

WELSHPOOL TOWN COUNCIL
LIFTS IN TOWN HALL
RISK ASSESSMENT

REF	HEADING	DETAILS	ACTIONS	RISK
1	Lift maintaining	Maintainance of lifts required for both the front and rear lifts.	Otis maintenance contracts in place.	LOW
2	Notices	Use of lifts, number of persons, emergency etc	Notices to be placed the lifts with relevant information and in clear positions.	LOW
3	Escape	Lift breakdown procedure.	The front lift has a key to wind the lift down and door opening keys. In case of doubt call fire brigade. The back lift has a key to open doors and ascertain position of lift. Phone to be fitted to lift within 2 months. In case of doubt call fire brigade.	LOW MED
4	Disabled access	Disabled lift in place at front of building. Stair aid for disabled to be gained.	No one is allowed in a left if they are the only person left in the building outside the lift. Notices are put in place to warn of this. Proper disabled stair aids to be purchased within 2 months.	LOW MED
5	Training	Staff who are involved in the Town Hall should be trained.	Training to be arranged within next 2 months. Basic information gained for staff with regard to lift.	LOW
6	Leaving the building	Lifts should be checked for passengers on last person leaving.	Instructions to staff given.	LOW