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| **Slips, trips and falls** | All users of the Centre, particularly those using the upper floors. | Health and Safety Strategic Risk Assessment undertaken in 2016.    Main stair nosings painted in non-slip yellow paint.    Vision panels inserted in double doors at lower main stairs level.  Movement detector lighting installed in main stairs in 2018. | Secure threshold to door to BroADS top floor store room | BCMC | End Sept 2018 | October 2018 |
| **Work at height** | All members of BCMC and BroADS working at height (particularly in main hall), due to use of inappropriate equipment and/or methods of working. | Improved combination ladder acquired in 2017 and user instructions attached. | Preparation of comprehensive health and safety guidance notes | BCMC | End November 2018 | November 2018 |
| **Vehicle movements** |  |  |  |  |  |  |

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| **Hazardous substances**  **(eg cleaning products)** | Caretaker and other BCMC “staff” carrying out cleaning and maintenance works | COSHH poster provided in caretaker’s store cupboard | Further reference to be included in up-coming comprehensive health and safety guidance notes. | BCMC | End November 2018 | July 2019 |
| **Electricity** | Users risk electric shocks or burns from faulty equipment or installation | Fixed installation correctly installed by qualified electrician, and inspected regularly.  All repairs by qualified electrician.  Portable equipment tested regularly and checked for visual signs of damage before use.  Hall users know they are responsible for any equipment they bring and use on site. | No further action needed |  |  |  |

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| **Stored Equipment** | Users of rooms and BCMC members and “staff”. |  |  |  |  |  |
| **Manual Handling** | Users may suffer injury if they try to lift objects that are too heavy or awkward. | Trolleys provide for moving chairs  Users requested not to stack chairs too high | Further reference to be included in up-coming comprehensive health and safety guidance notes. | BCMC | End November 2018 | July 2019 |
| **Lone Working** | Persons working alone could be at risk if adequate safety guidelines not put in place. |  | Appropriate advice to be included in up-coming comprehensive health and safety guidance notes. | BCMC | End November 2018 | July 2019 |
| **Fire**  **Fire (cont)** | 1. All room hirers and event attendees escaping from the building. | Fire Risk Assessment undertaken in 2016 and findings largely implemented.  Emergency Plan requiring acceptance by hirers published on bookings page of Birchmeadow website | 1a. Replace missing “Assembly Point” sign from rear car park.  1b. Remove lamp/mask face of exit sign in café-bar leading to rear terrace, as this is not a designated escape route.  1c. Schedule of regular inspections and testing of fire safety installations to be updated.  1d. Repair/replace weather damaged left-hand escape door at foot of main stairs.  1e. Fix missing fire extinguisher sign adj extinguisher in entrance lobby. | BCMC  BCMC  BCMC  BTC | End Sept 2018  Within 12 months  End Sept 2018 | Sept 2018  Jan 2019 |
| **Other** | 1. Users of female toilets due to low height of inner entrance door  2. Users of “The Studio” on upper floor.  3. All users of building | Fire Risk Assessment and Health and Safety Strategic Risk Assessments undertaken in 2016. | 1. Fix warning “barber” tape and “Mind your Head” sign  2. Replace door closers (and doors if necessary), due to excessive force of existing floor-mounted door closers  3. Findings and recommendations to be reviewed and updated as appropriate. | BCMC  BTC  BCMC | End Sept 2018  Within 12 months  End Sept 2018 | Oct 2018  July 2019 |