

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT

TOWN HALL 2ND FLOOR AREAS

REF	ITEM	ACTIONS	RISK
1	General	All staff are responsible for their own safety and those around them.	LOW
2	First Aid	A first aid kit is to be kept in the workshop building and kept fully stocked.	LOW
3	Building condition	All building areas are to be inspected regularly with any faults reported.	LOW
4	Equipment in buildings	All equipment in the buildings shall be properly stored and kept tidy to ensure no danger of trips, falls and damage.	LOW
5	Fire and evacuation	The fire alarm system is in place. To ensure that if there is a fire there is safety for working on the 2 nd floor occupation should only take place after the Office and duty caretaker have been informed of your arrival and departure. There is a lone working devise being issued with a panic button if you are in any danger at all working in these areas. There are two fire escapes from the 1 st floor. No materials may be left on the staircase from 1 st to 2 nd floor on in the lobby below at any time without the express consent of the Town Clerk to ensure clear access.	LOW
6	Training	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
7	Other policies to note	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
8	Insurances	The Town Council will keep in place an all risks insurance policy to cover both staff, equipment and buildings.	LOW
9	Reporting issues	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
10	Fire appliance	All extinguishers must be kept up to date.	LOW