



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR STAIRS LEADING TO HOLMES CHAMBER

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
Slips & Trips	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> The stairs have white anti-slip paint on the edge of each step which is reapplied every few months. During wet weather staff ensure the stairs are kept dry. When wet from cleaning or wet weather, caution signage is put up. 	Yes <ul style="list-style-type: none"> Ensure inspections are undertaken on floor and stair treads - clean and in good condition. There should be no excessive wear, missing treads or loose treads. Ensure defects are reported immediately with prompt remedial action. 	Town Hall Keeper/Assistant Town Hall Keeper	With immediate effect.	01/02/2021
				<ul style="list-style-type: none"> Carrying items up and downstairs 	Town Clerk & Events Manager	With immediate effect.	01/02/2021



				should not be encouraged unless user can keep one hand firmly on the handrail and have clear view of the steps.			
				<ul style="list-style-type: none"> ▪ Ensure bags and coats are not blocking corridors. 	Town Council Staff	With immediate effect.	01/02/2021
				<ul style="list-style-type: none"> ▪ Lighting checks to take place monthly so that the spotlights are illuminating the stairs fully. Upon inspection the lights were redirected. 	Town Hall Keeper/Assistant Town Hall Keeper	With immediate effect.	01/02/2021
Lose Banister	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> ▪ Banister is regularly checked to ensure it has not come lose from the wall or floor. 	No	N/A	N/A	01/02/2021



Slippery Floors	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none">▪ During weekly cleaning of floors, caution signs are put out until floor has completely dried.▪ Any spillages are immediately cleaned up and caution signs are put up whilst floor is still wet.	No	N/A	N/A	01/02/2021
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Risk Level: H - high, M - medium, L - low.

Approved by Full Council on: 11 February 2021