
CLIENT: The Trustees of the Sompting Estate

PROPERTY: The Downs Barn, Lambleys Lane, Sompting BN14 9JX

REPORT DATE: 15 May 2015

1 Instructions

Phase Consultants have been instructed to undertake a site-specific risk assessment in connection with the use of the Downs Barn for meetings and events and to identify any action required in order to reduce risks to acceptable levels for the use of the property for the activities concerned.

Instructions were issued via Strutt & Parker on 10 February 2015. This report summarises the findings of the inspection and the risk assessment and gives recommendations for action.

2 Extent of assessment

An inspection of the property was made by our adviser on 18 February 2015. Our adviser was accompanied by Andrew Thomas and Georgia Kirby-Watt from Strutt and Parker.

The inspection extended to the interior and exterior of the Downs Barn, including the car parking area and access roadway.

3 Description of the property and associated activities

The Downs Barn comprises a detached, single storey former agricultural building of timber framed and timber clad construction under a slate covered roof which has been converted to form a venue for meetings and study purposes.

The building comprises a principal room, a study, store room, kitchen and WC/shower room. There is one entrance/exit comprising a double door on the eastern elevation as shown in the photographs below.

There is a level parking area to the east of the barn which is surfaced with rolled and crushed road planings. The parking area and the western curtilage to the barn are enclosed with a post and rail fence.

Services to the building comprise mains water and mains electricity. There is no fixed heating installation in the building. Instead, background heating is provided when required by way of portable, electric oil-filled or convection heaters. There is an intruder alarm with a remote connection to alert the owners of the building. Hard wired smoke/heat detectors and emergency lighting have been fitted inside the building.

Access to the barn is via Lambleys Lane to the farmyard at the top of the lane and then via the farm track/bridleway which leads to the barn and which continues past the building. There are double gates at the southern end of Lambleys Lane which are kept locked when not in use, thus preventing vehicular access beyond this point. There is a

secondary access route to the Barn via Church Lane and Titch Hill which passes through the farmyard to the north and which has unsecured access (subject to any restrictions imposed by farm activities).

The Barn is used for courses, meetings or similar activities relating to the environment and to farming. The venue is available for use on a pre-booking basis, with a booking enquiry form downloadable from the Sompting Estate website. Information about the venue, including risk assessment information, is available on the website and, if accepted, a booking confirmation form (also available for inspection on the website) is completed and sent to the hirer.



North and east elevations



South and west elevations

4 Summary of assessment findings

The Downs Barn is now an established venue for meetings and study purposes and has been the subject of earlier risk assessment and health and safety inspections. As such, the existing risk assessments and accompanying relevant documents are available for users via the Sompting Estate website.

Recommendations from previous inspections have been implemented and the risk assessments have therefore been updated to reflect the current position.

Some additional matters have been identified which require further action but these are low priority items and can be dealt with as part of the ongoing management arrangements for the property.

Overall, no significant hazards have been identified as being present at the property which is considered to be safe for use for the activities concerned, subject to the hirer assessing the risks for their own activities including the provision of first aiders and communications equipment.

5 Risk assessment methodology

The risk assessment has been undertaken in accordance with the practices of BS8800:2004 – the British Standard for Occupational Health and Safety Management. Significant findings of the assessment have been recorded after the guidance on the levels of risk set out below (in Figure 1 and Figure 2) and form the basis of recommendations for action in section 6.0 of this report.

Fig.1 Risk level estimator (BS8800)

Likelihood of harm	Severity of harm		
	Slight harm	Moderate harm	Extreme harm
Very unlikely	Very low risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	Very high risk

Risk Level = Likelihood x Severity of Consequences

Fig.2 Risk levels (BS8800)

Risk Level	Action Required
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div style="margin-left: 10px;"> <p>Very Low</p> </div> </div>	<p>Acceptable risks - These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.</p>
<div style="display: flex; align-items: center;"> <div style="background-color: #90EE90; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">2</div> <div style="margin-left: 10px;"> <p>Low</p> </div> </div>	<p>Tolerable risks - No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.</p>
<div style="display: flex; align-items: center;"> <div style="background-color: #FFD700; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">3</div> <div style="margin-left: 10px;"> <p>Medium</p> </div> </div>	<p>Moderate risks - Consideration should be given as to whether the risks can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</p>
<div style="display: flex; align-items: center;"> <div style="background-color: #FF8C00; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">4</div> <div style="margin-left: 10px;"> <p>High</p> </div> </div>	<p>Substantial risks - Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.</p>
<div style="display: flex; align-items: center;"> <div style="background-color: #FF0000; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">5</div> <div style="margin-left: 10px;"> <p>Very High</p> </div> </div>	<p>Intolerable risks - These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.</p>

6 Risk assessment

Hazard	People Affected	Existing Precautions	Risk Level	Comments/Action Required
Slips and trips on access track.	All visitors.	Track condition routinely viewed by farmer and also by Managing Trustee when opportunity arises and repairs arranged accordingly. Visitors advised in booking information that track is of bridleway standard and that they should take precautions accordingly.	2	
Slips and trips on the car park surface generally.	All visitors.	Level surface. Car park condition routinely viewed by farmer and also by Managing Trustee when opportunity arises and repairs arranged accordingly.	1	
Slips and trips on the car parking area during the hours of darkness	All visitors.	Barn not normally hired out during hours of darkness. External lighting fitted to Barn.	2	
Restrictions on vehicular access for emergency evacuation.	All visitors.	Northern access via farmyard is accessible for emergency use. Southern access (principal access route) open during general use and locked usually about dusk and after normal departure times for barn hire courses. In the exceptional event that it may be locked whilst the Barn still has visitors, the code can be obtained from the managing trustee who will be in attendance or mobile number given in booking details.	3	
Fire.	All visitors.	Fire risk assessment in place which addresses fire hazards. (Refer to fire risk assessment for details).	3	
Electric shock.	All visitors.	Periodic electrical inspections of the electrical installation are carried out by a qualified electrician and any remedial work arranged accordingly. Portable electrical appliances are checked for damage or faults on an ongoing basis by the managing trustee and taken out of service if necessary.	2	Portable Appliance Testing (PAT) is required for electrical appliances.

Hazard	People Affected	Existing Precautions	Risk Level	Comments/Action Required
Cuts and abrasions from kitchen equipment.	All visitors.	Equipment is of a type found in domestic kitchens and so is familiar to users. Equipment is checked for damage or faults on an ongoing basis by the managing trustee and taken out of service if necessary. First aid kit is available and readily accessible in kitchen.	1	First aid kit contents need to be replaced (expiry date marked as April 2013).
Burns and scalds from hot water.	All visitors.	Hot water services in the kitchen and basin in cloakroom are below scalding temperature. Kettle in kitchen is a standard domestic unit and visitors will be familiar with its use.	1	
Legionella hazards.	All visitors.	Water systems are supplied by mains water. Direct feed water supply to hot and cold water services, with no storage tanks. Taps and shower unit are flushed through regularly and heads disinfected.	2	
Impact and crush injuries from livestock in adjoining fields.	All visitors.	Cattle are present in the adjoining field from time to time but the Downs Barn curtilage, access and car parking are fenced to keep livestock out. Visitors to be aware of livestock hazards in the countryside generally.	2	

7 Recommendations for action

Recommendations for action are as follows:

- Portable Appliance Testing (PAT) is required for electrical appliances in the Barn.
- The contents of the first aid kit in the kitchen in the Barn need to be replaced (the expiry date is marked as April 2013).
- The risk assessment information for the Barn on the Sompting Estate website should be updated to take into account the revised information and the updated fire risk assessment.

8 Date for next review

It is recommended that the arrangements for the management of health and safety for the Downs Barn should be reviewed next on or around 18 February 2016 (being twelve

months from the date of the last inspection) or if there are significant changes within the business, whichever is the earlier.

9 General matters

This report has been prepared for the use of the client for the stated purposes and no responsibility can be accepted for use by any other person or organisation or for the use of the report in any other context. In this respect, the contents of this audit report and all related documents prepared in conjunction with this report are confidential to the client and are not intended to be relied upon or used by any third parties under the provisions of the Contracts (Rights of Third Parties) Act 1999.

Neither the whole nor any part of this report, nor any reference to it, will be allowed to be included in any published document, circular or statement or otherwise published in any way without prior written approval from Phase Consultants Limited of the form and context in which it may appear.

Failure to comply with health and safety legislation may constitute a criminal offence for which the Police, the Health and Safety Executive (HSE) or the Local Authority can prosecute depending on the nature of the business and the nature of the offence committed.

It is not possible to contract out of liability for health and safety duties imposed by the law. Ultimately, the employer of personnel within the business or the owner or occupier of property may be liable but, in practice, the authorities will consider the chain of command and decide where responsibility lies. The employer, owner or occupier must therefore take reasonable steps to provide a system of work which is reasonably safe and to ensure that the system is implemented. Advice provided by Phase Consultants Limited is intended to assist the employer, owner or occupier in complying with his legal obligations and no liability can be accepted by Phase Consultants Limited for failure to implement measures required by law.

10 Enclosures

The following documents referred to in this report are enclosed:

- Fire risk assessment record with recommendations for action.

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