

Ferring Retirement Club CIO Greystoke Rd, Ferring, BN12 5JL
Risk Assessment Inspection Form

Area	Potential hazards	Action needed	Person to carry out action	Date by which to be completed	Date completed
Floor	Wet floor slips	Wet floor sign to be used Spillages mopped up immediately	Cleaner Section leader of activity using club room	Immediately	Immediately
	Trip hazards	Trip hazards to be removed	Any member aware of hazard	Immediately	Immediately
Tables and chairs	Regular check for damage	Damage to be reported to chair/ maintenance officer for repair or replacement item to be removed awaiting repair	Maintenance officer	ASAP	ASAP
Windows and doors	Damage, not secure Fire doors faulty	Windows and doors checked weekly Contractor arranged for repairs	Maintenance officer/ chair	Checks to be completed weekly Damage reported to chair repairs to be made ASAP	ASAP
Electrical sockets	Damage to sockets	Electrical contractor to be contacted for urgent repair Socket to be blocked off awaiting repair	Maintenance officer/ chair	ASAP	ASAP
Toilets	Fixtures and fittings secure Damage reported immediately Chemicals / cleaners securely stored in cupboard Cleaning undertaken twice weekly	Repairs to fixtures to be carried out by plumbing contractor ASAP If needed toilet to be closed out of order notice posted	Chair/ maintenance officer Cleaner	ASAP	Weekly Repairs ASAP

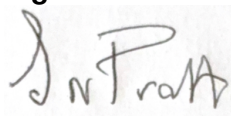
Kitchen		Twice weekly clean All surfaces left clean following activities Dish washer drained/ cleaned and switched off at wall following use Chemicals and cleaning supplies to be stored in cupboard under sink next to dishwasher Kettle/ coffee machine to be unplugged at wall following use Spills to be cleaned up immediately	Cleaner	Twice weekly	weekly
			Section leaders	After use	After use
			Cleaner Purchaser	ASAP	ASAP
			Section leaders	Following activity	after use
Review of Accident Book	First aid box and accident report book to be checked monthly	Ensure any entry in accident book is correctly entered Any supplies used from first aid box are purchased and replaced Use by dates on supplies checked out of date removed and replaced No unauthorised items to be placed in open access first aid box I.e. antiseptic / burn creams	Welfare officer/ chair	Monthly check	Monthly

Fire Alarms	Alarms not operational	Glebelands trustees are responsible for a weekly check of the fire alarm Contractor to be contacted immediately Notice given to FRC chairman	Glebelands trustee	ASAP	Weekly
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Assessment carried out by: S Pratt

Date of assessment: 01.10.2025

Signed:



Date of next review: 01.10.202