



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR TOWN SQUARE

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
Selling Alcohol illegally	Sellers risk prosecution.	M	<ul style="list-style-type: none">Supervision by personal licence holder (Town Hall Manager).Issue check list to hirers and personal supervision by PLH or designated supervisor.Users of the Cobbled Area must first complete an application form providing copies of relevant licenses, insurance etc... this must then be approved by the Planning & Environment Committee before they use the Cobbles.	No	N/A	N/A	N/A



<p>Selling without a street trading licence</p>	<p>Sellers risk fines and penalties.</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Confirmation that users have their own street trading licences. ▪ Users of the Cobbled Area must first complete an application form providing copies of their street trading license if necessary. This must then be approved by the Planning & Environment Committee before they use the Cobbles. 	<p>No</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Flagpole falling over</p>	<p>Real risk of death or significant injury to members of the public and Town Council Staff. Also damage to motor vehicles.</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ UPDATE Feb 2021 COVER IS MISSING AND BOLLARDS AND FENCING IN PLACE TO STOP INJURY OF FALLING DOWN HOLE 	<p>Yes</p> <p>FLAGPOLE COVER PLATE NEEDS REPAIR ASAP</p> <ul style="list-style-type: none"> ▪ Regular monthly checks should be carried out to ensure flagpole and surrounds 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. 	<p>Assistant Town Hall Keeper</p>		<p>01/02/2021</p>



<p>War Memorial Falling masonry and trip hazards</p>	<p>Members of the public and Town Council Staff risk fractures or bruising if they slip or trip as well as risk of injury from falling masonry.</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Quarterly inspections are carried out by the Assistant Town Hall Keeper with gaps in pointing filled in early 2019. 	<p>Yes</p> <ul style="list-style-type: none"> ▪ Inspections to be carried out on a more regular basis - monthly. 	<p>Assistant Town Hall Keeper</p>		<p>01/02/2021</p>
<p>Electrical Output Boxes</p>	<p>Members of the public and Town Council Staff risk electrocution.</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Boxes are clearly labelled with electrical danger signs. ▪ Boxes are kept locked and keys are kept in the Town Council Office. Keys must be signed out, for example to Event Organisers, however this is monitored closely by Town Council Staff. 	<p>Yes</p> <ul style="list-style-type: none"> ▪ Regular weekly checks should be carried out to ensure the electrical boxes are in good condition, locked and that the labels are still intact. 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. 	<p>Assistant Town Hall Keeper</p>		<p>01/02/2021</p>
<p>Clock</p>	<p>Members of the public risk injury i.e head injury If the clock were to become dislodged.</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ The clock is monitored regularly and repairs carried out when necessary. 	<p>No</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



Bench Lack of maintenance and vandalism	Minor cuts and bruising for user.	L	<ul style="list-style-type: none">All benches were checked and where necessary replaced/refurbished/re-fixed in September 2018.	Yes <ul style="list-style-type: none">Regular monthly checks should be carried out to ensure the benches 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.	Assistant Town Hall Keeper	01/02/2021
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Risk Level: H - high, M - medium, L - low.

Approved by Full Council on: 11 February 2021