

LISKEARD TOWN COUNCIL
PUBLIC HALL, 3-5 WEST STREET, LISKEARD. PL14 6BW

GENERAL RISK ASSESSMENT

Report created by Ellis Whittam Ltd
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Visit Date: 28/04/2017



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Employment Law / HR / Health & Safety

CONTENTS

INTRODUCTION	3
ABOUT RISK ASSESSMENT	4
OVERVIEW	5
SAFETY ACTION PLAN	6
RISK ASSESSMENTS	14
HEALTH AND SAFETY MANAGEMENT	38

INTRODUCTION

This document, prepared on your behalf by Ellis Whittam Ltd, is your health and safety general risk assessment as required by the Management of Health and Safety at Work Regulations 1999, it identifies the significant health and safety issues that are relevant to your business.

The objective of this report is to inform you of what actions you must take to meet your legal obligations under the many and various pieces of health and safety legislation currently in force. In completing the actions recommended you will not only reduce the likelihood of legal action being taken against your company you will also reduce your liability to any claims brought by employees or others arising from an accident, incident or case of ill health.

Risk assessment is the key to successful health and safety management and is a legal duty found in many regulations, this report identifies within each of the subject general risk assessments **when you are required to carry out a more detailed and specific risk assessment.**

In compiling this report every effort has been made to cover the significant hazards likely to affect your business and is a result of the observations made by the consultant during his visit and discussions held with your staff. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered.

**REMEMBER ADVICE ON THIS REPORT OR ANY HEALTH AND SAFETY ISSUE
IS AVAILABLE FROM THE ELLIS WHITTAM ADVICE LINE.**

Tel: 0845 226 8393

ABOUT RISK ASSESSMENT

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e.. The resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others such as members of the public.

Your business may be controlling risks in various ways; determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but the measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that you bring the significant findings of this risk assessment to the attention of your employees.

Explanation of Risk ratings used:

"Insignificant Risk" relates to an activity which presents no greater risk than that associated with life in general.

"Low Risk" relates to the occurrence of a minor injury or reversible minor health effect.

"Medium Risk" relates to the possibility of a serious injury or serious health effect.

"High Risk" relates to the highly probably occurrence of a fatal or major injury or irreversible health effect.

OVERVIEW

Liskeard Town Council employes between 10 and 12 staff and is responsible for three large buildings within the town and three further public conveniences. In addition is also has responsibilities for outside areas including play parks

This report attempts to highlight certain hazards and issues with the current Health and Safety systems however does not provide an exhaustive list of risks. These will only become apparent when the Council reviews its risk assessments.

The main issues arising from the visit are clearly movement of peopkle and the potential risks of evacuation following a fire. The Public Hall regularly holds concerts, plays and event which can attract up to 300 people and there are concerns about warning and staffing levels

The top 5 health and safety issues requiring your attention over the next 12 months are:

1. Work through the recommendations on your fire assessment
2. Review evacuation procedures and training for the Public Hall and Museum
3. Review the CDM 2015 requirements
4. Undertake an asbestos survey of each site
5. Obtain in house expertise in Health and Safety

You are however advised that every effort should be made to work through all the actions listed in your **SAFETY ACTION PLAN**.

SAFETY ACTION PLAN

The Safety Action Plan that follows establishes priorities for those protective and preventative measures identified within your General Risk Assessments; it is simply a list of actions that you must now take control of by allocating the responsibility to an individual or group of individuals and by setting a time limit for action and entering this on the plan. By periodically reviewing this plan with the nominated employees you can effectively manage the progress that is being made in improving your company safety performance.

Enforcement Officers will expect to see evidence not only of completed risk assessments but also evidence of the action taken to address the control measures identified. By completing this plan you demonstrate progressive improvement and thereby a commitment to the management of health and safety within your business, a prerequisite in defending potential future legal action. The Courts accept that a business cannot complete all the actions required immediately but expect to see a managed and structured approach.

Priorities explained

The actions required by your General Risk Assessment are prioritised as follows:

- 1 Immediate Action required**
A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).
- 2 Short term action required**
Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.
- 3 Medium term action required**
A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.
- 4 Longer term action required**
Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.
- 5 Review as part of Business Plan**
No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.

SAFETY ACTION PLAN

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Asbestos	It was advised that all premises have been assessed but the quality and competence of the assessment has been questioned. The law requires the Council to know where the Asbestos is within its buildings so if in doubt a further assessment will be required.	1	05/05/2017	
Fire Safety	Liaise with tenants in the Guildhall to ensure they are aware of the fixed precautions provided e.g. smoke detection and sound of the alarm. They are responsible for their own evacuation	1	05/05/2017	
Fire Safety	Whilst the Council does have an evacuation plan it should be reviewed to ensure it is sufficient for each of the buildings i.e. the Public Hall's plan will be different from the Museum's. Also the Public Hall will have a different plan for an evening with entertainment (300 visitors) to the one where there is a smaller event such as a Council Meeting. All employees should be aware of their role. The Museum staff are unaware of their roles.	2	28/05/2017	
Fire Safety	All event organisers should provide the Council with a risk assessment of the activity such as The Lions' Pantomime. The assessment should consider access and egress in the event of an emergency as well as other risks	2	28/05/2017	
Fire Safety	Fit an automatic fire alarm. The Public Hall is a large and complex building which has large volumes of people within it. Early warning of a fire is essential for the safe evacuation and we would recommend an automatic alarm be discussed with your fire assessment advisors.	2	28/05/2017	
Fire Safety	Several fire doors were not shutting properly and do not have either intumescent strips or smoke retardant foam around them. They do not form an effective seal and will not stop fire travelling	2	28/05/2017	
External Areas	The Council should arrange for an arboriculturalist to report on all the trees in its area and devise an on-going inspection regime to ensure they remain in good condition.	2	28/05/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Asbestos	Prepare a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action. This must include informing tenants of the location and the need not to disturb it. The plan and the arrangements should be reviewed periodically.	3	27/07/2017	
Asbestos	Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location. An exchange of information between the Council and a contractor is essential to enable the contractor to put in place adequate precautions	3	27/07/2017	
Asbestos	Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed. Minor work could include decorating, hanging pictures etc.	3	27/07/2017	
COSHH	For all hazardous substances used obtain a copy of the suppliers health and safety data sheet. Data sheets are often held on manufacturers websites so this could be a task for an assistant to gather information	3	27/07/2017	
COSHH	Carry out a COSHH Assessment for each hazardous substance in use or created.	3	27/07/2017	
COSHH	Develop a management system that ensures before any hazardous substance is taken into use a COSHH assessment is first completed and any actions determined put into place.	3	27/07/2017	
COSHH	Provide training for relevant employees that use hazardous substances.	3	27/07/2017	
COSHH	It was not clear what hazardous substances were used at the time of the meeting however cleaning products can have health effects which need to be considered when using and storing them. Certain items may react in a fire with others and should be stored safely. Refer to the data sheets for information.	3	27/07/2017	
Fire Safety	Implement any outstanding issues identified by your fire risk assessment.	3	27/07/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Fire Safety	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	3	27/07/2017	
Fire Safety	Establish a procedure for the evacuation of disabled persons particularly in the event of a large show being put on.	3	27/07/2017	
Fire Safety	Ensure that a procedure is in place to call the emergency services in the event of a fire emergency. A member of staff will do this during working hours but to hirers know the procedure?	3	27/07/2017	
Fire Safety	The alarm system is tested in the Public Hall and the Museum however it was not clear whether the Guildhall alarm is tested. If it isn't, it should be. Record all tests.	3	27/07/2017	
Fire Safety	Several fire doors have been identified by the fire assessor as being in need of improvement.	3	27/07/2017	
Fire Safety	The Long Room has no extinguishers and nor does the kitchen beside it	3	27/07/2017	
Fire Safety	Although the fire extinguishers are maintained there appears to be one or two missing from certain areas such as the Long Room. Review the level of extinguishers with your fire assessor.	3	27/07/2017	
Legionella Bacteria	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.	3	27/07/2017	
Legionella Bacteria	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	3	27/07/2017	
Lone Working	Undertake a risk assessment which covers work undertaken by lone workers. This should include the WC cleaner as well as the Foresters Hall cleaner and various other Council workers.	3	27/07/2017	
Lone Working	Ensure working when dark or at night is covered in the lone working risk assessment.	3	27/07/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Lone Working	Risk assessment of young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone.	3	27/07/2017	
Lone Working	Ensure risk assessment for lone working covers where potential violence / criminal activity may place workers at higher risk.	3	27/07/2017	
Lone Working	Arrangements should be put in place to consult with staff on lone working either via a health and safety committee or directly.	3	27/07/2017	
Personal Protective Equipment (PPE)	Ensure risk assessments identify the need for PPE and who is required to wear it.	3	27/07/2017	
External Areas	The areas and equipment around the Town should be subject to inspection the frequency of which can be determined by risk assessment e.g. the memorial and Pipewell may be inspected monthly whereas Rapson Field and Thorn Park need a more frequent inspection.	3	27/07/2017	
	Speak to Chris Munson to ascertain if he is acting as Principal Designer on behalf of the Council. If he is then he should be appointed in writing	3	27/07/2017	
	Once the extent of the work has been decided a Principal Contractor will need to be appointed in writing. The Designer can assist in this s process	3	27/07/2017	
Work Equipment	Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.	3	27/07/2017	
Work Equipment	Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	3	27/07/2017	
Work at Height	Before working at height a risk assessment must be completed.	3	27/07/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Work at Height	Establish a safe system of work for all work at height. This includes the scaffold platform work, gutter cleaning etc.	3	27/07/2017	
Work at Height	Provide information and training for employees required to work at height, complete risk assessments or prepare systems of work.	3	27/07/2017	
Work at Height	Ensure those using the scaffold are trained properly including hirers.	3	27/07/2017	
Work at Height	All temporary working platforms including scaffolds and ladders etc. must be inspected before first use; after substantial additions, dismantling or other alteration	3	27/07/2017	
Health and Safety Policy	The Health and Safety Policy is being prepared by Ellis Whittam and will be sent to you in due course.	3	27/07/2017	
Employee Training	Provide all new staff with health and safety instruction as part of their induction training.	3	27/07/2017	
Accident / Incident Reporting	Make suitable arrangements to include near miss / incident reporting	3	27/07/2017	
Accident / Incident Reporting	Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends.	3	27/07/2017	
Contractors	Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors.	3	27/07/2017	
Asbestos	Carry out labelling of all known asbestos containing materials.	4	25/10/2017	
Fire Safety	Review the level of lighting in the clock tower. The emergency lighting stops before the top. This may be adequate to light the entire area but it should be checked	4	25/10/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Fire Safety	Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	4	25/10/2017	
Legionella Bacteria	Water systems should be disinfected before being taken into service and after shut downs of five or more days. Water systems should be disinfected periodically (normally annually) by chlorination or by temporarily raising water temperature.	4	25/10/2017	
Manual Handling	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury.	4	25/10/2017	
Manual Handling	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training	4	25/10/2017	
Misc.	Fit red cord alarm pulls to the WCs	4	25/10/2017	
Construction	Ensure all CDM 2015 requirements have been fulfilled for the new refurbishment	4	25/10/2017	
Temperature	Provide wall mounted thermometers, one to each area (not each work room)	4	25/10/2017	
Health and Safety Policy	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.	4	25/10/2017	
Health and Safety Policy	The Health and Safety policy should be readily available for staff. Make the policy available by <placing on intranet, providing copy in staff room, signposting it's whereabouts on the notice board>	4	25/10/2017	
Health and Safety Policy	Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons. In particular it would be advisable to have a member of staff with a Health and Safety qualification or some training.	4	25/10/2017	

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Monitoring and Measuring	Set suitable priorities for the safety action plan and monitor regularly	4	25/10/2017	
Monitoring and Measuring	Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.	4	25/10/2017	
Communication and consultation	Arrangements must be put into place for communicating with and consulting staff on Health and Safety matters.	4	25/10/2017	
Employee Training	Develop a programme of basic Health and Safety training for staff.	4	25/10/2017	
Risk Assessment	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment	4	25/10/2017	
Risk Assessment	Ensure competent persons are employed to carry out risk assessments.	4	25/10/2017	
Risk Assessment	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	4	25/10/2017	
Risk Assessment	Ensure staff are given access to risk assessments and changes are notified.	4	25/10/2017	
Fire Safety	Consider replacing the stair nosings with colour contrasting ones. This is mainly in the Guildhall but other staircases could benefit from being more visible. Also the external granite stairs in the Public Hall	5		
Lifting Equipment	The new platform lifts should have a Written Scheme of Inspection in place and a contract signed	5		

RISK ASSESSMENTS

- 1 Asbestos
- 2 Construction
- 3 COSHH
- 4 Electrical Safety
- 5 External Areas
- 6 Fire Safety
- 7 First Aid
- 8 Gas
- 9 Legionella bacteria
- 10 Lifting Equipment
- 11 Lone Working
- 12 Manual Handling
- 13 Misc
- 14 Personal Protective Equipment
- 15 Work at Height
- 16 Work Equipment
- 17 Workplace H&S
- 18 H&S Management

RISK ASSESSMENT: Asbestos

HAZARDS: <i>Inhalation of asbestos fibres</i>			RISK: High	
CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The premises have been surveyed to identify the presence of asbestos by a competent person.		No	It was advised that all premises have been assessed but the quality and competence of the assessment has been questioned. The law requires the Council to know where the Asbestos is within its buildings so if in doubt a further assessment will be required.	1
A plan or register showing the location of all asbestos containing materials and presumed asbestos containing materials will be made available.		No	Prepare a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action. This must include informing tenants of the location and the need not to disturb it. The plan and the arrangements should be reviewed periodically.	3
A procedure is in place to ensure that anyone liable to disturb asbestos containing materials is made aware of its location.		No	Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location. An exchange of information between the Council and a contractor is essential to enable the contractor to put in place adequate precautions	3
Where minor work on asbestos material is carried out a risk assessment is completed.		No	Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed. Minor work could include decorating, hanging pictures etc.	3
Asbestos containing material is labelled.		No	Carry out labelling of all known asbestos containing materials.	4

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Contractors
Person(s)3	Visitors

RISK ASSESSMENT: Construction

HAZARDS: <i>Construction work injuries</i>			RISK: Medium	
CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
All work planned to be undertaken to the kitchen area has had the CDM 2015 requirements fulfilled		No	Ensure all CDM 2015 requirements have been fulfilled for the new refurbishment	4
Has a Principal Designer (PD) been appointed		No	Speak to Chris Munson to ascertain if he is acting as Principal Designer on behalf of the Council. If he is then he should be appointed in writing	3
Has a Principal Contractor (PC) been appointed		No	Once the extent of the work has been decided a Principal Contractor will need to be appointed in writing. The Designer can assist in this s process	3

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Contractors
Person(s)3	Visitors

RISK ASSESSMENT: COSHH

HAZARDS: <i>Hazardous substances including: Cleaning products, maintenance items such as oils and lubricants etc.</i>			RISK: Low	
CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
A list of the hazardous substances used on the premises has been created.	Yes		Maintain and monitor existing controls.	
Health and safety data sheets have been obtained from the suppliers for all substances hazardous to health used or stored.		No	For all hazardous substances used obtain a copy of the suppliers health and safety data sheet. Data sheets are often held on manufacturers websites so this could be a task for an assistant to gather information	3
An assessment of the health risk to each employee for each hazardous substance has been carried out.		No	Carry out a COSHH Assessment for each hazardous substance in use or created.	3
Procedures are in place to ensure that work liable to expose employees to substances hazardous to health is not carried out unless a suitable and sufficient COSHH assessment has been made.		No	Develop a management system that ensures before any hazardous substance is taken into use a COSHH assessment is first completed and any actions determined put into place.	3
Training is provided in the use of hazardous substances.		No	Provide training for relevant employees that use hazardous substances.	3
Substances hazardous to health are stored safely.		No	It was not clear what hazardous substances were used at the time of the meeting however cleaning products can have health effects which need to be considered when using and storing them. Certain items may react in a fire with others and should be stored safely. Refer to the data sheets for information.	3
Protective clothing and equipment is provided to the employees exposed to hazardous substances.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	Cleaning Staff
Person(s)2	Maintenance Staff

RISK ASSESSMENT: Electrical Safety

HAZARDS: <i>Electric shock</i> <i>Fire</i>	RISK: Low Low
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The fixed electrical wiring has been tested and a current certificate of inspection is kept on file.	Yes		Maintain and monitor existing controls.	
Inspection and testing of all portable electrical appliances is regularly undertaken by a competent person.	Yes		Maintain and monitor existing controls.	
There is an inventory of all portable electrical appliances in use.	Yes		Maintain and monitor existing controls.	
All recommendations from the fixed electrical wiring certificate have been completed	Yes		Maintain and monitor existing controls.	
Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.	Yes		Maintain and monitor existing controls.	
Employees who carry out electrical work are competent to do so.	Yes		Maintain and monitor existing controls.	
Electrical switchgear areas are free from storage of combustible products.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Contractors
Person(s)3	Visitors

RISK ASSESSMENT: External Areas

HAZARDS: <i>Failure of equipment</i> <i>Vandalism</i> <i>Falling trees and branches</i>	RISK: Medium Medium
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Areas under the custody and control of the Council have been identified	Yes		Maintain and monitor existing controls.	
Play areas are subject to an annual inspection by a trained competent inspector	Yes		Maintain and monitor existing controls.	
Play equipment is also subject to an documented inspection at least weekly	Yes		Maintain and monitor existing controls.	
External areas, grounds, walkways are subject to regular inspection		No	The areas and equipment around the Town should be subject to inspection the frequency of which can be determined by risk assessment e.g. the memorial and Pipewell may be inspected monthly whereas Rapson Field and Thorn Park need a more frequent inspection.	3

Person(s) Exposed:

Person(s)1	Visitors
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RISK ASSESSMENT: Fire Safety

HAZARDS:	RISK:
Sources of Ignition: <i>electricity including portable appliances gas fired equipment smoking</i>	Medium Low Low
Combustible material: <i>paper, packaging, fixtures and furnishings</i>	Medium

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
A specific fire risk assessment has been carried out on each of the premises.	Yes		Maintain and monitor existing controls.	
The fire risk assessment is reviewed periodically.	Yes		Maintain and monitor existing controls.	
The recommendations from your fire risk assessment have been implemented.		No	Implement any outstanding issues identified by your fire risk assessment.	3
A fire evacuation plan has been prepared and all employees are familiar with their role in its implementation.	Yes		Maintain and monitor existing controls.	
All employees have been given instructions and training in the fire evacuation plan.		No	Whilst the Council does have an evacuation plan it should be reviewed to ensure it is sufficient for each of the buildings i.e. the Public Hall's plan will be different from the Museum's. Also the Public Hall will have a different plan for an evening with entertainment (300 visitors) to the one were there is a smaller event such as a Council Meeting. All employees should be aware of their role. The Museum staff are unaware of their roles.	2

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Arrangements have been made with other occupants of the building to ensure the safety of employees and others in the event of fire.		No	Liaise with tenants in the Guildhall to ensure they are aware of the fixed precautions provided e.g. smoke detection and sound of the alarm. They are responsible for their own evacuation	1
Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.	Yes		Maintain and monitor existing controls.	
Periodic fire drills are carried out.		No	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	3
Checks are made with larger event organisers that adequate safety measure are in place		No	All event organisers should provide the Council with a risk assessment of the activity such as The Lions' Pantomime. The assessment should consider access and egress in the event of an emergency as well as other risks	2
Arrangements have been made for the evacuation of disabled persons.		No	Establish a procedure for the evacuation of disabled persons particularly in the event of a large show being put on.	3
Suitable procedures are in place for the calling of emergency services.		No	Ensure that a procedure is in place to call the emergency services in the event of a fire emergency. A member of staff will do this during working hours but to hirers know the procedure?	3
Arrangements are in place to liaise with the emergency services in the event of a fire situation.	Yes		Maintain and monitor existing controls.	
The premises are fitted with a fire alarm.		No	Fit an automatic fire alarm. The Public Hall is a large and complex building which has large volumes of people within it. Early warning of a fire is essential for the safe evacuation and we would recommend an automatic alarm be discussed with your fire assessment advisors.	2
The fire alarm is tested at weekly intervals in all premises, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.		No	The alarm system is tested in the Public Hall and the Museum however it was not clear whether the Guildhall alarm is tested. If it isn't, it should be. Record all tests.	3

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The fire alarm system is tested and maintained by a competent person/company.	Yes		Maintain and monitor existing controls.	
A designated fire assembly point has been provided.	Yes		Maintain and monitor existing controls.	
Self closing fire resistant doors are fitted to protect fire escape routes.	Yes		Maintain and monitor existing controls.	
All self closing fire resistant doors are functioning correctly.		No	Several fire doors were not shutting properly and do not have either intumescent strips or smoke retardant foam around them. They do not form an effective seal and will not stop fire travelling	2
Staircases have colour contrasting stair nosings.		No	Consider replacing the stair nosings with colour contrasting ones. This is mainly in the Guildhall but other staircases could benefit from being more visible. Also the external granite stairs in the Public Hall	5
A choice of escape route is provided and these can be reached within 1 minute.	Yes		Maintain and monitor existing controls.	
Means of escape routes within the building and final exits have adequate emergency lighting.	Yes		Maintain and monitor existing controls.	
The emergency lighting system is tested regularly.	Yes		Maintain and monitor existing controls.	
Fire doors leading to staircases have a vision panel		No	Several fire doors have been identified by the fire assessor as being in need of improvement.	3
Fire evacuation is adequate in all premises		No	Review the level of lighting in the clock tower. The emergency lighting stops before the top. This may be adequate to light the entire area but it should be checked	4

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
An adequate amount of fire extinguishers have been provided.		No	The Long Room has no extinguishers and nor does the kitchen beside it	3
All fire extinguishers are annually inspected and serviced by a competent person.		No	Although the fire extinguishers are maintained there appears to be one or two missing from certain areas such as the Long Room. Review the level of extinguishers with your fire assessor.	3
Employees have been trained on the operational use of portable fire extinguishers.		No	Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	4
A fire blanket is provided in the kitchens.	Yes		Maintain and monitor existing controls.	
Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.	Yes		Maintain and monitor existing controls.	
All lifts are signed as to the prohibition of their use in event of a fire/emergency.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Visitors

RISK ASSESSMENT: First Aid

HAZARDS: <i>Delayed administration of first aid may lead to the consequences of injuries/ill health being exacerbated.</i>	RISK: Low
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
An adequate number of Appointed Persons for first aid are provided.	Yes		Maintain and monitor existing controls.	
First aid boxes are provided at key locations accessible to all employees.	Yes		Maintain and monitor existing controls.	
Persons have been nominated to take charge of the first aid kits and ensure they are kept fully stocked.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
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RISK ASSESSMENT: Gas

HAZARDS: <i>Fire</i> <i>Explosion</i>	RISK: Low Low
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The premises' gas appliances and installation/supply pipes are subject to regular annual inspection by a competent person.	Yes		Maintain and monitor existing controls.	
Records are maintained of the inspection and servicing of gas appliances and installation.	Yes		Maintain and monitor existing controls.	
Gas pipework is protected from damage by vehicles by the provision of robust barriers or is safe by position.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
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RISK ASSESSMENT: Legionella Bacteria

HAZARDS:	RISK:
<i>Inhalation of legionella bacteria</i>	Medium
<i>The multiplication of legionella in domestic water systems</i>	Medium
<i>The release of water spray from taps, showers, spas or whirlpools, pools and hydrotherapy pools, humidifiers, fountains, evaporative condensers, cooling towers.</i>	Medium

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The premises have been assessed to identify potential sources of legionella growth and dissemination.	Yes		Maintain and monitor existing controls.	
Cold water entering the building and stored in tanks is monitored to ensure that it is not at a temperature to prevent the growth of legionella bacteria.		No	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.	3
Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of legionella bacteria.		No	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	3
The domestic water system is subject to routine maintenance.		No	Water systems should be disinfected before being taken into service and after shut downs of five or more days. Water systems should be disinfected periodically (normally annually) by chlorination or by temporarily raising water temperature.	4

Person(s) Exposed:

Person(s)1	Visitors
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RISK ASSESSMENT: Lifting Equipment

HAZARDS: <i>Passenger Lift in the Museum, Dumb Waiter in Public Hall and Stair Lifts in Public Hall</i>	RISK: Low
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
All lifting equipment (including accessories) are sufficiently strong, stable and suitable for use.	Yes		Maintain and monitor existing controls.	
The new platform lifts have a contract of inspection in place		No	The new platform lifts should have a Written Scheme of Inspection in place and a contract signed	5
Emergency arrangements have been established.	Yes		Maintain and monitor existing controls.	
Lifting equipment is serviced to ensure it is maintained in a safe condition.	Yes		Maintain and monitor existing controls.	
Lifting equipment has an examination scheme drawn up by competent person.	Yes		Maintain and monitor existing controls.	
Equipment used is subject to thorough examination at least annually or every 6 months (if lifting people) or more frequent is specified by examination scheme.	Yes		Maintain and monitor existing controls.	
Thorough examination reports are submitted to the company detailing results of inspection and any actions required.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Visitors

RISK ASSESSMENT: Lone Working

HAZARDS:	RISK:
<i>Lone Working in: Public toilets cleaning, office after hours etc.</i>	Medium
<i>Delayed access to first aid / emergency services</i>	Medium
<i>Unsafe use of work equipment, manual handling</i>	Medium
<i>Lack of supervision.</i>	Medium
<i>Violence / aggression</i>	Medium

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
An assessment of lone working activities has been undertaken		No	Undertake a risk assessment which covers work undertaken by lone workers. This should include the WC cleaner as well as the Foresters Hall cleaner and various other Council workers.	3
Where lone working is required when dark or at night this has been covered in the risk assessment		No	Ensure working when dark or at night is covered in the lone working risk assessment.	3
Where young workers, women, new or expectant mothers or disabled workers are at greater risk, this has been covered in the risk assessment.			Risk assessment of young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone.	3
Where potential violence / criminal activity may be involved, this has been covered in the risk assessment.		No	Ensure risk assessment for lone working covers where potential violence / criminal activity may place workers at higher risk.	3
Staff have been consulted on lone working either directly or via representatives.		No	Arrangements should be put in place to consult with staff on lone working either via a health and safety committee or directly.	3

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Cleaning Staff

RISK ASSESSMENT: Manual Handling

HAZARDS: <i>Musculoskeletal injuries arising from: Moving equipment, chairs and tables etc.</i>	RISK: Medium
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Wherever practical the manual handling of loads likely to result in a risk of injury is avoided.	Yes		Maintain and monitor existing controls.	
Manual handling assessments have been completed.		No	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury.	4
Manual handling training has been provided for employees.		No	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training	4

Person(s) Exposed:

Person(s)1	All Employees
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RISK ASSESSMENT: Misc. All premises

HAZARDS: <i>Miscellaneous hazards throughout Council activities</i>	RISK: Medium
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Disable WCs have red cord alarms		No	Fit red cord alarm pulls to the WCs	4
The lighting is suitable and sufficient	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
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RISK ASSESSMENT: Personal Protective Equipment (PPE)

HAZARDS: <i>Failure to provide the correct PPE for the risks involved.</i> <i>Employees fail to wear the designated PPE.</i> <i>Worn, damaged or ineffective PPE.</i>	RISK: Medium Medium Medium
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Risk assessments have been carried out to determine the need for PPE.		No	Ensure risk assessments identify the need for PPE and who is required to wear it.	3
Employees are issued with PPE appropriate to the hazards to which they may be exposed.	Yes		Maintain and monitor existing controls.	
Employees receive instruction and training in the wearing of PPE.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
All ladders used are metal and conform to British Standard BS EN 131-1	Yes		Maintain and monitor existing controls.	
Ladders are only to be used as a means of access and egress where other work equipment is not justified because of the low risk and short duration of the job or unalterable features of the worksite.	Yes		Maintain and monitor existing controls.	
Temporary working platforms are subject to inspection.		No	All temporary working platforms including scaffolds and ladders etc. must be inspected before first use; after substantial additions, dismantling or other alteration	3

Person(s) Exposed:

Person(s)1	Maintenance Staff
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RISK ASSESSMENT: Work Equipment

HAZARDS: <i>Misuse of equipment</i> <i>Insufficient guarding</i> <i>Use by un-trained personnel</i>	RISK: Medium Medium Medium
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CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Work equipment is subject to a planned maintenance system / inspection programme.		No	Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.	3
Work equipment risk assessments have been completed.		No	Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	3

Person(s) Exposed:

Person(s)1	All Employees
Person(s)2	Maintenance Staff

Workplace Health & Safety

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Ventilation			Managing Ventilation	
An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.	Yes		Maintain and monitor existing controls.	
Air inlets are position away from any flues and exhaust ventilation systems.	Yes		Maintain and monitor existing controls.	
Mechanical and air conditioning systems are regularly maintained and cleaned to ensure they are kept clean and free from anything that could contaminate the air.	Yes		Maintain and monitor existing controls.	
Temperature			Managing Temperature	
Wall mounted thermometers are available to monitor the temperatures		No	Provide wall mounted thermometers, one to each area (not each work room)	4
Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.	Yes		Maintain and monitor existing controls.	
All reasonable effort has been made to maintain temperature at a comfortable level when working with hot / cold processes.	Yes		Maintain and monitor existing controls.	
Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.	Yes		Maintain and monitor existing controls.	
Lighting			Managing Lighting	
The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.	Yes		Maintain and monitor existing controls.	
Lighting on traffic routes is adequate so people / vehicles can move around safely.	Yes		Maintain and monitor existing controls.	

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Adequate lighting is provided to all of the external areas.	Yes		Maintain and monitor existing controls.	
Cleanliness and waste materials			Managing cleanliness and waste materials	
The furniture, walls and floor are kept clean and in good decorative order	Yes		Maintain and monitor existing controls.	
General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.	Yes		Maintain and monitor existing controls.	
Adequate and suitable waste receptacles are provided throughout the workplace.	Yes		Maintain and monitor existing controls.	
Room dimensions and space			Managing room dimensions and space	
Workrooms have enough free space to allow people to get to and from workstations and to move with ease.	Yes		Maintain and monitor existing controls.	
Workstations and seating			Managing workstations and seating	
Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.	Yes		Maintain and monitor existing controls.	
Seating provided gives adequate support for the lower back and footrests are provided for those that need them.	Yes		Maintain and monitor existing controls.	
Floors and traffic routes			Managing floors and traffic routes	
The floors are free from slipping and tripping hazards.	Yes		Maintain and monitor existing controls.	
The floors/floor coverings are in good condition.	Yes		Maintain and monitor existing controls.	
Access steps into the premises are in good condition.	Yes		Maintain and monitor existing controls.	
Falls or falling objects			Managing falls and falling objects	
Stored materials and objects are stable.	Yes		Maintain and monitor existing controls.	

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Shelving is strong and secure and suitable for the materials stored on it.	Yes		Maintain and monitor existing controls.	
Welfare Arrangements			Managing Welfare Arrangements	
Suitable and sufficient sanitary conveniences are provided and readily accessible.	Yes		Maintain and monitor existing controls.	
Sanitary conveniences have warm/hot water, soap and means of drying.	Yes		Maintain and monitor existing controls.	
Sanitary conveniences are suitably ventilated, lit and kept clean.	Yes		Maintain and monitor existing controls.	
An adequate supply of water is readily available and cups provided.	Yes		Maintain and monitor existing controls.	
Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.	Yes		Maintain and monitor existing controls.	
The rest area includes the facility to prepare or obtain a hot drink.	Yes		Maintain and monitor existing controls.	
A means of heating food is provided where hot food cannot be obtained nearby.	Yes		Maintain and monitor existing controls.	

Person(s) Exposed:

Person(s)1	All Employees
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Health & Safety Management

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
Health and Safety Policy			Managing Health and Safety Policy	
The Health and Safety Policy is current and up to date.		No	The Health and Safety Policy is being prepared by Ellis Whittam and will be sent to you in due course.	3
The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.		No	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.	4
The Health and Safety Policy is made available to all staff		No	The Health and Safety policy should be readily available for staff. Make the policy available by <placing on intranet, providing copy in staff room, signposting it's whereabouts on the notice board>	4
Organisation			Managing Organisation	
The Company has an effective organisation in place for the management of health and safety .		No	Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons. In particular it would be advisable to have a member of staff with a Health and Safety qualification or some training.	4
The Town Clerk has accepted that he has responsibility for the safe running of the Council business.	Yes		Maintain and monitor existing controls.	
Training has been provided to ensure that key persons are competent to undertake their health and safety responsibilities.	Yes		Maintain and monitor existing controls.	
Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.	Yes		Maintain and monitor existing controls.	
Monitoring and measurement			Managing Monitoring and Measurement	
The Health and Safety action plan is prioritised and monitored to ensure actions are taken in suitable time frame		No	Set suitable priorities for the safety action plan and monitor regularly	4

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
The company has established performance criteria for health and safety		No	Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.	4
Communication and consultation			Managing Communication and consultation	
Suitable arrangements are in place for communicating with and consulting staff on Health and Safety matters.		No	Arrangements must be put into place for communicating with and consulting staff on Health and Safety matters.	4
Employee Training			Managing Employee Training	
Induction training for new staff includes health and safety subjects.		No	Provide all new staff with health and safety instruction as part of their induction training.	3
Arrangements have been made for staff to be given basic Health and Safety training.		No	Develop a programme of basic Health and Safety training for staff.	4
Accurate records of the training provided are maintained.	Yes		Maintain and monitor existing controls.	
Training needs are regularly re-assessed as jobs change and refresher training is carried out as and when needed.	Yes		Maintain and monitor existing controls.	
Statutory Notices			Managing Statutory Notices	
The Health and Safety Law poster is displayed in a conspicuous position and all the information boxes have been completed.	Yes		Maintain and monitor existing controls.	
A copy of the employers' liability insurance certificate is displayed on notice board or electronically	Yes		Maintain and monitor existing controls.	
No smoking signs are displayed at entrance to buildings	Yes		Maintain and monitor existing controls.	
Risk Assessment				
Risk assessments are in place for the company's activities		No	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment	4
Risk assessments are carried out by suitably competent persons		No	Ensure competent persons are employed to carry out risk assessments.	4

CURRENT CONTROLS	YES	NO	ACTION REQUIRED	PRIORITY
A programme of risk assessment review is established		No	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	4
Staff are informed of the risks and precautions established in the risk assessments		No	Ensure staff are given access to risk assessments and changes are notified.	4
Accident Reporting/Recording			Managing Accident Reporting/Recording	
There is a near miss or incident reporting procedure		No	Make suitable arrangements to include near miss / incident reporting	3
All serious accidents and/or incidents are investigated to determine the probable cause.		No	Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends.	3
An Accident Book is provided for the recording of accidents.	Yes		Maintain and monitor existing controls.	
Contractors			Managing Contractors	
Contractors engaged for the company have been assessed for safety prior to engagement		No	Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors.	3