



## ARUNDEL TOWN COUNCIL

### RISK ASSESSMENT FOR TOWN QUAY - COAT OF ARMS

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 on the paving surrounds at the base at of the Coat of Arms	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>Nothing</li></ul>	Yes <ul style="list-style-type: none"><li>Although the paving is not the responsibility of the Town Council (it belongs to Arun District Council), regular monthly checks should be carried out in line with maintenance checks to ensure the area is clear of rubbish and that there are no loose paving stones or uneven surfaces in need of repair. Ensure defects are</li></ul>	Assistant Town Hall Keeper		01/02/2021



				reported to ADC immediately with prompt remedial action.			
Injury due to lack of maintenance i.e. splintered wood on the post mounting the Coat of Arms	Members of the public and Town Council Staff risk injury i.e. cuts, abrasions, splinters etc...	L	<ul style="list-style-type: none"> <li>Repairs were last carried out in September 2018</li> <li>UPDATE FEB 2021 POST FOR THE COAST OF ARMS NEEDS A FRESH COAT OF PAINT</li> </ul>	<p>Yes</p> <ul style="list-style-type: none"> <li>Regular monthly checks should be carried out to ensure mount is in good condition. Any defects are to be reported to the Town Hall immediately with prompt remedial action by either the Assistant Town Hall Keeper or Town Hall Keeper.</li> </ul>	Assistant Town Hall Keeper	29/02/2020	01/02/2021
						POST TO BE PAINTED DURING SPRING 2021	

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

Approved by Full Council on: 11 February 2021