



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR TOWN QUAY

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 reported to ADC immediately with prompt remedial action.</li></ul>	Assistant Town Hall Keeper		01/02/2021
Injury due to lack of maintenance i.e. splintered wood on the post	Members of the public and Town Council Staff risk injury i.e. cuts,	L	<ul style="list-style-type: none"><li>Repairs were last carried out in September 2018.</li></ul>	Yes <ul style="list-style-type: none"><li>Regular monthly checks should be carried out to ensure mount is in good</li></ul>	Assistant Town Hall Keeper		01/02/2021



mounting the Coat of Arms	abrasions, splinters etc...			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.			
Injury due to lack of maintenance of noticeboard i.e. insecure doors, broken glass etc...	Members of the public and Town Council Staff risk injury i.e. cuts, abrasions, splinters etc...	L	<ul style="list-style-type: none"> <li>Assistant Town Hall Keeper carries out inspections when posting notices.</li> </ul>	No	N/A	N/A	N/A
Injury due to lack of maintenance of finger posts i.e. parts falling	Members of the public and Town Council Staff risk injury i.e. head injury or fractures or bruising if they slip or trip on fallen parts.	L	<ul style="list-style-type: none"> <li>Repairs were last carried out in October 2019.</li> </ul>	Yes <ul style="list-style-type: none"> <li>Regular monthly checks should be carried out to ensure posts are 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		01/02/2021

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

Approved by Full Council on: 11 February 2021