

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT

FIRST FLOOR USES

Assembly Room

NO	RISK	ACTION	LEVEL
1	Accidents	All accidents must be reported at the earliest opportunity to the Town Clerks Office. In an emergency call 112 or 999. A defibulator is provided on the outside wall of the Town Hall in the Hall Street Market Entrance.	LOW
2	Fire	Please see separate paper on fire escape procedures. There is an alarm system and emergency lighting. There are also disabled barrows for escape purposes	LOW
3	Trip hazards	All wires must be taped down. All trip hazards managed to create a safe environment.	LOW
4	Limit on hall use	The max number of planned visitors to the Assembly Room of the Town Hall is 200.	LOW
5	Electrical equipment	All electrics at the Town Hall are inspected annually. All electrical equipment shall have been PAT tested.	LOW
6	Kitchen	All users of the kitchen should be aware of the steps from the main hall. Hot food and liquids All must be aware of hygiene regulations and hold a level 2 certificate if food is being provided. Hot drinks should be carried carefully and trip hazards on this route removed.	LOW

7	Doors	All fire doors must be kept shut during any event taking place.	LOW
8	Disabled	There are two lifts in the building for use. There is a disabled toilet on the 1 st floor level.	LOW
9	Toilets	There are both male and female toilets provided on the 1st floor.	LOW
10	Monitoring	The risk assessments and procedures are reviewed annually.	LOW
11	Emergency contact	The emergency contact is Robert 07767 267830.	LOW

Dated 1st March 2019

R A Robinson FRICS FSLCC