Health and safety checklist for
North Petherton Community Centre
Fore Street, North Petherton

How this checklist can help you

Health and safety shouldn't be a barrier to managing a hall. Taking a sensible, proportionate approach is the key to making sure the hall provides a healthy and safe place for people to use without unnecessary bureaucracy.

If you own and/or are responsible for managing a village or community hall, this checklist will help you comply with health and safety law relating to non-domestic premises.

Do you employ staff?

If you employ staff you have wider responsibilities under health and safety law. Our 'Health and safety made simple' site (www.hse.gov.uk/simple-healthsafety) will take you through the basic steps you need to follow to ensure you comply with the law.

Using the checklist

This checklist covers the most common areas of risk, but is not exhaustive. If an issue is not relevant to your hall, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end for you to list any additional issues that need to be addressed.

Further information

You can find detailed advice on how to manage the risks of voluntary work (www.hse.gov.uk/voluntary).

HSE's homepage (www.hse.gov.uk) has information on topics to help you decide what you need to do about many common types of risk.

We have also advice on risk assessment for voluntary work that could help you (Voluntary work - Include volunteers in your risk assessment - HSE).

The Foods Standard Agency have published practical advice on food safety and hygiene (Providing food at community and charity events).

The Ministry of Housing, Communities and Local Government has published practical and specific fire safety risk assessment guidance for small and medium places of assembly in England and Wales (www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly).

The Scottish Government has also developed guides to help people with fire safety (www.firelawscotland.org/).

If you own or use halls you might also find guidance from other organisations helpful:

- Community Matters (www.communitymatters.org.uk);
- Action with Communities in Rural England (ACRE) (www.acre.org.uk)

The Health and Safety Executive has developed this checklist in consultation with Local Government Regulation to help you comply with health and safety law.

Questions you should ask		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?	✓		
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?		✓	
	Is the car park well lit?	✓		
	Can emergency vehicles gain access?	✓		
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	✓		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	✓		
	Have you provided matting to minimise rainwater etc being carried into the building?	✓		
	Do rooms and corridors have sufficient lighting?	✓		
	Are corridors clear of clutter?	✓		
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	✓		
	Is internal flooring in good condition, eg are carpets fixed?	✓		
	Where any doors contain glass, is this made from a safety material?	✓		
	Are all stairs fitted with handrails?			✓
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?	✓ ✓		
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced?	✓		
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	✓		
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			✓

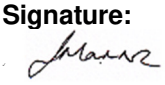
LPG (liquefied petroleum gas)	If there is an externally sited LPG installation with a storage vessel: ■ Is the area around the vessel kept clear? ■ If it is near a road, is it protected from passing traffic? ■ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition?			✓
Asbestos	Does the hall contain any asbestos?	No		
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			✓
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			✓
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)			✓
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			✓

Questions you should ask		**Yes**	**Further action needed**	**N/A**
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	✓		
	Has an evacuation plan been implemented and tested?	✓		
	Is the fire alarm tested regularly?	✓		
	Are fire drills carried out at least once a year?	✓		
	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)?	✓ ✓		
	Are combustible substances or waste stored safely?	✓		
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	✓		
				✓
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)			✓
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			✓
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			✓
Responsibility	Do users have all the information about the hall they need to operate safely?	✓		

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

Additional issues		Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:	
Name (and position): **Jennifer Manners- Secretary & Health & Safety Nominated Trustee**	**Signature:** 	**Date:** **3/2/2025**

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