements</li> <li>3 cleaning materials</li> <li>4 unsecured hot water boiler</li> <li>5 dangling leads</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>1 slipping on wet floor</li> <li>2 cleaning materials</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>1 falls from ladders</li> <li>2 working alone</li> <li>3 electric shock from appliances</li> <li>4 incorrect moving of heavy items</li> </ul>
<b>Stores</b>	<ul style="list-style-type: none"> <li>1 badly stocked equipment</li> <li>2 people moving heavy items</li> </ul>
<b>Boiler Room</b>	<ul style="list-style-type: none"> <li>1 Inflammable items stored near combustion source</li> </ul>
<b>Stage</b>	<ul style="list-style-type: none"> <li>1 removable steps loose</li> <li>2 Stage edge not clearly visible</li> </ul>