Health and Safety Checklist

Date: **13th July 2026 (V4)**

Next review date: **31th July 2027 (or sooner in cases of significant changes)**

Completed by: **Maggie Sinclair**

Premises: **Ceddesfeld Hall**
Rectory Row
Sedgefield
Stockton on Tees
TS21 2AE

Description:
Ceddesfeld Hall is a Grade 2 listed building with two floors in general use, with additional storage in both the cellar and the attic. The property is of traditional rendered stone construction with a pitched slate roof.
The building is managed by the Trustees of the Sedgefield Community Association (SCA), a charitable organisation and is generally used by local groups/sections in addition to being available for private hire.

Item	Questions	Details	Further Actions
Car park	Is the car park surface maintained to minimise slip and trip risks?	Car park surface has been maintained. Areas of the car park are prone to flooding when leaves etc block drains.	Regularly inspect car park and arrange to have drains cleared as needed.
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	Disabled car park area marked.	Discussed at SCA Trustee meeting. No history of reported accidents, or near misses. Low volume of traffic in car park. Agreed no further action currently.
	Is the car park well lit?	Yes	None currently
	Are paths, steps, and any ramps to and from the hall properly	The area immediately outside the front door has the type of paving	Ensure area is regularly cleaned. Discussed whether any further action should be

	maintained to minimise slip and trip risks?	which can present slip hazard at times, in wet weather.	taken at the SCA Trustee meeting., currently under review. To carry on ensuring area is cleaned as above. To continue to review.
	Can emergency vehicles gain access?	Yes	None currently
Managemnet of trees in car park	Do the trees in the car park represent a significant risk to property or injury to people?		Ensure visual inspection of trees in the car park is carried out periodically and appropriate care and management completed as required. Where significant concerns are raised, specialist inspection and advice to be sought.
Movement around the building	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	Yes	None currently
	Is matting provided to minimise rainwater etc being carried into the building?	The main front entrance is carpeted. The entrance to Main Hall is directly onto a wooden floor from a grassed area, which can present a slip hazard in wet weather.	Ensure large mats are placed in this area as required.
	Do rooms and corridors have sufficient lighting?	Yes	None currently
	Are corridors clear of clutter?	Yes	Inspect fire escapes monthly.
	Are there any trailing electrical leads/cables?	No	Inspect monthly.
	Are permanent fixtures in good condition, e.g. seats, shelving,	Yes	Inspect 6 monthly.

	cupboards, notice boards, signage etc?		
	Is internal flooring in good condition, e.g. are carpets fixed?	Yes	Inspect 6 monthly.
	Where any doors contain glass, is this made from a safety material?	Yes	None currently
	Are all stairs fitted with handrails?	Yes	None currently
Electrical equipment and services	If you have any fixed electrical installations: ■ Are they correctly installed, modified, or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	Yes	Electrical Instalation Condition Report (EICR) to be carried out every 5 years and certificate held on record. Any required remedial work to be completed as appropriate.
	If you own or hire any portable or fixed electrical equipment (e.g. a cooker or vacuum cleaner etc): ■ 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?	Yes Yes	Portable Appliance Testing (PAT) to be carried out annually and certificates held on file.
Gas equipment and services	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?	Yes Contract in place with suitably qualified Gas Safe registered company.	None currently

	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?	N/A	
LPG (liquefied petroleum gas)	If there is an externally sited LPG installation with a storage vessel: ■ 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?	N/A	
Asbestos	Does the hall contain any asbestos?	Yes A 'Type 2' asbestos survey of the 'whole' building was completed by a suitably qualified company in December 2008. An Asbestos register is held on file.	Maintain Register
	If there is asbestos, and it is in good condition, has a record been made of where it is?	A record of all asbestos is documented in the 'Asbestos Register'. Records show that all 'damaged/poor condition/unsealed/friable' asbestos materials were removed. Some 'Chysotile' type of asbestos was noted in the	Ensure these areas are inspected annually and outcome recorded.

	Are there arrangements to provide this information to anyone who carries out maintenance work on the building?	wall coatings on the Kitchen, Hallway arches and male toilets. This was recorded at the time of the survey as being in good condition.	Action following inspection as appropriate. Ensure relevant parties informed prior to any maintenance or building work involving these areas. Discussed at November 2024 meeting. Agreed evidence exists showing asbestos removed from Kitchen walls. To ensure further assessment carried out prior to any work carried on on mens toilet walls.
	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?		Ensure relevant areas inspected annually.
	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.)	All damaged asbestos was removed by an appropriate contractor in 2009, following the survey.	
	Have records of any asbestos been kept so that asbestos material likely to release high	Yes	

	fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?		
Fire and Evacuation	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Yes	None currently
	Is the fire alarm tested regularly?	Yes	Weekly fire alarm tests are carried out and outcome recorded.
	Are fire /evacuation drills carried out at least once a year?	Yes	Full fire drill carried out annually.
	Are regular checks made to ensure escape routes and fire exit doors are: ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	Yes	Inspected monthly.
	Are combustible substances or waste stored safely?	Yes	None cuurently
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance?	Yes There are several fire extinguishers strategically placed within Ceddesfeld Hall. These are inspected and maintained by an external company annually. Each has clear instruction on use.	Continue contract with external company.
Legionnaires' disease	Do you or users do anything that involves	N/A	

	spraying/sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)		
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?	N/A	
	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)?	N/A	
Users of the premises	Do users have all the information about the hall they need to operate safely?	Yes	Information for users is provided and displayed throughout the premises.
First Aid	Do users have access to First Aid equipment?	Community defibrillator in situ on outside wall of Hall. Registered on the 'Circuit". Checked and maintained as appropriate. First Aid kit in Kitchen and Bar area.	Ensure regular checks of defibrillator and First Aid boxes. Ensure the location of Accident Book/Forms are known to users.
Kitchen equipment and use	Are there suitable instructions on the use of kitchen equipment.	Yes	Instructions are provided in the form of laminated posters on the kitchen wall.
Hazardous substances	Are any hazardous substances stored appropriately?	Yes General cleaning products.	Cleaning products clearly labelled and kept in locked cupboard.

		Carbon dioxide gas cylinders are used to pressurise consumable liquids. All bar volunteers setting up cylinders have received appropriate training.	All cylinders are clearly labelled and stored appropriately. Also see separate Bar Committee Risk Assessment.
Platform Lift	Has the platform list been appropriately installed? Is there a suitable regime for maintenance and inspection in place?	The lift was supplied and installed by a suitable company in accordance with the Supply of Machinery (safety) Regulations 2008/Lift Regulations 2016. Schedule of inspection is in place. User instructions displayed in the lift. Mobile telephone fitted inside lift to seek assistance should users not be able to exit lift safely.	Maintain record of list inspection and maintenance. Carry out check of mobile telephone monthly.

Name: M. Sinclair Trustee	**Signature:**	**Date:** Original check list: 10/10/2024 (V1) Revised: 19/12/2024 (V2) Further revised: 01/10/25 (V3) Reviewed and revised 13/07/2026 (V4)

Name: Tony Guest Facilities Manager	**Signature:**	**Date:**
Name: Wendy Gill SCA Chair	**Signature:**	**Date:**

Reference, Adapted from:
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