

Wistaston Memorial Hall
75 Church Lane
Wistaston
Crewe
CW2 8ER
Date of Assessment: 04.03.2022

Assessment completed by: Diane Heather Edge-Robinson and Judy Gratton.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Outside			
Car Park	Poor visibility at the exit of the car park.	No action required.	The hedge is cut back to allow visibility on to Church Lane. Car park lines and the hatched areas have been repainted.
Garage store	No issues identified	No action required	Bill confirms there are a very limited number of keys in use. The lock is secure.
Main Building	No issues identified.	No action required	Clear signage regarding the fragile roof. All external locks are secure.
Inside			
Equipment Testing: Electrical Appliances	No issues identified	No action required	Appliances were checked for loose cables 04.03.2022. Next Inspection due: March 2023

Equipment Testing: Emergency exit lights and Fire Alarm.	No issues identified	No action required	Inspection completed 19.12.2021 Next Inspection due December 2022
Equipment Testing: Fire Exits	No issues identified	Need to be checked every three months	Checked 04.03.2022. Next inspection due: 04.06.2022
Equipment Testing: Fire Extinguishers	No issues identified	Annual service due in September 2021	Inspected 13.12.2021 Next inspection due December 2022
Equipment Testing: Electrical Installation	No issues identified	No action required.	Full electrical inspection was completed by Simon Brown Brothers, Nantwich in April 2019, required for insurance purposes. Next inspection due: April 2024
Boiler Installation			Next Inspection November 2022
Cupboards / chairs / tables	Injury to users	No action required	Items are regularly checked for damage, and repaired or disposed of.
First Aid Boxes	No issues identified	No action required	Boxes are regularly checked. There is now a cable tie on each box which can easily be removed. These will determine whether a box has been accessed to check there are adequate supplies.