

Wistaston Memorial Hall
75 Church Lane
Wistaston
Crewe
CW2 8ER
Date of Assessment: 14.07.2020

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

At the time of the risk assessment the Memorial Hall has been closed since March 2020 due to the COVID-19 outbreak. Consideration is being given to opening the building in September 2020 and a separate COVID-19 risk assessment has been prepared.

| 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. |
| 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 | | | |
| 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 by April 2024). |

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| Electrical Appliances | No issues indentified | No action required | Appliances checked periodically for loose cables etc. Items replaced as necessary. |
| Cupboards / chairs / tables | Injury to users | No action required | Items are regularly checked for damage, and repaired or disposed of. |
| Fire Extinguishers | No issues identified | Annual service due in September 2020 | Annual service due in September 2020 |
| Emergency exit lights | No issues identified | No action required | |
| Smoke Detector in kitchen | Detector faulty | To be replaced | In hand with Bill |
| First Aid Boxes | No issues identified | No action required | Boxes are regularly checked. |