

Welshpool Town council

Basic Risk Assessment on Town Hall Corn Exchange at Ground Floor Level Last reviewed March 2015

| Ref | Area | Activity | Risk assessed | Level |
|-----|--------------------------|--|--|-------|
| 1 | Fire escape | Evacuation of all ground floor rooms are either via the front exits or the rear of building exits. | Either option is available with adequate capacity for all rooms. There are fire appliances in place and fire exits are marked. The building has emergency lighting. | Low |
| 2 | Fire escape disabled | Evacuation of all ground floor rooms for disabled is over reasonably flat surfaces, some areas of steps may be encountered. | Risk of delayed exit if steps encountered. Due to layout and age of building this can not be avoided. | Low |
| 3 | Fire Assessment | Fire extinguishers Fire escape signs Alarm | To be checked annually To be checked annually To be checked weekly | Low |
| 4 | Floor | The floors are of timber surfacing with flat surface. | The floor if wet could become slippery. If water or liquids are dropped they should be mopped up immediately. | Low |
| 5 | Entrance | Level with the street. | Access is clear and able to allow access for all types of wheelchairs. | Low |
| 6 | Kitchen to Corn Exchange | Some heating/cooking apparatus in this area. Cupboards also house crockery and other cooking equipment. Floor is level. Hot water is available in this area. | The main risk is children in the area, this should be avoided. This area is also the one most likely to be subject to fire although minimal. Care should be taken when moving hot trays and pots around. There should be a maximum of 6 persons in this area at any one time when the facilities are in use. If there is any water spillage this should be mopped up immediately. The hotplates are at a correct level. | Low |

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| 7 | Lighting and electrics | Power points and lighting are all of safety type. Light fittings are high up in the main hall. | All electrics are fed from trips in the meter areas. Lamps are high so should not give rise to burns or any high fire risk. | Low |
| 8 | Doors in general | All doors are large and fairly heavy. All doors have locks. | When the premises are in use all doors must be unlocked to give free access in an emergency. Doors are heavy and children should be discouraged in playing with them. | Low |
| 9 | Toilets | There is a toilet in the Corn Exchange. | Children should be supervised. Any adult under the influence of alcohol needs to take extra care. Hot water in basins is only matter where care is needed. | Low |
| 10 | Disabled toilets | There are disabled toilets in the Market Halls and on the first floor via the lift in the main entrance hall. | Hot water in basins is only matter where care is needed. There is a radar key in use for the disabled toilets | Low |
| 11 | Monitoring | Reporting of faults and checking of procedures | Weekly reporting sheets returned to the Town Clerk | Low |