



MYDDFAI

Myddfai Ty Talcen Limited

Myddfai Community Hall and Visitor Centre

Health & Safety Policy

Myddfai Ty Talcen Limited Company Registration 7286762

Charity Number 524022

Contents

Section 01	Statement of General Policy
Section02	Responsibilities
Sction03	General Points
Section 04	Use of the Kitchen
Section 05	Emergency procedures
Section 06	First Aid
Section 07	In Case of Fire
Section 08	Accident and Incident Reporting
Section 09	Common Hazards and Observations
Appendix 1	Facilities Management Document
Appendix 2	Accident/Incident Report Form
Appendix 3	Equipment/Technology Failure Report Form
Appendix 4	Risk assessment small groups/individuals
Appendix 5	Risk Assessment Large events
Appendix 6	Risk Assessment Template New events.
Appendix 7	Named Fire Marshal Form

Section 01 – Our statement of general policy –

Our statement of general policy

Myddfai Community Hall and Visitor Centre

HEALTH AND SAFETY POLICY

1. General Statement of Health and Safety Policy.

1. The aim of the Management Committee is to provide a safe and healthy environment for staff, hirers and visitors. The Management Committee believes that the prevention of accidents, injury or loss is essential to the effective operation of the Community Hall and Visitor Centre and is part of the legal right of its hirers.
2. The Management Committee notes the provisions of the Health and Safety at Work and in particular the duty of every **director, employee, committee member and hirer** to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons, are not exposed to unacceptable risks to their health and safety. The Management Committee accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
3. The arrangements outlined in this policy statement and the various other safety provisions made by the Management Committee cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Management Committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Community Hall and Visitor Centre premises
4. The Management Committee will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and hirers.

Section 02 - Responsibilities

The Directors and Management Committee operate a Health & Safety Policy which seeks to provide a healthy and safe environment for all bookings.

All statutory requirements for public health and safety are reviewed and implemented in accord with Local Government recommendations. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated. Guidance is regularly sought from the appropriate departments of Carmarthenshire County Council.

User Groups and **Service Users** must play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support **User Groups** and **Service Users** in maintaining this standard and the User/Hirer nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their facility hire contract. They or their representative is then responsible for the health & safety of the group and/or individuals during their use of the facility.

User Group Managers and Service Users

Managers/Supervisors of User Groups and/ or individual Service Users are responsible and have the day to day responsibilities for ensuring that operations under their areas of control are conducted in compliance with current legislation, Committee policies and approved working procedures.

Managers/Supervisors will:-

1. Instigate all accident investigations within their area of responsibility, review accident reports and progress preventative action where appropriate and follow up recommendations for future avoidance of the hazard.
2. Ensure that all control measures arising from the risk assessments carried out under the Management of Health and Safety at Work Regulations, COSHH and other associated legislation are implemented and that their respective groups receive adequate instruction on all safety rules, procedures and safe working methods (including the issue of personal protective equipment if applicable).
3. Ensure that proper safety precautions have been taken, with regard to equipment, processes, substances, articles and working methods.
4. Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Community Hall and Visitor Centre They are required to give personal leadership in carefully integrating safety into all aspects of the entire facility.
5. Responsible for the instruction of new Employees and Volunteers and Members on safety requirements and arrange for adequate training and instruction to be given to Employees, Volunteers & Members on safety

- and health matters by internal or external training as appropriate.
6. Ensure that operators of equipment are competent and are aware of the hazards and the precautions that must be taken when operating specific types equipment
 7. Be responsible for ensuring that accident reporting procedures are properly followed.

The Directors and Management Committee

1. The Directors and Committee together with its User Organisations are responsible for advising on, and implementation of all aspects of health and safety within the Community Hall and Visitor Centre
2. The Directors and Committee through its User Organisations representative will maintain a close co-ordination with all divisions of the Community Hall and Visitor Centre .Users to ensure their compliance with the statutory requirements arising from both UK and European Legislation.
3. They will ensure that Employees, Volunteers & Members receive adequate instruction on all safety rules, procedures and safe working methods
4. They will also ensure that any hazard not previously identified in the risk assessment manual is properly identified, assessed and control measures established. Appropriate records of such assessments will be retained and the control measures monitored for as long as they are valid.
5. They will impart to all persons under their supervision, the responsibilities they (the employee, volunteer or group member) have to themselves and others while at work.
6. They will check on-site safety arrangements and ensure that Directors and the Committee are made aware of any safety requirements. They will initiate actions where necessary to prevent unsafe conditions.

All Employees, Volunteers & Group Members

All employees and volunteers and group members have to:

1. Co-operate with the Directors and Management Committee on Health and Safety matters;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety; and Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
4. Employees, Volunteers and are to conform to site safety requirements and work in accordance with legislation, working procedures and codes of practice for safe working.
5. Employees and Volunteers & Group Members should report unsafe conditions immediately to their person in charge so that they can take the

appropriate action, including stopping work or activities if necessary.
Report issues to the Directors and Management Committee.

6. Employees and Volunteers must use and keep in good order; any safety equipment and personal protective equipment provided to them or their respective Organisation and report any defects in the equipment to their Responsible Person. Employees, Group Members and Volunteers must take care of themselves and others whilst at work and co-operate with the Directors and Management Committee in carrying out statutory obligations.

Section 03 – General Points

1. The Hall's telephone in the lobby area provides '999' emergency services access.
2. The entire building is non-smoking at all times.
3. No activities are allowed which involve danger to the public.
4. No obvious fire hazards are allowed on the premises.
5. No unauthorised heating appliances are to be used.
6. No hazardous substances (as regulated by COSHH) are to be used or stored in the building
7. No highly flammable substances shall be brought into or used in any part of the premises.
8. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the permission.
9. The Hirer must report all accidents/incidents involving injury to the public to a member Management as soon as possible by completing an 'Accident /Incident Report Form'.
10. Any failure of equipment belonging to the Community Hall and Visitor Centre should be reported by completing an Equipment and Technology Defects Form.

Section 04 – Use of the Kitchen

1. Any hirer intending to provide catering should follow the guidance of the Food Safety and Hygiene requirements
2. The Booking Secretary and/or Café Coordinator will provide advice on the general use of the kitchen.
3. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use.
4. Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste food. Bags of food waste must not be left unless securely within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
5. A hand wash facility is available within the kitchen. The kitchen and

utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Booking Secretary/Café Coordinator

6. While these standards are followed by the Centres own cleaning staff and volunteers, arrangements for cleaning after a booking should be discussed and agreed as part of the booking. A charge will be made for cleaning by the Centres own staff/volunteers.
7. No Children or Minors are allowed within the Kitchen area.

Section 05 - Emergency Procedures

1. In accordance with the requirements of the Health and Safety at Work etc., and the Management of Health and Safety Regulations 1999, the Committee has made arrangements for special procedures which are to be adopted in cases of emergency and fire. These are available in the Facilities Management Document.

Section 06 - First Aid Functions

1. A First Aid box is sited in the kitchen .Users are advised to consider and resolve their own first aid requirements for particular bookings.

Section 07 - In Case Of Fire

Regarding Safe Escape in the event of a Fire

1. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation.
2. All fire doors are marked as such and under no circumstances are to be wedged open. For all events, the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
3. All hires must identify named responsible people to act as fire marshals for the duration of the booking. - See Facilities Management Document. User Organisations are responsible for practicing their own fire drills.

Section 08 - Accident Reporting

1 All accidents / incidents, equipment failures must be reported, and recorded. This is to allow the Committee to consider Risk reduction and provide safer facilities and methods of operation.

Section 09 - Common Hazards & Observations within the Community Hall and Visitor Centre

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. Children are to be supervised at all times. The hall has many features such as a kitchen; stage and storage cupboards which while necessary for activities, potentially offer hazards during careless and unacceptable behaviour.
4. Care must be taken at all times when staging is erected. Children under 5 years of age must not use the gallery without adult supervision.
5. Care must be taken moving furniture, over-stacking of chairs is to be avoided the maximum stack height is 10 chairs. Care should be taken to protect walls from damage when stacking chairs.
6. Users are responsible for the safe operation of all equipment they bring into the Hall which must have a current Portable Appliance Tested (PAT) label. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
7. The Hall's electrical and gas facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately on the appropriate form and where appropriate cease using the faulty appliance.
8. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
9. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers or hazard tape are to be used.
10. Certain rooms/cupboards are generally locked for authorised access only. Certain equipment is marked for use by authorised personnel only. Hirers should seek advice should they need to use this equipment.
11. Drivers should take care on entering and leaving the car park and should give way and observe on leaving. Agricultural vehicles use the access road so due care should be observed.

Appendix 1

Myddfai Ty Talcen Limited

Company Number 07286762

Facilities Management of Myddfai Community Hall and Visitor Centre

Car parking:

- Car parking is provided directly adjacent to the hall
- Car parking is for the exclusive use of users and visitors to the Village Hall and its facilities
- The car park area should not be obstructed in any way by the placing of any items, loads or containers that interrupt vehicle flow or parking access to the designated spaces. This condition applies at all times to ensure access and safety.
- Bays for motorcycles and pushbikes should not be obstructed and are for the exclusive use of such vehicles no other items may be stored or placed in these areas
- Disabled spaces and access to the main entrance are not to be obstructed and are for the exclusive use of drivers with disabilities and blue badge holders. Identified abuse of this condition should be reported to the Management Committee.
- Car park surfaces are the responsibility of the caretaker who will inspect on a monthly basis and report any concerns or actions to the Management Committee
- Security and safe access lighting are the responsibility of the caretaker who will inspect on a regular basis and report any concerns or actions to the Management Committee
- When larger events are taking place e.g. performance events, dances, eisteddfod, festivals overflow parking is provided to the rear of the main car park and further parking will be negotiated with local landowners with land close to the village on a case by case basis
- A policy of car sharing for locals is encouraged for all events in line with our sustainability criteria.
- Larger events will, when practically and economically possible make use of mini-buses to minimise multiple car use, in line with our sustainability criteria.

Deliveries:

- No deliveries shall be taken at or dispatched from the site outside the hours of 0900- 1600, Mondays to Saturdays nor at any time on Sundays, Bank or Public Holidays
- Delivery parking and turnaround space is provided on the car park directly adjacent to the main entrance. Additional parking to compensate for the period a delivery vehicle is in use is provided in the overflow space.
- A record of all deliveries must be logged in the Deliveries Log Book.

Refuse:

- A policy of recycling is in force in line with the requirements of Carmarthenshire County Council.
- Refuse collection of separated and recycled waste will be managed in line with normal refuse collection times. The volume of routine waste will not exceed that which would normally be collected in these circumstances.
- Identifiable recycling waste bins will be provided.
- Collection of litter and the upkeep of the buildings will be subject to a cleaning schedule overseen by the caretaker and actioned by trained volunteers. The caretaker is responsible for reporting any concerns or issues regarding waste management and disposal to the Management Committee.

Fire Safety:

- Ensure that all emergency exits are clear and unlocked throughout the occupancy and use of all spaces within the building
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, or water penetration.
- Do not leave portable electrical appliances operating whilst unattended
- Ensure that all portable appliances are Portable Appliance Tested
- Do not leave gas cookers unattended when in use and ensure they are shut down when not in use
- No children should be allowed in the kitchen unless supervised by an adult
- Smoking is forbidden inside the building
- Do not store combustible materials in the vicinity of sources of ignition
- Combustible and toxic liquids are not to be brought into or stored in the building
- Fire safety equipment and smoke alarms are to be tested in full compliance with statutory regulations and a service record maintained
- Fire points and signs are to be kept clear at all times
- Ensure that heating systems are maintained according to the recommended service schedule and a service record maintained
- Ensure that a register of occupants is kept for events, and/ or numbers of occupants are identified by retaining ticket stubs. Hirers of facilities should be informed of this requirement and requested to comply
- Ensure that all users are briefed as to the location of fire exits and fire points.
- All large full house auditorium events should have a named fire marshal available at each fire exit it is the responsibility of the event coordinator to ensure compliance. A copy of the named fire marshals should be provided.
- A Fire Drill should take place every quarter to familiarise key users with the evacuation procedures.

Fire Evacuation:

IN THE EVENT OF FIRE

- 1) Evacuation is the priority – evacuate immediately on hearing the alarms
- 2) Exit the building through the designated exits
- 3) Call the Fire Brigade, from the building if safe to do so or from The Plough Inn
- 4) If a minor fire is suspected only return to extinguish when certain and safe exit is ensured
- 6) Assembly point is the main Car Park where parties should be checked and any concerns reported to the designated person.

Facilities Hire:

- All hirers will be provided with a hire agreement that should be signed as evidence that they agree to the hiring conditions
- All hirers will be given information/training by the Coordinator about safety procedures which they will be expected to follow. These include;
 - Car Parking
 - Fire Safety and evacuation
 - Use of and moving of equipment
 - Accident and emergency
 - Food hygiene
 - Location of Accident book and Health and Safety and Risk Assessment file.
 - Building security

Food Hygiene

- Ty Talcen Kitchen is a stainless steel catering quality kitchen
- Preparation and serving of food must comply with the requirements of Environmental Health, and training can be provided to an accredited standard
- General guidance is provided in the kitchen
- Wear clean clothes and aprons over clothing
- Wash hands regularly especially after handling any raw food or going to the toilet
- Avoid directly handling food, when serving use tongs or utensils
- Cover any cuts or abrasions with a blue waterproof dressing, or disposable gloves
- Never handle or serve food if feeling unwell
- Tie long hair back

- Keep perishable food at the correct temperature including during transportation
- Keep cold foods 8 degrees Celsius or below
- Keep hot foods at 63 degrees Celsius or above
- Always cook food thoroughly if re- heating ensure that it is piping hot
- Keep raw food especially meats separate from ready to eat food
- Ensure proper fridge and freezer separation of foods
- Clean as you go, use clean cloths and wipe up spillages immediately.
- Sterilize cleaning cloths or dispose of after use.
- Ensure that all equipment and utensils are thoroughly cleaned and dried before storage.

Insurance:

Ty Talcen Employers Liability and Public Liability Insurance is provided by;

AON LTD
3rd Floor
Insurance House
Vaughan Way
Leicester
LE1 4SG
Employers liability-- £10,000,000
Public Liability-- £5,000,000

HBD/10 Filed and Accepted by BBNP/CCC IN COMPLIANCE September 2010
Reviewed September 2012
Reviewed September 2015

Appendix 2

Myddfai Community Hall and Visitor Centre
Accident/Incident Report Form

Date of Accident/Incident	
Name of person to whom Accident/Incident was reported	
Location of accident/Incident	
Name of injured person	
Address of injured person	
Telephone number of injured person	
Nature and extent of accident/Incident	
Give details of how and where the accident/incident took place. Describe what activity was taking place	

<p>Give details of any first aid or emergency treatment given and the names of first aiders</p>	
<p>Were the Police Contacted?</p>	<p>Yes/No</p>
<p>Were the Ambulance Service Contacted?</p>	<p>Yes/No</p>
<p>Were relatives/parents or carers contacted?</p>	<p>Yes/No</p>
<p>Give details of outcome. What happened to the person(s) following the accident/incident, e.g. carried on with activity, went home, went to hospital etc.</p>	
<p><i>All of the above facts are a true and accurate record of the accident and incident</i></p>	<p>Signed</p> <p>Date.....</p> <p>Print Name.....</p>
<p><i>For office use only</i></p>	
<p><i>Considered by Directors/Management Team on</i></p>	<p><i>Date.....</i></p>
<p><i>Follow up action required</i></p>	<p><i>Yes/No</i></p>
<p><i>Action Taken</i></p>	

Appendix 3

**Myddfai Community Hall and Visitor Centre
Equipment/ Technology failure Report Form**

Date of defect/failure	
Name of person to whom defect/failure was reported	
Location of defect/failure	
Equipment affected	
Name and address of person reporting the defect/failure	
Telephone number of person reporting	
Nature and extent of the defect failure	
Give brief details of action taken e.g. equipment shut down, removed, safely stored.	
<i>All of the above facts are a true and accurate record of the defect/failure</i>	Signed Date..... Print Name.....
<i>For office use only</i>	
<i>Considered by Directors/Management Team on</i>	<i>Date.....</i>
<i>Follow up action required</i>	<i>Yes/No</i>
<i>Action Taken</i>	



MYDDFAI

MYDDFAI TY TALCEN LIMITED

MYDDFAI COMMUNITY HALL AND VISITOR CENTRE

APPENDIX 4 HEALTH AND SAFETY RISK ASSESSMENT FORM

Assessment Type	Presentations small groups	Area or activity assessed:	Generic - Applies to all small presentations and seminars taking place within the main auditorium suite and including catering. Not involving high levels of physical activity.
Assessment date	September 2015		
Persons who may be affected by the activity (i.e. are at risk)	Disabled vistors,presenters general audience		

SECTION 1: Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1.	Fall of person (from work at height)	<input type="checkbox"/>	6.	Lighting levels	<input checked="" type="checkbox"/>	11.	Use of portable tools / equipment	<input checked="" type="checkbox"/>	16.	Vehicles / driving at work	<input type="checkbox"/>	21.	Hazardous fumes, chemicals, dust	<input type="checkbox"/>	26.	Occupational stress	<input type="checkbox"/>
2.	Fall of objects	<input type="checkbox"/>	7.	Heating & ventilation	<input type="checkbox"/>	12.	Fixed machinery or lifting equipment	<input type="checkbox"/>	17.	Outdoor work / extreme weather	<input type="checkbox"/>	22.	Hazardous biological agent	<input type="checkbox"/>	27.	Violence to staff / verbal assault	<input type="checkbox"/>
3.	Slips, Trips & Housekeeping	<input checked="" type="checkbox"/>	8.	Layout , storage, space, obstructions	<input type="checkbox"/>	13.	Pressure vessels	<input type="checkbox"/>	18.	Fieldtrips / field work	<input type="checkbox"/>	23.	Confined space / asphyxiation risk	<input type="checkbox"/>	28.	Work with animals	<input type="checkbox"/>
4.	Manual handling operations	<input type="checkbox"/>	9.	Welfare facilities	<input checked="" type="checkbox"/>	14.	Noise or Vibration	<input type="checkbox"/>	19.	Radiation sources	<input type="checkbox"/>	24.	Condition of Buildings & glazing	<input checked="" type="checkbox"/>	29.	Lone working / work out of hours	<input type="checkbox"/>
5.	Display screen equipment	<input checked="" type="checkbox"/>	10.	Electrical Equipment	<input type="checkbox"/>	15.	Fire hazards & flammable material	<input checked="" type="checkbox"/>	20.	Work with lasers	<input type="checkbox"/>	25.	Food preparation	<input checked="" type="checkbox"/>	30.	Other(s) - specify	<input type="checkbox"/>

SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level			Further action needed to reduce risks (provide timescales and initials of person responsible)
			Hig h	Me d	Lo w	
3	Slips trips housekeeping	Entrance signage, disability acess,zoned entrances if required. Presenter to outline locations of areas.			<input checked="" type="checkbox"/>	Presenter or coordinator of event at the beginning of the event/presentation

5	Display screen	Only used by authorised personnel, relocated after use.				Prepare in advance by authorised personnel report any malfunction.
6	Lighting levels	Use of lighting appropriate to activity. Check escape lighting is on especially if blackout conditions are being used.				Coordinator and presenter check in advance and report any malfunction
9	Welfare Facilities	Cleaned disinfected and checked daily				Caretaking volunteers, checked by daily supervisor report any stock requirements, concerns or malfunctions.
11	Portable equipment	Ensure regular PAT testing as require. Trailing lead covers to be utilised for presentations avoiding seating areas or secured as necessary.				Use by authorised personnel only. Report any malfunction and remove from use.
15	Fire	Check all equipment and alarm on a monthly basis. Events presenters to make audience aware in advance of event. Fire exits kept clear, illumination checked in blackout conditions.				Fire marshals at large events. Presenters to make audience aware at outset.
24	General condition of building and glazing	Maintain visual warning on all large glazing panels. Check for trip hazard and that all disability cess and fire escape is clear. All surfaces used in café to be disinfected after each use. Ensure signage is maintained and exterior illumination is maintained. Familiarise new users with location of safety equipment				Caretaking volunteers and supervisors. Serious defects to be reported for remedy.
25	Food preparation	All personnel and volunteers preparing and serving food trained to comply with regulations.				Supervisor to check compliance and best practice.
Name of Assessor(s)		HD	SIGNED			On behalf of The
Review date		September 2015	<i>H Davies</i>			Company



MYDDFAI

MYDDFAI TY TALCEN LIMITED

MYDDFAI COMMUNITY HALL AND VISITOR CENTRE

APPENDIX 5 HEALTH AND SAFETY RISK ASSESSMENT FORM

Assessment Type	Large Performances and events at full capacity e.g weddings, conferences, shows.	Area or activity assessed:	Generic – applies to all large performances and assemblies of people where maximum seating capacity is utilised
Assessment date	September 2015		
Persons who may be affected by the activity (i.e. are at risk)	Disabled visitors, presenters, performers general audience/wedding guests		

SECTION 1: Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant

6.	Fall of person (from work at height)		11.	Lighting levels		16.	Use of portable tools / equipment		21.	Vehicles / driving at work		26.	Hazardous fumes, chemicals, dust		31.	Occupational stress	
7.	Fall of objects		12.	Heating & ventilation		17.	Fixed machinery or lifting equipment		22.	Outdoor work / extreme weather		27.	Hazardous biological agent		32.	Violence to staff / verbal assault	
8.	Slips, Trips & Housekeeping		13.	Layout, storage, space, obstructions		18.	Pressure vessels		23.	Fieldtrips / field work		28.	Confined space / asphyxiation risk		33.	Work with animals	
9.	Manual handling operations		14.	Welfare facilities		19.	Noise or Vibration		24.	Radiation sources		29.	Condition of Buildings & glazing		34.	Lone working / work out of hours	
10.	Display screen equipment		15.	Electrical Equipment		20.	Fire hazards & flammable material		25.	Work with lasers		30.	Food preparation		35.	Other(s) - specify	

SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level			Further action needed to reduce risks (provide timescales and initials of person responsible)
			Hig h	Me d	Lo w	
1	Fall Hazard- Gallery	No children aged 10 or below to use gallery without adult supervision. No leaning on gallery bannister rail				Presenter/coordinator to ensure compliance
2	Fall of objects- Gallery	No children aged 10 or below to use gallery without adult supervision				Presenter/coordinator to ensure compliance

3	Slips trips housekeeping	Entrance signage, disability access, zoned entrances if required. Presenter to outline locations of areas.				Presenter or coordinator of event at the beginning of the event/presentation
5	Display screen	Only used by authorised personnel, relocated after use.				Prepare in advance by authorised personnel report any malfunction.
6	Lighting levels	Use of lighting appropriate to activity. Ensure adequate lighting levels for entry and exit. Check escape lighting is on especially if blackout conditions are being used.				Coordinator and presenter check in advance and report any malfunction
7	Heating/Ventilation	Reduce heating two hours before in audience zones by turning thermostats down. Ensure windows are used if additional ventilation required.				Coordinator
9	Welfare Facilities	Cleaned disinfected and checked daily				Caretaking volunteers, checked by daily supervisor report any stock requirements, concerns or malfunctions. Presenters to make audience aware of location of welfare facilities at beginning of performance/event
10	Electrical equipment	Ensure regular PAT testing as required Trailing lead covers to be utilised for presentations avoiding seating areas or secured as necessary.				Only trained personnel. Report any malfunction and remove from use.
11	Portable equipment	Handling equipment provided as required. Heavy equipment to have instructions attached.				Use by authorised personnel only. No equipment should be dragged across the floor. Use appropriate <i>handling equipment</i> or enough personnel to lift and move safely. Report any malfunction and remove from use.

15	Fire	Check all equipment and alarm on a monthly basis. Events presenters to make audience aware in advance of event. Fire exits kept clear, illumination checked in blackout conditions.			Fire marshals must be present at large events. One named fire marshal must be seated at each fire exit to open doors in the event of fire. Names of marshals to be lodged in advance of the performance. Presenters to make audience aware of locations at beginning of performance/event
24	General condition of building and glazing	Maintain visual warning on all large glazing panels. Check for trip hazard and that all disability access and fire escape are clear. All surfaces used in café to be disinfected after each use. Ensure signage is maintained and exterior illumination is maintained. Familiarise new users with location of safety equipment			Caretaking volunteers and supervisors. Serious defects to be reported for remedy.
25	Food preparation	All personnel and volunteers preparing and serving food trained to comply with regulations.			Supervisor to check compliance and best practice.
Name of Assessor(s)		HD	SIGNED		On behalf of the
Review date		September 2015	<i>H Davies</i>		Company



MYDDFAI
MYDDFAI TY TALCEN LIMITED
MYDDFAI COMMUNITY AND VISITOR CENTRE

APPENDIX 6 HEALTH AND SAFETY RISK ASSESSMENT FORM (BLANK)

SECTION 1 : Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant (mark the boxes that apply).

11.	Fall of person (from work at height)		16.	Lighting levels		21.	Use of portable tools / equipment		26.	Vehicles / driving at work		31.	Hazardous fumes, chemicals, dust		36.	Occupational stress	
12.	Fall of objects		17.	Heating & ventilation		22.	Fixed machinery or lifting equipment		27.	Outdoor work / extreme weather		32.	Hazardous biological agent		37.	Violence to staff / verbal assault	
13.	Slips, Trips & Housekeeping		18.	Layout , storage, space, obstructions		23.	Pressure vessels		28.	Fieldtrips / field work		33.	Confined space / asphyxiation risk		38.	Work with animals	
14.	Manual handling operations		19.	Welfare facilities		24.	Noise or Vibration		29.	Radiation sources		34.	Condition of Buildings & glazing		39.	Lone working / work out of hours	
15.	Display screen equipment		20.	Electrical Equipment		25.	Fire hazards & flammable material		30.	Work with lasers		35.	Food preparation		40.	Other(s) - specify	

SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (mark one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible)</i>
			High	Med	Low	

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
Name of Assessor(s)			SIGNED			
Review date						

Appendix 7 Named Fire Marshal location for large auditorium full capacity seated events

	Name	Name	Name
<p style="text-align: center;">MAIN AUDITORIUM NAMED FIRE MARSHALS A named fire marshal should be seated at each exit to clear the exit and open doors in the event of fire. Please write the name of each Fire Marshal at each location and return to the coordinator.</p>			
Name	Name	Name	

