

12 TOWN HALL

	Subject	Risks identified	Risk Score (H/M/L)	Management/control of risk
12.1	Caretaker	Day to day running / Cleaning Security of Town Hall		All bookings to be notified as soon as possible. Adequate holiday cover to be provided. Contract to be reviewed periodically to cover changes in testing procedures etc for public buildings. Keys also held by clerk, Chair and Vice to ensure access in absence.
12.2	Room Hire	Booking requirements not met	L	Hiring agreement used with standard terms and conditions so that hirer knows what is expected, what is covered and what they are responsible for.
12.3	Room Hire	Booking mix-up	L	To avoid double bookings online booking system Scribe is kept, which notes dates like local elections
12.4	Room Hire	Damage / Upkeep to building	M	A refundable deposit is taken for large events to cover any damage / lack of cleaning.
12.5	Maintenance	Damage / Upkeep to building	M	Clerk has delegated powers for small maintenance issues and emergencies. A buildings defects book is maintained for problems to be reported. Buildings Committee meets twice a year to consider programme of work required and spending decisions are agreed by full Council
12.6	Public Areas	Fire Risk	L	Fire Risk Assessment reviewed annually. Gas appliances, fire alarm & emergency lighting serviced annually and weekly tests performed & logged where necessary.

				<p>All areas kept locked when not in use.</p> <p>All areas checked by caretaker at end of use and at end of day.</p> <p>Hirers to ensure risk of fire outbreak kept to a minimum.</p> <p>Combustible material not to be stored near sources of ignition.</p> <p>Exits to be kept clear. Hirer to be aware of emergency procedure and equipment locations. Adequate adult supervision to be present.</p>
12.7	All areas	Moving equipment - injury	M	<p>Table trolleys and chair lift to be used where necessary.</p> <p>Lift used to take heavy items up/down stairs where possible.</p> <p><u>Use two people where necessary.</u></p>
12.8	Public Toilets	Trip / Slip / Fall Persons locked in	M L	<p>Wet floor signs deployed when cleaning. Nothing stored in these areas.</p> <p>Emergency alarm in disabled toilet.</p> <p><u>All areas checked daily before locking up.</u></p>
12.9	Entrance	Trip / Slip / Fall	M	<p>Area to be lit when dark.</p> <p>Mat provided to wipe feet and reduce chances of wet floor.</p> <p>No food or drink consumption within the entrance area.</p> <p>No equipment to be left or stored.</p> <p>Entrance step to have brightly coloured tape on nosing and banister to identify its presence.</p>
12.10	Lift	Persons stuck	L	<p>Quarterly servicing by manufacturer, 6 monthly checks by insurers to ensure smooth running. Dedicated emergency phone line to allow cry for help.</p> <p>Covered by Daily Check List when locking building.</p>

12.11	Stairs	Trip / Slip / Fall	M	Lights on in stairwells on dull days and at night. No equipment to be stored on landings, stairs or in exits.
12.12	Kitchens	Trip / Slip / Fall	M	Mop up spills immediately. Store items on shelves. Empty waste bin when full. Remove unnecessary items. Only persons over 12 years of age allowed in kitchens.
12.13	Kitchens	Hot appliances / substances - burns	L	Care taken when cooking. Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Turn off all appliances when not in use. First Aid kits provided
12.14	Kitchens	Electric shock	L	All Council appliances PAT tested annually. Visual inspections to be performed on a regular basis. Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Turn off all appliances when not in use. Outside electrical equipment must be fit for purpose as per Electricity at Work Regulations 1989,
12.15	Kitchens	Sharp objects - cuts	L	Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Care taken using sharp objects. Kitchen knives not provided. Broken items to be handled using cloth or similar and wrapped for disposal to prevent further injury. First aid kits provided.
12.16	Function Rooms	Trip / Slip / Fall	M	Organising groups responsible for condition throughout hire. Floors kept clean and dry. Rubbish and non-essential items to be removed so as not to create hazard. Furniture kept tidied away when not in use

12.17	Function Rooms	Falling objects	M	Tables to be stored in corners on trolleys provided with lanyard attached at all times. Chairs to be stacked 4 high facing sideways.
12.18	Function Rooms	Electric shock	L	All appliances PAT tested annually. Visual inspections to be performed by the caretaker on a regular basis. Turn off all equipment when not in use. Outside electrical equipment must be fit for purpose as per Electricity at Work Regulations 1989. Cables to be run neat and tidy and away from open access areas.
12.19	Stage	Trip / Slip / Fall	L	Adults to supervise children. Access doors to be kept closed when not in use. No movement on stage in dark in forward direction.
				No jumping off the front of the stage edge.
12.20	Office	Trip / Slip / Fall	L	Paperwork to be stored in filing cabinets. Other items to be stored suitably. Cable routings to be neat and tidy and away from entrances. <u>Doors to be locked when not in use.</u>
12.21	Chemical Hazards	Burns / Loss of life	M	All cleaning chemicals, paints etc (other than standard washing up liquid and other such items) to be locked in stores when not in use. Stored quantity to be as little as reasonably practicable. MSDS to be available for all substances kept or used in the building and all users to make themselves aware of individual risks and hazards. Goggles to be worn when using neat concentrations and as directed by each product. Eye Wash kit to be available near point of work. Colour coded mops & cloths to be used for different areas.

12.22	Use of Ladders	Fall	M	To be avoided where possible. Only A frame step ladders to be used. Ladders to be inspected for defects prior to use and only where two persons are present. Ladders to be stored away from general access to discourage use.
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Gas appliances testing Jan.
Fire alarm and emergency light testing
Mar (50%) and Sep (50%).
PAT testing August.

PAT testing August.

PAT testing August.

