

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT

FIRST FLOOR USES

Judges Retiring 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 Courtroom of the Town Hall is 15.	LOW
5	Electrical equipment	All electrics at the Town Hall are inspected annually. All electrical equipment shall have been PAT tested.	LOW
6	Doors	All fire doors must be kept shut during any event taking place.	LOW
7	Disabled	There are two lifts in the building for use. There is a disabled toilet on the 1 st floor level.	LOW

8	Toilets	There are both male and female toilets provided on the 1st floor.	LOW
9	Monitoring	The risk assessments and procedures are reviewed annually.	LOW
12	Emergency contact	The emergency contact is Robert 07767 267830.	LOW

Dated 1st March 2019

R A Robinson FRICS FSLCC