



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR FLAG TOWER

Date of Assessment: 1 February 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 outside.	M	<ul style="list-style-type: none">Following rot issues with the door it was replaced in July 2019.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 Flag Tower, they should always leave the door open and notify another member of staff that they are up there.UPDATE Nov 2020 Door has been taken off, planed and refitted. A light has been also fitted to stairs for safer navigation to flag tower	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. Due to the position of the Flag Tower there is also risk of death if someone were to fall over the edge.	H	<ul style="list-style-type: none"> No inspections are to take place in wet weather. 	<p>Yes</p> <ul style="list-style-type: none"> Ensure monthly inspections are undertaken on platform and stairs. Ensuring treads are clean and in good condition. There should be no excessive wear, missing treads or loose treads. Ensure banister is secured firmly to the wall and that defects are reported immediately with prompt remedial action. 	Town Hall Keeper		
				<ul style="list-style-type: none"> No lone working to take place, if a member of staff has to go up to the Flag Tower they must be accompanied. 	All Members of Town Council Staff	With immediate effect.	01/02/2021



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

Approved by Full Council on: 11 February 2021