



Building Safety Audit



Employer or another responsible person	Peter Dolby (Trustee)		
Name of Premises	Masonic Centre		
Address	Units 1&2, Roman Bank, Bourne		
Post Code	PE10 9LQ	Telephone N^o	07445838862
Name of Assessor(s)	Andrew Eastman MIFPO, Tech Iosh		
Assessor's Qualifications	Member of the Institute of Fire Prevention Officers Technical member of Institution of Occupational Safety and Health NEBOSH National Certificate in Fire Safety and Risk Management NEBOSH National General Certificate in Occupational Health and Safety IEMA Managing with Environmental Sustainability Practical Aspects of ATEX / DSEAR Compliance		
Date of Assessment	27/2/23	Date of Review	30/8/23

Building

GENERAL INFORMATION

Property Use	Meeting Venue and Hall		
N^o of floors	1	N^o of floors below ground	0
Approx area in m² of footprint of building	500	Age of building	2000
Brief details of construction	<p>Single storey portal frame building with brick lower section and profiled metal sheeting above and on the roof UPVC main access door all windows have bars across for security reasons and fire exits at the rear are clad in metal there is a large roof space with very limit access via hatches the lower sections are separated by block work providing some fire separation between that and the main roof space the building allows 360-degree access and has car parks both to the front and rear</p>		

Policies and Procedures	Yes	Action Needed	N/A
Is there a suitable Health and Safety policy in place.		X	
Is there a suitable Environmental and Sustainability policy in place.		X	
Are there Risk assessments to cover the use of the building and are they in date.		X	
Is there a suitable policy for use of the kitchen and appliances		X	
Are certificates in place for annual testing Electricity (5 year fixed) Portable appliance Gas Fire Extinguishers	X		
Is there a suitable policy for people who lease the building.		X	
Is the insurance certificate in place and displayed	X		
Is there a Maintenance defect log or system in place		X	
Defects			
<p>The building/ClubManagement committee has no Health and safety policy or Environmental policy in place</p> <p>There are no risk assessments for the use of the building</p> <p>There is no policy for use of the kitchen</p> <p>There has been annual test carried out, but certificates were not available during the audit</p> <p>Was unable to check current lease agreement for hall hirers during audit</p> <p>There is no procedure/ log for defect reporting or repair</p>			

Carpark	Yes	Action Needed	N/A
Is the car park surface maintained to minimise slip and trip risks?	X		
Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	X		
Is the car park well lit?		X	
Can emergency vehicles gain access?	X		
Defects			
Carpark lighting will need to be checked overnight to see if all areas are covered			

Movement around the building		Yes	Action Needed	N/A
	Are paths, steps, and any ramps to and from the hall properly maintained to minimise slip and trip risks?	X		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	X		
	Have you provided matting to minimise rainwater etc being carried into the building?	X		
	Do rooms and corridors have sufficient lighting?	X		
	Are corridors clear of clutter?	X		
	Are trailing electrical leads/cables routed safely?	X		
	Are permanent fixtures in good condition, e.g., seats, shelving, cupboards, notice boards, signage etc?	X		
	Is internal flooring in good condition, e.g., are carpets fixed?	X		
	Where any doors contain glass, is this made from a safety material?	X		
	Are all stairs fitted with handrails?			X
	Defects			

Electrical Equipment and services	Yes	Action Needed	N/A
If you have any fixed electrical installations: <ul style="list-style-type: none"> ■ Are they 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? 	X		
If you own or hire any portable or fixed electrical equipment (e.g., a cooker or vacuum cleaner etc): <ul style="list-style-type: none"> ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced? 		X	
Defects			
<p>Pat testing is required for all items within building and a suitable policy is required to be put in place for anything bought into the building by hirers and building users</p>			

Gas Equipment and services		Yes	Action Needed	N/A
	If fixed gas appliances are available for use (e.g., a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	X		
	If mobile gas appliances are available for use (e.g., heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			X
	Defects			

LPG (Liquid petroleum gas)		Yes	Action Needed	N/A
	If there is an externally sited LPG installation with a storage vessel: <ul style="list-style-type: none"> ■ Is the area around the vessel kept clear? ■ If it is near a road, is it protected from passing traffic? ■ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition? 			X
	Defects			

Asbestos		Yes	Action Needed	N/A
	Does the hall contain any asbestos?			X
	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?			
	Is there a system in place (e.g., fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated, or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)			
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			
	Defects			
	This building does not contain asbestos			

Fire and First Aid		Yes	Action Needed	N/A
	Has a fire risk assessment been completed and are adequate fire safety measures in place?	X		
	Has an evacuation plan been implemented and tested?	X		
	Is the fire alarm tested regularly?			X
	Are fire drills carried out at least once a year?		X	
	Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> ■unobstructed; and ■adequate and effective for the number of people using the hall(including those who are disabled or vulnerable)? 		X	
	Are combustible substances or waste stored safely?	X		
	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?		X	
	Is there a first aid kit within the building and are the contents in date and are the first aid report book/forms stored correctly		X	
	Defects			
	<p>Fire logbook issued in Sept 2022 only 2 entries for lighting and door check The monthly checks not been completedand recorded in each section. This should be planned in going forward.</p> <p>The fire risk assessment completed in sept 2022 still has outstand actions that need completing/ programming in so bring the building up to a suitable standard.</p> <p>First aid accident book does not have removeable pages and should be replaced with suitable HSE style report forms so pages can be securely stored to comply with GDPR (general data protection regulations)</p>			

Legionnaire's disease	Yes	Action Needed	N/A
Do you or users do anything that involves spraying/sprayed water (e.g., using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)	X		
If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?		X	
Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g., temperature checks)?		X	
Defects			
Plan should be drawn up to check if building has any issues with Legionnaires and if so full log and procedure needs to be implemented			

Responsibility	Yes	Action Needed	N/A
Do users have all the information about the hall they need to operate safely?		X	
Defects			
Ensure all users have required information at hand when using the hall			

Recommendations

1. Building audits should be carried out quarterly using the HSE guidance on village or community halls, check list (downloadable from [Voluntary work - Village and community halls: Legal responsibilities - HSE](#))
2. Health and Safety and Environmental policies need writing for the operation of the premises
3. Risk assessments need writing for the use of the premises and then reviewed and updated yearly as required.
4. Policy need writing for the use of the kitchen and appliances.
5. Hirers lease agreement should be reviewed to make sure it is legally binding and contains all the necessary information.
6. New building defect report system should be introduced so faults can be logged and then repairs completed, there by giving a audit trail for works done within the premises.
7. Outstanding actions from fire risk assessment need completing.
8. Fire logbook needs using to record monthly/annual testing
9. Portable appliance testing is required and a suitable policy need implementing for hirers and premises users who bring items into the premises.

Please refer to defects on each section to see items not listed above that require actions

I would suggest a review Audit in 6 months to check progress.

Conclusions

Original policies written when building was purchased in 2011, these all need reviewing and updating to current standards

Outstanding items discussed during the audit will need to be planned in and actioned to ensure the management of the premises is brought back up to date, this mostly applies to the record keeping and policies that are needed to run the premises legally

Name	Andrew Eastman MIFPO, Tech Iosh
Signature	<i>Andrew Eastman</i>
Date	27/2/2023

