

Old Felixstowe Community Association RISK ANALYSIS				
		Yes	Further action needed	N/A
<b>Car park</b>				
	Is the car park surface maintained to minimise slip and trip risks?	✓	Felixstowe Town Council to be notified if problems	
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	✓		
	Is the car park well lit?	✓	Extra lighting for pavement installed Dec 2025	
	Can emergency vehicles gain access?	✓		
<b>Movement around the building</b>				
	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks? Is salt available for freezing conditions together with a procedure for administering?	✓	Salt is put next to front entrance in freezing weather. Kept in store cupboard	
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	✓	Emergency/Fire exit signs tested quarterly	
	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?	✓	Hirers responsible for keeping corridors clear	
	Are there any trailing electrical leads/cables?	No	All permanent surface mounted cables are housed in appropriate conduit	
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	✓	Incident book used to report problems	
	Is internal flooring in good condition, eg are carpets fixed?	✓		
	Where any doors contain glass, is this made from a safety material?	✓		
<b>Emergencies</b>				
	Can people easily contact emergency services from the building?	✓	A phone line is available for use in the kitchen. WI-FI and mobile signal is good from other parts of the building	
<b>Electrical equipment and services</b>				
	Are fixed electrical installations 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?	✓	PAT testing of portable/fixed electrical not required in regulations. Constant visual inspection by users/OFCA volunteers to ensure in good condition. Fixed wiring periodically inspected, tested and Electrical Safety certification completed 2022. Visual checks and problems reported via Incident book	
	Has any damaged electrical equipment been taken out of service or replaced?	✓	Broken socket repaired 2025.	

[illegible]

<b>Responsibility</b>				
Do users have all the information about the hall they need to operate safely?		✓	Notices are posted at key places as reminders. There is an inbuilt duty of care to all users of the Hall. This is mitigated by our risk policy and having the appropriate insurance	
<b>General hazards/ maintenance</b>				
	Is there a procedure in place to rectify small hazards or maintenance problems?	✓	All minor hazards/problems are recorded in the Incident book (in the kitchen). This is reviewed monthly by the Management Committee.	
	Is there a procedure for users to record accidents/mishaps?	✓	The hall maintains an incident book and a condition of hire is that users document any episodes of harm or near misses and bring these to the attention of the Administrator at the earliest opportunity appropriate to the situation	
	Is there documentation to record when the safety checks/tests/installations are carried out?	✓	All tests etc carried out are recorded in a separate security folder and a summary given at the monthly OFCA management Meetings	

Document produced	January 2026
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To be reviewed	January 2027