



**ARUNDEL TOWN COUNCIL**  
**RISK ASSESSMENT FOR TOWN HALL**

**Date of Assessment:** 03/02/2021

**Assessor:** Town Hall Keeper & Town Hall Manager

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
<b>Rear Doors</b> Blocked Fire Exit	Members of the Public and Town Council Staff risk serious injury and/or death if trapped in building during a fire.	H	<ul style="list-style-type: none"><li>A new 'DO NOT BLOCK' sign was fitted in October 2019.</li><li>All Town Council Staff are aware to keep an eye out for cars parking directly outside the doors, particularly during events and meetings and will ask users to move their cars if they park there.</li></ul>	No	N/A	N/A	03/02/2021
<b>Front Entrance Gated Area</b> Arson	Members of the Public and Town Council Staff risk serious injury and/or death if an arson attack is carried out.	H	<ul style="list-style-type: none"><li>Entrance is protected by lockable iron gates.</li><li>Town Hall Keeper and Town Hall Manager monitor area daily.</li></ul>	No	N/A	N/A	03/02/2021



			<ul style="list-style-type: none"> <li>No combustibles are left in front entrance gated area.</li> </ul>				
<b>Foyer Main Thoroughfare and Fire Exit Route</b> 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"> <li>Area is kept clear and clean by Cleaner, Assistant Town Hall Keeper and Town Hall Manager.</li> </ul>	Yes <ul style="list-style-type: none"> <li>Carry out monthly lighting checks to ensure lighting is adequate and illuminating the area fully.</li> </ul>	Assistant Town Hall Keeper		03/02/2021
				<ul style="list-style-type: none"> <li></li> </ul>	Town Hall Manager		03/02/2021
<b>Reception Desk</b> Slips & Trips from Portable Heater & Computer Cables	Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> <li>Town Hall Manager to ensure suitable positioning of the heater when in use to make sure it is not a potential trip hazard for members of staff.</li> <li>Hole was drilled into desk in October 2019 to redirect all of the computer cables so that they no longer hang over the front of the desk creating a potential trip hazard.</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	N/A	N/A	03/02/2021



<p><b>Front Office</b></p> <p>Slips &amp; Trips</p> <p>Storage of large items</p> <p>Access to lift</p>	<p>Town Council Staff risk fractures or bruising if they slip or trip.</p> <p>Incorrectly stacked goods may fall injuring staff and risk of musculo-skeletal injuries from lifting heavy items incorrectly.</p> <p>Members of the Public and Town Council Staff risk getting trapped in the lift if access is blocked.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Office is generally kept clean and tidy with no trailing leads or cables.</li> <li>▪ Lighting is regularly checked to ensure room is well lit.</li> <li>▪ Office is cleaned twice a week.</li> <li>▪ Items are properly stacked with the heaviest at the bottom if possible.</li> <li>▪ Items are stored in such a way as to keep access clear to the desk and lift.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>▪ Ensure Town Council Staff are trained in manual handling.</li> </ul>	<p>Town Clerk &amp; Town Hall Manager</p>	<p>03/02/2021</p>	<p>03/02/2021</p>
<p><b>Lift</b></p>	<p>Members of the Public and Town Council Staff risk getting trapped in the lift if it isn't working correctly.</p> <p>Incident involved in using the lift could lead to</p>	<p>H</p>	<ul style="list-style-type: none"> <li>▪ The lift is serviced annually by SLC (Sussex Lift Company), the last service was carried out on the 9<sup>th</sup> of June 2020.</li> </ul>	<p>No</p>	<p>N/A</p>	<p>N/A</p>	<p>03/02/2021</p>



	serious injury and/or death.  Potential damage to reputation of the Town Hall if the lift isn't working correctly and possible financial loss if an event can't go ahead due to the lift not working.						
<b>Redman Room</b> Slips & Trips	Town Council Staff risk fractures or bruising if they slip or trip.	L	<ul style="list-style-type: none"> <li>▪ Room is generally kept tidy with no trailing leads or cables.</li> <li>▪ Room is cleaned twice a week.</li> </ul>	Yes ▪	Town Hall Manager & Town Hall Keeper	03/02/2021	03/02/2021
<b>Toilets (Ladies, Gents &amp; Disabled)</b> Hot Water Slips & Trips	Town Council Staff and Members of the Public risk discomfort and/or scalding from hot water and fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> <li>▪ Hot taps are clearly marked as hot taps.</li> <li>▪ The temperature of water available to the taps in the ladies toilets has been lowered as it was noted that the hot taps were running at a very high temperature.</li> <li>▪ All damaged areas of the floor are reported</li> </ul>	Yes ▪ Monitor the temperature of the hot taps in the ladies toilets and adjust if necessary.	Town Hall Manager	Ongoing	03/02/2021



			<p>immediately and are fixed ASAP.</p> <ul style="list-style-type: none"> <li>▪ Good housekeeping is maintained and toilets are cleaned twice a week.</li> <li>▪ Spillages are cleared up immediately.</li> <li>▪ Obstructions, rubbish etc are removed.</li> <li>▪ All toilets have non slip flooring.</li> <li>▪ The cleaners always close the toilets for cleaning and put wet floor signs out when necessary.</li> <li>▪ Lighting is adequate.</li> <li>▪ Prompt action is taken in the event of complaint.</li> </ul>				
<p><b>Kitchen</b> Hot Water Slips &amp; Trips Electrocution Dishwasher</p>	<p>Town Council Staff and other users risk discomfort and/or scalding from hot water, fractures or bruising if they slip or trip, electrocution from faulty electrical items</p>	M	<ul style="list-style-type: none"> <li>▪ Hot tap is clearly marked as hot tap.</li> <li>▪ The kitchen has non slip flooring and any damaged areas of the floor are reported immediately and are fixed ASAP.</li> <li>▪ Good housekeeping is maintained, the kitchen is cleaned twice a week during which the door is</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>▪ PAT TEST DONE JAN 2020</li> </ul>	<p>Town Hall Keeper</p>		<p>03/02/2021</p>



	and minor injuries from improper use of dishwasher.		<p>closed, and wet floor signs are put out when necessary.</p> <ul style="list-style-type: none"> <li>▪ Any spillages are cleared up immediately.</li> <li>▪ Obstructions, rubbish etc are removed.</li> <li>▪ Lighting is adequate.</li> <li>▪ All electrical items are PAT tested every 3 years.</li> <li>▪ All staff are trained on safe use of the dishwasher.</li> </ul>				
<p><b>Stairs to Atherley Chamber</b> Slips &amp; Trips Banister</p>	Members of the Public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> <li>▪ During wet weather staff ensure the stairs are kept dry.</li> <li>▪ When wet from cleaning or wet weather, caution signage is put up.</li> <li>▪ During weekly cleaning of floors, caution signs are put out until floor has completely dried.</li> <li>▪ Any spillages are immediately cleaned up and caution signs are put up whilst floor is still wet.</li> <li>▪ Banister is regularly checked to ensure it has</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>▪ 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</li> </ul>	Town Hall Keeper/Assistant Town Hall Keeper	With immediate effect	03/02/2021



			<p>not come lose from the wall or floor.</p> <ul style="list-style-type: none"> <li>At a minimum one banister is kept clear of any wedding decorations.</li> </ul>	remedial action.			
<p><b>Holmes Chamber</b></p> <p>Overcrowding during events</p> <p>Slips &amp; Trips</p> <p>Electrocution</p>	<p>Members of the Public and Town Council Staff risk injury from overcrowding, fractures or bruising if they slip or trip and electrocution from any faulty electrical items.</p>	M	<ul style="list-style-type: none"> <li>There is a maximum capacity of 70 people in the Holmes Chamber which is closely observed by the Town Hall Manager when making bookings and Town Hall Staff working during events. For large public events where we don't know how many people will turn up, a clicker is used at the entrance by a member of staff to control the number of people entering.</li> <li>The room is generally kept clean and tidy with no trailing leads or cables and is cleaned twice a week.</li> <li>When items such as a laptop or projector are used for meetings, cables are either taped to the floor or a protector is used</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>PAT TEST DONE JAN 2020</li> </ul>	Town Hall Keeper	03/02/2021	03/02/2021



			<p>to ensure the cable is not a trip hazard.</p> <ul style="list-style-type: none"> <li>▪ When the room is decorated for a wedding, only trusted suppliers are used and they must have all the relevant insurance and licenses.</li> <li>▪ Any electrical equipment used which is owned by the Town Council is PAT tested.</li> <li>▪ If external users are bringing in their own electrical equipment for use in the Chamber, it is a requirement of the Town Council that the equipment has been PAT tested.</li> </ul>				
<p><b>Corridor to Town Council Office</b> Slips &amp; Trips Fire (Heater)</p>	<p>Town Council Staff risk fractures or bruising if they slip or trip. Risk of fire, electrocution and burns from heater.</p>	M	<ul style="list-style-type: none"> <li>▪ The corridor is always kept clear and cleaned twice a week.</li> <li>▪ The heater was replaced in December 2019 and is PAT tested every 3 years.</li> <li>▪ The heater is always kept clear and is on a regular timer.</li> </ul>	No	N/A	N/A	03/02/2021





<p><b>Council Office</b> Slips &amp; Trips Use of portable electric space heaters</p>	<p>Town Council Staff risk fractures or bruising if they slip or trip. Risk of fire, electrocution and burns from heater.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Office is kept clean and tidy with no trailing leads or cables.</li> <li>▪ Lighting is regularly checked to ensure room is well lit.</li> <li>▪ Office is cleaned twice a week.</li> <li>▪ Items are stored in such a way as to keep access clear to the desks.</li> <li>▪ Portable heaters are only used as a last resort.</li> <li>▪ Heaters are PAT tested on a regular basis.</li> <li>▪ Use of fan heaters or any other type of space heater is not permitted.</li> <li>▪ Use of electrical equipment from home is prohibited.</li> <li>▪ Heaters are plugged directly into an electrical outlet.</li> <li>▪ Heaters are not left unattended. Turned off and unplugged when not in use, and at the end of each business day.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>▪ PAT test done Jan 2020</li> </ul>	<p>Town Hall Keeper</p>	<p>03/02/2021</p>	<p>03/02/2021</p>
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			<ul style="list-style-type: none"> <li>Heaters are placed away from the wall and not near combustible materials.</li> <li>Any portable electric space heater found to be in poor operating condition, damaged, or used improperly, is removed without notice.</li> </ul>				
<p><b>Mayors Parlour</b></p> <p>Slips &amp; Trips</p> <p>Use of portable electric space heaters</p> <p>Theft of items in safe</p>	<p>Town Council Staff risk fractures or bruising if they slip or trip.</p> <p>Risk of fire, electrocution and burns from heater.</p> <p>Town Council risk significant financial loss.</p>	M	<ul style="list-style-type: none"> <li>Room is generally kept clean and tidy with no trailing leads or cables.</li> <li>Lighting is regularly checked to ensure room is well lit.</li> <li>Room is cleaned twice a week.</li> <li>Portable heater is only used as a last resort.</li> <li>Heater is PAT tested on a regular basis.</li> <li>Use of fan heaters or any other type of space heater is not permitted.</li> <li>Use of electrical equipment from home is prohibited.</li> <li>Heater is plugged directly into an electrical outlet.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>PAT test done Jan 2020.</li> </ul>	Town Hall Keeper	03/02/2021	03/02/2021



			<ul style="list-style-type: none"> <li>▪ Heater is not left unattended. Turned off and unplugged when not in use, and at the end of each business day.</li> <li>▪ Heater is placed away from the wall and not near combustible materials.</li> <li>▪ All authorised Town Council Staff are trained in the process of opening and closing the safe after successfully completing their probation.</li> </ul>				
<b>Computer Server Room</b> Fire (Electrical Devices)	Town Council Staff risk electrocution, burns and death from fire.	<b>H</b>	<ul style="list-style-type: none"> <li>▪ All electrical equipment is regularly PAT tested.</li> </ul>	Yes <ul style="list-style-type: none"> <li>▪ PAT test done Jan 2020</li> </ul>	Town Hall Keeper	03/02/2021	03/02/2021
				<ul style="list-style-type: none"> <li>▪ As the server room is also used as a storage facility, the room needs to be tidied to allow clear and safe access to the server as currently access is blocked and combustible materials are in</li> </ul>	Administrative Assistant	03/02/2021	03/02/2021



				very close proximity of electrical equipment.			
<b>Atherley Chamber</b> Overcrowding during events Slips & Trips Electrocutation Gasolier	Members of the Public and Town Council Staff risk injury from overcrowding, fractures or bruising if they slip or trip and electrocution from any faulty electrical items.  The gasolier poses a fire risk to users of the Atherley Chamber which could lead to burns or death. Significant injury could also be incurred if the gasolier was to fall.	H	<ul style="list-style-type: none"> <li>▪ There is a maximum capacity of 90 people in the Atherley Chamber which is closely observed by the Town Hall Manager when making bookings and Town Hall Staff working during events. For large public events where we don't know how many people will turn up, a clicker is used at the entrance by a member of staff to control the number of people entering.</li> <li>▪ The room is generally kept clean and tidy with no trailing leads or cables and is cleaned twice a week.</li> <li>▪ When items such as a laptop or projector are used for meetings, cables are either taped to the floor or a protector is used to ensure the cable is not a trip hazard.</li> </ul>	Yes <ul style="list-style-type: none"> <li>▪ PAT test done Jan 2020</li> </ul>	Town Hall Keeper	03/02/2021	03/02/2021
				<ul style="list-style-type: none"> <li>▪ Gasolier service is due.</li> </ul>	Town Hall Manager	03/02/2021	03/02/2021



			<ul style="list-style-type: none"> <li>▪ When the room is decorated for a wedding, only trusted suppliers are used and they must have all the relevant insurance and licenses.</li> <li>▪ Any electrical equipment used which is owned by the Town Council is PAT tested.</li> <li>▪ If external users are bringing in their own electrical equipment for use in the Chamber, it is a requirement of the Town Council that the equipment has been PAT tested.</li> <li>▪ Gasolier is regularly serviced by a reputable company.</li> </ul>				
<b>Roof Terrace</b> Overcrowding during events Slips & Trips	Members of the Public and Town Council Staff risk injury from overcrowding, fractures or bruising if they slip or trip, there is also risk of death if someone were	H	<ul style="list-style-type: none"> <li>▪ There is a maximum capacity of 130 people on the terrace and Atherley Chamber combined which is closely observed by the Town Hall Manager when making bookings and Town Hall Staff working during events. For large public events where we don't know how many</li> </ul>	Yes <ul style="list-style-type: none"> <li>▪ Ensure monthly inspections to be undertaken on the terrace. Any defects are to be reported immediately with prompt</li> </ul>	Assistant Town Hall Keeper	03/02/2021	03/02/2021



	to fall over the edge of the terrace.		<p>people will turn up, a clicker is used at the entrance to the Atherley Chamber by a member of staff to control the number of people entering and subsequently spilling out onto the terrace.</p> <ul style="list-style-type: none"> <li>▪ The terrace is not used in wet weather.</li> <li>▪ The terrace is always kept clear of any unnecessary items which may be a trip hazard.</li> <li>▪ During the summer months that terrace is regularly cleaned by the Assistant Town Hall Keeper.</li> </ul>	remedial action.			
<p><b>Fire Escape from Roof Terrace</b> Slips &amp; Trips Blocked</p>	Members of the Public and Town Council Staff risk fractures or bruising if they slip or trip. If the	H	<ul style="list-style-type: none"> <li>▪ Stairway is always kept clear.</li> <li>▪ The stairs are power washed annually in the springtime.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>▪ Power wash done in Spring 2020.</li> </ul>	Town Hall Manager, Assistant Town Hall Keeper & Cleaner	03/02/2021	



	fire escape is blocked there is also risk of burns and death from fire.			<ul style="list-style-type: none"> <li>As parked cars are often blocking the bottom of the stairway a cone needs to be placed at the bottom of the stairs to prevent cars from blocking access.</li> </ul>	Town Hall Manager	With immediate effect	03/02/2021
<b>Negligence, Accidental Error or Omission</b>	Town Council risk financial loss.	M	<ul style="list-style-type: none"> <li>Insurance cover with approved local authority insurance company for employer's liability.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>Continue necessary insurance cover and ensure members of staff are suitable trained.</li> </ul>	Town Clerk & Town Hall Manager	Ongoing	N/A
<b>Accidental/negligent damage caused by visitors/invitees to the building</b>	Town Council risk financial loss.	M	<ul style="list-style-type: none"> <li>Restricted access to designated rooms/public areas only when supervised.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>Ensure that there is always a trained fire marshal and first aider working at events.</li> </ul>	Town Clerk & Town Hall Manager	Ongoing	N/A



				<ul style="list-style-type: none"> <li>Ensure staff training is adequate and up to date.</li> </ul>	Town Clerk & Town Hall Manager	03/02/2021	03/02/2021
<b>Functions/Cinema - Personal Injury</b>	Breach of licensing laws resulting in financial loss to the Council.	M	<ul style="list-style-type: none"> <li>The relevant licenses to show films and sell alcohol are up to date and on display in reception permanently. These are renewed as and when they expire.</li> <li>Public areas are kept free of obstacles/hazards.</li> <li>Use of kitchens and public areas are closely supervised.</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>Ensure staff training is adequate and up to date so that there is always adequately trained staff working at events i.e. fire marshal &amp; first aid.</li> </ul>	Town Clerk & Town Hall Manager	03/02/2021	03/02/2021
<b>Staff may initiate inappropriate behaviour with vulnerable members of the public</b>	Risk of harm to members of the public and potential financial loss and damage to reputation of the Town Council.	M	<ul style="list-style-type: none"> <li>Relevant HR checks are in place.</li> </ul>	No	N/A	N/A	N/A

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

Approved by Full Council: on 11 February 2021