

## WELSHPOOL TOWN COUNCIL

### RISK ASSESSMENT

#### BERRIEW STREET TOILETS

REF	ITEM	ACTIONS	RISK
1	<b>General</b>	All staff are responsible for their own safety and those around them.	LOW
2	<b>First Aid</b>	A first aid kit is to be kept in the workshop building and kept fully stocked.	LOW
3	<b>Building condition</b>	All buildings are to be inspected weekly with any faults reported.	LOW
4	<b>Equipment in buildings</b>	All equipment in the buildings shall be properly stored and kept tidy to ensure no danger of trips, falls and damage.	LOW
5	<b>Training</b>	No equipment maybe used without training and if training is required a request for such training should be made to the Town Clerk.  The Town Clerk will hold annual training so that everyone understands the Policies and Risk Assessments in place.	LOW
6	<b>Other policies to note</b>	Please refer to the Lone Working Policy, Working at Height Policy, COSH reporting first aid policy and the weekly reporting procedure.  Ellis Whitham has issued the full paperwork and will advise of any changes needed via the Town Clerk.	LOW
7	<b>Insurances</b>	The Town Council will keep in place an all risks insurance policy to cover both staff, equipment and buildings.	LOW
8	<b>Reporting issues</b>	Any issues should be reported on the weekly to the Town Clerk on the forms provided. In an emergency reports should be made without delay.	LOW
9	<b>Water</b>	All hot water and cold water tanks shall be emptied and then refilled at least twice per year to avoid contamination.	LOW

R A Robinson  
Town Clerk  
March 2015