



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR CONSTABLES TOWER

Date of Assessment: 01/02/2021

Assessor: Town Hall Keeper

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Is any further action necessary?	Action by who?	Action by when?	Done
Blocked Access/Exit from Tower	Town Council Staff risk being shut in the tower.	L	<ul style="list-style-type: none">Door to the Tower is kept clear at all times with Assistant Town Hall Keeper and Event Manager regularly checking the area.	Yes <ul style="list-style-type: none">If a staff member goes up to the Constables Tower they should always leave the door open and notify another member of staff that they are up there.	All Arundel Town Council Staff Members	With immediate effect.	01/02/2021
Slips & Trips	Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none">Nothing	Yes <ul style="list-style-type: none">Carry out monthly checks of both the stairs and room itself to ensure light is working, there are no loose floorboards,	Assistant Town Hall Keeper		



				floor area is kept clear and banister is secured firmly to the wall.			
Manual handling of objects stored in Tower	Town Council Staff risk musculo-skeletal injuries.	M	<ul style="list-style-type: none">Nothing	Yes <ul style="list-style-type: none">Ensure Town Council Staff are trained in manual handling.	Town Clerk & Events Manager.		01/02/2021

Risk Level: H - high, M - medium, L - low.

Approved by Full Council on: 11 February 2021