

# Risk Assessment Form

<b>Department:</b>	<b>Service:</b>	<b>Reference:</b>
<b>Activity:</b> <i>Town Hall/Depot</i>	<b>Site:</b> <i>Haywards Heath Town Council</i>	
<b>People at Risk:</b> <i>Staff and visitors.</i>	<b>Additional Information:</b>	
<b>Contact Person</b> <i>Steven Trice</i> ..... <b>Job Title:</b> <i>Town Clerk</i> ..... <b>Date:</b> <i>February 2015</i>		<b>Review Date:</b> <i>TBC</i>

## 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 Cemetery boardwalk (path/moss)	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 Land holding audit / regular check of sites and street furniture.	<i>Stack piles of chairs with back facing out for easy insertion of trolley to move – maximum stack of 6 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 has a portable appliance test (PAT).	<i>N/A</i>

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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.	
Lift	Getting trapped inside	L	<i>Review lift safety policy, Making lift alarm louder</i>	N/A
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 (see Fire Log Book) Instructions in kitchen on how to handle equipment Smoking in car park (Town Hall)	<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>  <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>

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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	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. Correct posture when lifting	<i>Look for somewhere to store toilet roll and paper towels downstairs for ease if hirers require more.</i>
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 marshall</i>

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Use of Step Ladders	Falls/fractures/ bruising	M	<p>Only industrial class ladders used. 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>Stepladder to be inspected prior to use. Any defects to be reported &amp; damaged equipment taken immediately out of use.</p>	<p><i>Upgrading step ladder for office</i></p> <p><i>Make sure someone assists ladder user</i></p>
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	<p>Premises cleaned on a regular basis</p> <p>Staff maintain high standard of hygiene.</p> <p>Building maintained and all defects reported to the manager.</p> <p>Toilets supplied with hot and cold water, soap and hand drying facility.</p> <p>Staff room/kitchen facilities provided.</p>	<p><i>Hot water in toilets</i></p> <p><i>Make sure hirers know they are responsible for rubbish</i></p> <p><i>Urgent action – mens toilet sink is blocked</i></p> <p><i>Hygiene issue re. no hot water in the toilets</i></p> <p><i>Follow COSHH regulations</i></p>

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Car park	Vehicles, ice, 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>
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>