

RISK ASSESSMENT COUNCIL CHAMBER, KITCHEN AREA, TOILETS

Whittlesey Town Council

Assessment carried out by: Sue Piergianni

Date of next review: January 2023

Date assessment was carried out: January 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Accidents	All	All accidents must be reported at the earliest opportunity to the Town Clerks Office. In an emergency call 112 or 999. A defibrillator is provided on the outside wall of the Clerks office of the front of the building.	Ensure all accidents are reported no matter of the severity.	Clerk & Councillors	Ongoing	
Slipping if floor wet	Staff, Councillors & Public	Wet signs deployed	Mop any wet areas	All Staff	immediately	Ongoing
Fire	Staff, Councillors & Public	Weekly fire tests Annual service of Fire extinguishers, Fire Alarm, Emergency Lighting, smoke detectors by authorised company, last tested	No further action taken unless issues with Fire Alarm, or a fire extinguisher is used	The Clerk	Immediately	yes

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		<p>February 2021. The council review their evacuation procedure annually, this is published on the Town Council website, a copy is in the council chamber and it is given to all commercial tenants and notified to all groups using the council chamber. All exits must be kept clear at all times, no smoking policy in the building or the courtyard area. (Council's no smoking policy)</p>				
Trip Hazards	Staff, Councillors & Public	<p>All wires to be taped down or a covered by a cable bridge. All access routes to be kept clear.</p>	<p>Check all cable bridges are in good condition and fit for purpose</p>	All staff	Ongoing	yes
Limit on Chamber use	Staff, Councillors & Public	<p>No more than 50 people in the Council chamber</p>	<p>Ensure all functions are limited to 50 people</p>	Staff & Councillors	Ongoing	yes
Electrical Equipment	Staff, Councillors & Public	<p>All electrics in the council chamber are inspected annually and all equipment PAT tested</p>	<p>Continue to be vigilant and ensure anyone using their electrical</p>	Staff & Councillors	Ongoing	Yes

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			equipment in the chamber is PAT tested. Defective equipment is taken out of use and replaced.			
Disabled	Staff, Councillors & Public	Ensure the emergency pull cord in the disable toilet is maintained and tested annually	Continue to test the cord	Staff & Councillors	Ongoing	yes
Seating	Staff, Councillors & Public	Check chairs to ensure they are not damaged	Continue to check and remove any damaged chairs	Staff & Councillors	Ongoing	yes
Falling on Ice in the courtyard area	Staff, Councillors & Public	Installing a grit bin	Ensure there is grit in the bin	Staff & Councillors	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/