

# Risk Assessment Form

|   |   |   |
|---|---|---|
| <b>Department:</b> Haywards Heath Town Hall       | <b>Service:</b> Rooms for hire and offices. | <b>Reference:</b> N/A                       |
| <b>Activity:</b> Town Hall Risk Assessment        |   | <b>Site:</b> Town Hall – Boltro Road        |
| <b>People at Risk:</b> <i>Staff and visitors.</i> |   | <b>Additional Information:</b>              |
| <b>Contact Person</b> Steven Trice                | <b>Job Title:</b> Town Clerk                | <b>Date:</b> 2 <sup>nd</sup> September 2019 |
|   |   | <b>Review Date:</b> September 2020          |

## Risk Evaluation

| Hazard                | Risk  | Rating (L, M, H,) | Existing Control Measures   | Additional Action Required (action by whom and completion date)  |
|-----------------------|---|-------------------|---|--|
| Slips and Trips       | Sprains, fractures<br>Footpaths around buildings & steps – ice, moss, uneven surfaces<br>Cemetery boardwalk (path/moss) | H                 | Defects reported immediately.<br>Adequate lighting provided.<br>No trailing cables or leads.<br>Work areas and walkways kept clear. Filing cabinet draws and doors kept closed when not in use.<br>Good housekeeping.<br>Floors cleaned on a regular basis. Spillages cleaned up immediately.<br>Floor surfaces maintained to good standard, defects reported to the Manager.<br>Groundstaff clear leaves and grit when icy, when needed<br>Land holding audit / regular check of sites and street furniture.<br><i>Cleaning is undertaken after hiring hours</i> | <i>Stack piles of chairs with back facing out for easy insertion of trolley to move – maximum stack of 5 chairs.<br/>Put wires around edge of room, tape wire or use a rubber cover.</i> |
| Electrical Appliances | Electric shock, injury.<br>Fire   | M                 | All electrical equipment is subject to annual portable appliance test (PAT).  | N/A  |

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|        |  |                   | Fixed electrical systems are checked by a qualified electrician every 5 years.<br>Liquid spills mopped up immediately.<br>Any defects reported immediately, defective equipment taken out of use and promptly replaced.<br>Sockets not overloaded.<br>Fixed electrical systems are checked by a qualified electrician every 5 years.  |  |
| Lift   | Getting trapped inside   | L                 | Review lift safety policy, Making lift alarm louder<br>6 monthly Statutory examinations of the lift.<br>Alarm in the lift, in case of being trapped.<br>The caretaker is not permitted to use the lift when there are no other people in the premises.  | Signs required outside the lift doors stating no use in event of a fire alarm  |
| Fire   | Smoke inhalation, burns or fatality.<br>Untidy office blocking access routes | H                 | Fire drills carried out regularly.<br>Fire drill procedures included in all staff inductions.<br>Trained Fire Wardens in place.<br>All fire exits kept clear.<br>Fire alarm points, emergency lighting and fire extinguishers tested and maintained.<br>Any heaters in use switched off at the end of the working day.<br>Combustible materials kept away from heaters.<br>Waste bins emptied on a regular basis. | <i>Cleaner and Caretaker check kitchen appliances after hirers have finished.</i><br><br><i>Make a notice for what to do if you smell gas.</i><br><br><i>Fire safety training for staff</i><br><br><i>Future action – look into doors that automatically</i> |

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|                          |   |                   | Fire risk assessment completed for premises, and reviewed annually<br>Fire Log Book contains records<br>Instructions in kitchen on how to handle equipment<br>Smoking in car park (Town Hall)<br>Fire authority visit every 3 years  | <i>close behind people for fire safety</i><br><i>Tidy office when needed and keeping access clear</i><br><i>Dispose of butts in butt bin and it should be emptied regularly</i><br><i>Write a policy for hirers and run through procedure when the book with us</i><br><br><i>See additional actions in latest Fire Risk Assessment</i> |
| Display Screen Equipment | Back pain, headaches, eyesight deterioration. | L                 | Adjustable blinds to avoid glare.<br>Regular breaks taken.<br>Workstation assessments carried out and reviewed as appropriate.<br>Lighting and temperature suitably controlled.<br>Laptops used with docking station, screen, keyboard and mouse.  | <i>Review work stations</i>   |
| Manual Handling          | Back injuries, cuts and abrasions             | H                 | Trolley available where required.<br>High shelves used for storing light and infrequently used items.<br>Heavy items stored at low level.<br>Separate manual handling assessment undertaken as required. Training in manual handling carried out, where necessary.<br>Correct posture when lifting | <i>Look for somewhere to store toilet roll and paper towels downstairs for ease if hirers require more.</i>   |

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| Cleaning chemicals  |   |                  | <p><i>COSHH Assessments undertaken?</i></p> <p><i>Safety Data Sheets Available?</i></p> <p><i>Safe storage of substances?</i></p> <p><i>Use by authorised staff?</i></p> <p><i>Substances are all designated non-hazardous??</i></p>  |   |
| Poor storage  | Injury from dislodged items or collapse of shelves<br>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.</p> <p>Access equipment available, for example, hop-up step, step ladders for higher shelves.</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>   |
| 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).</p> <p>Loads not carried whilst climbing the stepladder. Carried loads should be placed at an intermediate height or passed up by an assistant.</p> <p>Only one person ascends the stepladder at any one time.</p> <p>Over-reach from the stepladder is avoided.</p> <p>Ladders always used on stable flat floor whilst ensuring floor area around base of stepladder is kept clear</p> | <p><i>Upgrading step ladder for office</i></p> <p><i>Make sure someone assists ladder user</i></p> <p><i>Ensure users have been briefed in the safe use of stepladders – refer to HSE leaflet INDG442</i></p> |

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|  |  |                  | Stepladder to be inspected prior to use. Any defects to be reported & damaged equipment taken immediately out of use.  |   |
| Work equipment (ie shredders, copiers etc) |  | L                | Use of standard office equipment - CE marked equipment.<br>Copier subject to external breakdown maintenance and servicing – staff can only touch what is coloured green in the machine.<br>Shredder has interlock on cover / door.<br>Instruction in use of the equipment. | N/A   |
| Disabled Toilet                            | Falling, getting stuck                                       | H                | Regular checks   | Installing disabled toilet alarm  |
| Poor standards of hygiene and welfare      | General discomfort/illness<br>Substances hazardous to health | H                | Premises cleaned on a regular basis<br>Staff maintain high standard of hygiene.<br>Building maintained and all defects reported to the manager.<br>Toilets supplied with hot and cold water, soap and hand drying facility.<br>Staff room/kitchen facilities provided.     | <i>Hot water in toilets</i><br><i>Make sure hirers know they are responsible for rubbish</i><br><i>Urgent action – mens toilet sink is blocked</i><br><i>Hygiene issue re. no hot water in the toilets</i><br><i>Follow COSHH regulations</i> |
| Car park                                   | Vehicles, dark at night (Injury, death, slips & trips)       | H                | Check the car park in instances of adverse weather.<br>Sufficient Lighting   | <i>Installing handrails, keep salt bins filled, emergency lighting, groundstaff checking areas in morning</i><br><i>Driving with caution</i>  |

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| Icy / snowy surfaces | Slips and falls, leading to injury                                      | M                 | Grit bins in car park<br>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>  |
| 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. | <i>Agree best way to report.</i>   |
| Legionella           | Possible contracting legionella disease                                 | L                 | <i>Showers are run through before use and at least monthly</i><br><i>Boilers changed in 2015 – no storage tanks used</i>                      | <i>Legionella plan to be produced.</i><br><i>Include shower head cleaning.</i>   |
| Asbestos             | Inhalation of asbestos fibres leading to serious respiratory conditions | H                 | <i>Asbestos survey in place.</i><br><i>Contractors code of conduct in place</i><br><i>Contractors advised about location of asbestos</i>      | <i>Annual inspection by management of condition of known asbestos.</i><br><i>It has now been confirmed that there is no asbestos in the Town Hall.</i> |

Reviewed: **2<sup>nd</sup> September 2019** - Policy and Finance Committee Minute 19 ratified by Full Council **30<sup>th</sup> September 2019**  
 Next Review: **September 2020**