

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.	

<b>Gas equipment and services</b>				
If fixed gas appliances are available for use (eg a boiler, are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?)		✓	Boiler serviced annually, Gas Safety Certificate annually	
Do people know what to do if they smell Gas?		✓	Notices by meter and boiler giving Gas emergency number.	
Is there a CO alarm installed? Is battery checked/replaced as appropriate?		✓	CO2 alarm in kitchen 2025	
<b>Asbestos</b>				
Does the building/roof spaces contain any asbestos?			No known. If found, it would be left undisturbed unless it had to be removed by a Specialist company.	
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?		✓	There is asbestos materials in the flooring (presently covered with modern vinyl). If this had to be disturbed, a Specialist company would be contracted to remove it.	
<b>Fire</b>				
Has a fire risk assessment been completed and are adequate fire safety measures in place?		✓	Fire exits and equipment assessed as OK by Firepower annually with Fire Safety certificate. No Urgent actions required from thorough survey in Dec2024. Recommendations in 2024 survey to be reviewed and implemented in tandem with other improvements	
Has an evacuation plan been implemented and tested?			Fire evacuation plan in entrance lobby beneath the fire control panel. Plan not tested as hirers are not permanent but all Halls are on ground floor and have doors to outside	
Is the fire alarm tested regularly including those who are disabled or vulnerable) Are there smoke alarms?		✓	Firebells tested monthly. Smoke alarms are installed and checked quarterly	
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?		✓	Fire extinguishers visually inspected quarterly and formally inspected annually	
<b>Legionnaires' disease</b>				
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.)				N/A

<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	

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