

Risk Assessment – Corpusty Old Railway Station Building – 3 December 2024.

Carried out by Maureen Kimbley

(using the HSE form for village and community halls)

Area	Question	Answer	Action	By Whom and When	Further comments
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	No	Moss to be removed and the platform cleaned to make safe	Community Payback team; autumn 2024	
	Can emergency vehicles gain access?	Yes			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	No			
	Have you provided matting to minimise rainwater etc being carried into the building?	No	Matting to be considered once the renovations have been carried out	The village hall committee, once all decoration has been completed.	
	Do rooms and corridors have sufficient lighting?	Yes			
	Are corridors clear of clutter?	N/A			
	Are there any trailing electrical leads/cables?	No			

Risk Assessment – Corpusty Old Railway Station Building – 3 December 2024. Carried out by Maureen Kimbley (using the HSE form for village and community halls)					
Area	Question	Answer	Action	By Whom and When	Further comments
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage, etc?	Yes			
	Is internal flooring in good condition, e.g. are carpets fixed?	Yes			Parquet floor dirty but in good condition
	Where any doors contain glass, is this made from a safety material?	See Action	Back door glass, yes. Front door to be replaced in the spring 2025	Village hall committee will appoint contractor	
	Are all stairs fitted with handrails?	N/A			
Electrical equipment and services	If you have any fixed electrical installations: - Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? - Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	Yes			All electrical items will be tested to ensure safety once the building work is complete and before use as a community space
Electrical equipment and services contd.					

Risk Assessment – Corpusty Old Railway Station Building – 3 December 2024. Carried out by Maureen Kimbley (using the HSE form for village and community halls)					
Area	Question	Answer	Action	By Whom and When	Further comments
	<p>If you own or hire any portable or fixed electrical equipment (e.g. a cooker or vacuum cleaner etc):</p> <ul style="list-style-type: none"> <li>- Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?</li> <li>- Has any damaged electrical equipment been taken out of service or replaced?</li> </ul>	<p>N/A</p> <p>N/A</p>			
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	No			This will be done Spring 2025 before public use. The building is one room with separate toilets; easy to evacuate.
	Has an evacuation plan been implemented?	N/A			
	Is the fire alarm tested regularly?	N/A			
	Are fire drills carried out at least once a year?	N/A			Building is on one level, nowhere is far from a fire exit

Fire contd	Are regular checks made to ensure escape routes and fire exit doors are: Unobstructed; and Adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	Yes			
	Are combustible substances or waste stored safely?	Yes			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance?	See comments			In place and will be brought into the village hall fire check
Responsibility	Do users have all the information about the hall they need to operate safely?	Yes			