

Risk Assessment Form

Department: Haywards Heath Town Hall	Service: Rooms for hire and offices.	Reference: N/A
Activity: Town Hall Risk Assessment		Site: Town Hall – Boltro Road
People at Risk: <i>Staff and visitors.</i>		Additional Information:
Contact Person Steven Trice Job Title: Town Clerk Date: 8 th March 2021		Reviewed: 14 th March 2022 - Policy and Finance Committee Minute 61 Next Review: March 2023

Risk Evaluation

Hazard	Risk	Rating (L, M, H,)	Existing Control Measures	Additional Action Required (action by whom and completion date)
Insufficient or excessive heat	Heat stress, possible hypothermia increased cases of flu and colds	M	Heating system installed in building. Windows can be opened if required. No strick dress codes so staff can taylor to the weather on the day. Staff have access to drinking water. Suitable welfare facilities provided to warm food and get a hot drink. Any heating or building defects reported immediately. Groundstaff provided with additional foul weather clothing. Additional fans, or plug in heaters.	<i>Heating system subject to annual servicing by gas safe registered company.</i>
Insufficient or excess lighting	Slips trips, eye strain and possible security issues.	M	Reliance on good general lighting inside from the sun. Adjustable blinds to avoid glare.	

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			<p>Adequate internal lighting provided. Adequate external PIR lighting provided. Groundstaff have access to additional task lighting or torches provided. Lighting checked as part of the premises inspection. Cleaner and Caretaker check for defect at beginning of each shift. Caretaker checking defect using checklist and reporting form given to Town Clerk.</p>	
Slips and Trips	<p>Sprains, fractures Trailing leads, poor or damaged floor surfaces Poor or damaged footpaths around buildings & steps – ice, moss, uneven surfaces Cemetery boardwalk (path/moss)</p>	H	<p>Defects reported immediately. Adequate lighting provided. Work areas and walkways kept clear. Filing cabinet draws and doors kept closed when not in use. Good housekeeping. Floors cleaned on a regular basis. Spillages cleaned up immediately. Floor surfaces maintained to good standard, defects reported to the Town Clerk. Groundstaff clear leaves and grit when icy, when needed. Land holding audit / regular check of sites and street furniture. <i>Cleaning is undertaken outside of hiring hours</i></p>	<p><i>Cleaner puts up warning signs when using hoover and when cleaning toilet and kitchen areas with mop. Staff instructed to clean up any spillages as they occur. Put wires around edge of room, tape wire or use a rubber cover.</i></p>
Electrical Appliances	Electric shock, injury. Fire	M	<p>All electrical equipment is subject to annual portable appliance test (PAT). Electrical equipment checked by the user for defects/damage before use.</p>	<p><i>Staff instructed to not use and damaged equipment and report to relevant Town Clerk.</i></p>

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			Fixed electrical systems are checked by a qualified electrician every 5 years. Liquid spills mopped up immediately. Any defects reported immediately, defective equipment taken out of use and promptly replaced. Sockets not overloaded. RCD included in circuits? Plug in RCD's?	
Lift	Getting trapped inside	L	Review lift safety policy, Making lift alarm louder. 6 monthly Statutory examinations of the lift. Alarm in the lift, in case of being trapped is this every tested and where does the alarm go to? Signs required outside the lift doors stating no use in event of a fire alarm. Evacuation chair provided. A lone worker is not permitted to use the lift when there are no other people in the premises.	
Fire	Smoke inhalation, burns or fatality. Untidy office blocking access routes	H	Fire drills carried out regularly. Fire drill procedures included in all staff inductions. Trained Fire Wardens in place. Fire escape routes and exits identified by signage and lit where required. All fire exits kept clear. Action in the event of a fire signs displayed by all fire exits.	<i>Cleaner and Caretaker check kitchen appliances after hirers have finished.</i> <i>Make a notice for what to do if you smell gas.</i> <i>Fire safety training for staff</i>

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			Fire exits can be opened from the inside even if locked. Fire alarm points, emergency lighting and fire extinguishers tested and maintained. Any heaters in use switched off at the end of the working day. Combustible materials kept away from heaters. Waste bins emptied on a regular basis. Electrical leads not overloaded. Fire risk assessment completed for premises, and reviewed annually Fire Log Book contains records Instructions in kitchen on how to handle equipment Smoking in car park (Town Hall) Fire assembly point located in car park (Town Hall).	<i>Future action – look into doors that automatically close behind people for fire safety</i> <i>Tidy office when needed and keeping access clear</i> <i>Dispose of butts in butt bin and it should be emptied regularly</i> <i>Write a policy for hirers and run through procedure when the book with us</i> <i>See additional actions in latest Fire Risk Assessment</i>
First Aid	Lack of suitable first aid resulting in delay receiving medical attention.	H	All Groundstaff are EFAW trained, Clerk of Works and Assistant to the Town Clerk EFAW trained, Head Groundsman FAW trained. First aid kits in both kitchens and Groundworkers depot and in all groundworks vehicles. Public access AED located by the entrance to the Town hall. First aid kits checked by Assistant to the Town Clerk. First aid signage displayed.	<i>Completed reports must be removed and securely filed to comply with GDPR.</i>

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			First Aid companies brought in for events. Accident book located in Groundstaff Depot and one by each of the first aid kits in kitchens.	
Display Screen Equipment	Back pain, headaches, eyesight deterioration.	L	Adjustable blinds to avoid glare. Regular breaks taken. Workstation assessments carried out and reviewed as appropriate. Lighting and temperature suitably controlled. Laptops used with docking station, screen, keyboard and mouse. Adjustable computer chairs provided. Staff encouraged to report any symptoms or problems.	<i>Review work stations</i>
Manual Handling	Back injuries, cuts and abrasions	H	Trolley available where required. High shelves used for storing light and infrequently used items. Heavy items stored at low level. Separate manual handling assessment undertaken as required. Training in manual handling carried out, where necessary. Team lifting if required. Correct posture when lifting. Safety footwear issued to Groundstaff and caretaker.	<i>Stack piles of chairs with back facing out for easy insertion of trolley to move – maximum stack of 5 chairs.</i>
Cleaning chemicals			COSHH Assessments undertaken? Safety Data Sheets Available? Safe storage of substances? Use by authorised staff?	

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			<p><i>Substances are all designated non-hazardous??</i></p> <p><i>Disposal of empty containers?</i></p>	
Poor storage	Injury from dislodged items or collapse of shelves Depot - Equipment hanging on nails, ladders not stored securely, storage of COSHH (sorted Jan 2013)	L	<p>High shelves used for storing light and infrequently used items. Heavy items to be stored at low level. Access equipment available, for example, hop-up step, step ladders for higher shelves. Checked as part of the premises inspection.</p> <p>Cleaner and Caretaker check for defect at beginning of each shift. Caretaker checking defect using checklist and reporting form given to Town Clerk.</p>	<p><i>Lack of storage (office and kitchen)</i></p> <p><i>Fire hazard storing paper in attic check with fire marshal</i></p>
Work in loft area	Falls when gaining access to loft Falls through ceiling Slip/trip due to poor lighting/poor housekeeping/uneven or damaged floors	M	<p>Access to loft is by the lift: key required to access this level. Access can also be achieved by a purpose fitted EN131 compliant loft ladder. Access hatch is lowered by use of a pole which is held in the office. Floor is a concrete floor. Staff accessing loft monitor trip hazards and housekeeping and would report any concerns. Adequate lighting installed in loft area, staff would report any problems.</p>	
Use of Step Ladders (predominantly for maintenance (ie changing light bulbs))	Falls/fractures/bruising	M	<p>Only industrial class stepladders used (ie Class 1 or EN131 standard). Loads not carried whilst climbing the stepladder. Carried loads should be placed</p>	<p><i>Upgrading step ladder for office</i></p> <p><i>Make sure someone assists ladder user</i></p>

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			at an intermediate height or passed up by an assistant. Only one person ascends the stepladder at any one time. Avoid over-reaching or excessive side pressure. DO NOT use stepladder as a means of access to another location. DO NOT use the top two rungs. Try to avoid using the stepladder sideways on, always try to use it facing the surface. Avoid positioning in front of doorways and windows that can open. Ladders always used on stable flat floor whilst ensuring floor area around base of stepladder is kept clear Stepladder to be inspected prior to use. Any defects to be reported & damaged equipment taken immediately out of use.	<i>Ensure users have been briefed in the safe use of stepladders – refer to Ladder Association leaflet LA455</i> HSE strongly recommend a formal 6-monthly recorded inspection by a competent person.
Work equipment (ie shredders, copiers etc)		L	Use of standard office equipment - CE marked equipment. Copier subject to external breakdown maintenance and servicing – staff can only touch what is coloured green in the machine. Shredder has interlock on cover / door. Instruction in use of the equipment.	N/A
Disabled Toilet	Falling, getting stuck	H	Regular checks. Floors cleaned regularly.	Installing disabled toilet alarm
Disabled Toilet	Getting burnt by hot water	H	Blended water provided to handwash basin. Regular temperature checks.	

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Poor standards of hygiene and welfare	General discomfort/illness Substances hazardous to health	H	Premises cleaned on a regular basis. Staff maintain high standard of hygiene. Building maintained and all defects reported to the Town Clerk. Toilets supplied with hot and cold water, soap and hand drying facility. Staff room/kitchen facilities provided. Staff encouraged to report problems promptly.	<i>Hot water in toilets</i> <i>Make sure hirers know they are responsible for rubbish</i> Urgent action – mens toilet sink is blocked Hygiene issue re. no hot water in the toilets <i>Follow COSHH regulations</i>
Welfare unit/hot water boiler	Getting burnt by hot water	H	Blended water provided to handwash basin? Regular temperature checks. Hot water signs displayed?	
Car park	Vehicles, dark at night (Injury, death, slips & trips)	H	Check the car park in instances of adverse weather. Sufficient Lighting. Pedestrian routes and carpark surfaces checked for damage?	Installing handrails , keep salt bins filled, emergency lighting, groundstaff checking areas in morning <i>Driving with caution</i>
Leptospirosis /Weil's disease	Serious and possible life threatening condition from contact with rat urine	M	Check the car park and surrounding areas for evidence of rats. Staff encouraged to report any evidence of rats immediately. Bins emptied regularly to discourage rats. Use of pest controllers once reported.	<i>Encourage staff working outside to wash hands before eating/drinking/smoking and going to the toilet.</i>
Icy / snowy surfaces	Slips and falls, leading to injury	M	Grit bins in car park. Ground staff responsible for clearing snow and laying grit.	<i>Annual salt audit and winter management plan.</i>
Street furniture	Injuries &accidents	H	Land holding audit / regular check of sites.	<i>Insurance Requirement.</i>

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Lone working	Personal Safety	L	That the person working alone away from Town Hall with unknown persons/groups contact Clerk directly if not returning to the office that day. Mobile phone policy?	Agree best way to report.
Legionella	Possible contracting legionella disease	L	<i>Showers are run through before use and at least monthly</i> <i>Boilers changed in 2015 – no storage tanks used.</i> <i>Boilers subject to annual servicing by Gas Safe registered company.</i>	Legionella plan to be produced. Include shower head cleaning.
Asbestos	Inhalation of asbestos fibres leading to serious respiratory conditions	H	Asbestos survey in place. Contractors code of conduct in place Contractors advised about location of asbestos	<i>Annual inspection by management of condition of known asbestos.</i> <i>It has now been confirmed that there is no asbestos in the Town Hall.</i>
Covid 19	Separate RA			

Reviewed: 8th March 2021 - Policy and Finance Committee Minute TBC ratified by Full Council TBC

Next Review: March 2022