

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: 18 th March 2024
		Review Date: March 2025

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 Footpaths around buildings & steps – ice, moss, uneven surfaces	H	Defects reported immediately. Adequate lighting provided. No trailing cables or leads. 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 Manager. Groundstaff clear leaves and grit when icy, when needed <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. Put wires around edge of room, tape wire or use a rubber cover.</i>
Electrical Appliances	Electric shock, injury. Fire	M	All electrical equipment is subject to annual portable appliance test (PAT). Fixed electrical systems are checked by a qualified electrician every 5 years.	N/A

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			Liquid spills mopped up immediately. Any defects reported immediately, defective equipment taken out of use and promptly replaced. Sockets not overloaded. 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 6 monthly Statutory examinations of the lift. Alarm in the lift, in case of being trapped. 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 Do Not Use in event of a fire alarm
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. All fire exits kept clear. 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. Fire risk assessment completed for premises, and reviewed annually	<i>Cleaner and Caretaker check kitchen appliances after hirers have finished.</i> <i>Fire safety training for staff</i> <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>

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			Fire Log Book contains records Instructions in kitchen on how to handle equipment Smoking in car park (Town Hall) Fire authority visit every 3 years	<i>Dispose of butts in butt bin and it should be emptied regularly Write a policy for hirers and run through procedure when the book with us See additional actions in latest Fire Risk Assessment</i>
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.	<i>Review work stations</i>
Manual Handling	Back injuries, cuts and abrasions	H	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. Correct posture when lifting	.
Cleaning chemicals			<i>COSHH Assessments undertaken Safety Data Sheets Available Safe storage of substances Use by authorised staff Substances are all designated non- hazardous</i>	

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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	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.	<i>Lack of storage (office and kitchen) Fire hazard storing paper in attic check with fire marshal</i>
Use of Step Ladders (predominantly for maintenance (ie changing light bulbs))	Falls/fractures/bruising	M	Only industrial class stepladders used (ie Class 1 or EN131 standard). Loads not carried whilst climbing the stepladder. Carried loads should be placed at an intermediate height or passed up by an assistant. Only one person ascends the stepladder at any one time. Over-reach from the stepladder is avoided. 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>Upgrading step ladder for office Make sure someone assists ladder user Ensure users have been briefed in the safe use of stepladders – refer to HSE leaflet INDG442</i>
Work equipment (ie shredders, copiers etc)		L	Use of standard office equipment - CE marked equipment.	N/A

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			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.	
Disabled Toilet	Falling, getting stuck	H	Regular checks	Installing disabled toilet alarm
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 manager. Toilets supplied with hot and cold water, soap and hand drying facility. Staff room/kitchen facilities provided.	<i>Hot water in toilets Make sure hirers know they are responsible for rubbish if using the kitchen facilities.</i>
Car park	Vehicles, dark at night (Injury, death, slips & trips)	H	Check the car park in instances of adverse weather. Sufficient Lighting	<i>Installing handrails, keep salt bins filled, emergency lighting, groundstaff checking areas in morning Driving with caution</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>
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>

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Legionella	Possible contracting legionella disease	L	Showers are run through before use and at least monthly Boilers changed in 2015 – no storage tanks used	<i>Legionella plan to be produced. Include shower head cleaning.</i>
Asbestos	Inhalation of asbestos fibres leading to serious respiratory conditions	H	Annual inspection by management of condition of known asbestos. It has now been confirmed that there is no asbestos in the Town Hall.	
Covid 19	Separate RA			

Reviewed: **18th March 2024 - Policy and Finance Committee Minute number 71**
 Next Review: **March 2025**