



APPLEBY-IN-WESTMORLAND TOWN COUNCIL

HEALTH & SAFETY Risk Assessment 2020- 2021

Area	Hazard	Current Controls	Is Control adequate or is further Action needed?	Action by Who?	Action by When?	Review 2018 - 2019
A General						
A1 Health and Safety		Health and Safety Policy	<ul style="list-style-type: none"> Policy to be reviewed and approved annually Employees & Contractors to be inducted 	Clerk	January On going	<input checked="" type="checkbox"/>
		Health & Safety Risk Assessment	<ul style="list-style-type: none"> To be reviewed and approved annually Employees & Contractors to be inducted 	Clerk	March On going	<input checked="" type="checkbox"/>
		Accident Book	<ul style="list-style-type: none"> To be accessible at all times Located in Moot Hall and Public Hall 	Clerk	Ongoing	<input checked="" type="checkbox"/>
		First Aid	<ul style="list-style-type: none"> All employees to receive basic training every 5 years First Aid Boxes located in Moot Hall and Public Hall First Aid Boxes contents to be checked and replaced as required 	Clerk	Completed November 2014 Ongoing	<input checked="" type="checkbox"/>
		Training	<ul style="list-style-type: none"> Employees to complete appropriate Health & Safety training 	Clerk	Completed January 2015	<input checked="" type="checkbox"/>
B Buildings						
B1 Moot Hall						
B1i	Slips, trips and falls	Floors, corridors and stairs to be kept clear	<ul style="list-style-type: none"> Loft to be tidied to provide additional storage. 	Clerk / Councillors	Ongoing	<input checked="" type="checkbox"/>
		Ramp to exhibition room signed	<ul style="list-style-type: none"> Checked 	Property Manager	Monthly	<input checked="" type="checkbox"/>
		TIC outside step edges to be marked	<ul style="list-style-type: none"> Checked 	Property Manager	Bi Annually	<input checked="" type="checkbox"/>



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		Entrance and steps to Council Chamber to be lit	<ul style="list-style-type: none"> Checked 	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Council Chamber steps edges to be marked	<ul style="list-style-type: none"> Checked 	Property Manager	Annually	<input checked="" type="checkbox"/>
B2ii	Fire	Fire Risk Assessment	<ul style="list-style-type: none"> Available and recommendations actioned 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
		Fire alarms fitted	<ul style="list-style-type: none"> Fire alarms tested 	Property Manager	March / September Weekly	<input checked="" type="checkbox"/>
		Fire extinguishers available	<ul style="list-style-type: none"> Fire extinguishers checked 	Property Manager	March	<input checked="" type="checkbox"/>
		Emergency lighting fitted	<ul style="list-style-type: none"> Emergency lighting tested 	Property Manager	March / September	<input checked="" type="checkbox"/>
		Fire exits marked and kept clear	<ul style="list-style-type: none"> Checked 	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Council Chamber outside door unlocked when in use	<ul style="list-style-type: none"> Evacuation plan tested 	Clerk	Annually	<input checked="" type="checkbox"/>
B2iii	Electrocution	Portable appliances tested (PAT)		Property Manager	Annually (May)	<input checked="" type="checkbox"/>
B2iv	Manual handling	Trolley provided	<ul style="list-style-type: none"> Employees trained 	Clerk	Ongoing	<input checked="" type="checkbox"/>
B2v	Lone working	Chubb Security panic button installed	<ul style="list-style-type: none"> Panic button tested 	TIC Manager	June	<input checked="" type="checkbox"/>
		Emergency button installed Clerk's office	<ul style="list-style-type: none"> Emergency button tested 	TIC employees	Weekly	<input checked="" type="checkbox"/>
		Door by toilet locked when TIC open	<ul style="list-style-type: none"> Checked 	TIC employees	Daily	<input checked="" type="checkbox"/>
B2vii	Carbon monoxide poisoning	Gas boiler serviced	<ul style="list-style-type: none"> Independent check by insurance company 	Property Manager	April	<input checked="" type="checkbox"/>
B2viii	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk 	Property Manager	Ongoing	<input checked="" type="checkbox"/>



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			<ul style="list-style-type: none"> assessments • Check Contractors Employers & Public Liability insurance 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
B2ix	Asbestos		<ul style="list-style-type: none"> • Asbestos Survey and Monitoring to be completed • Management Plan 	Property Manager	April 2018 Annually	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
B2x	Covid 19	Appropriate PPE in place	<ul style="list-style-type: none"> • Management Plan 	Property manager	Annually	<input checked="" type="checkbox"/>
B3 Public Hall						
B3i	Fire	Fire Risk Assessment	<ul style="list-style-type: none"> • Available and recommendations actioned 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
		Fire alarms fitted	<ul style="list-style-type: none"> • Fire alarms tested 	Property Manager	March / September Weekly	<input checked="" type="checkbox"/>
		Emergency lighting fitted	<ul style="list-style-type: none"> • Emergency lighting tested 	Property Manager	March / September	<input checked="" type="checkbox"/>
		Fire extinguishers available	<ul style="list-style-type: none"> • Fire extinguishers checked 	Property Manager	March	<input checked="" type="checkbox"/>
		Fire exits marked and kept clear	<ul style="list-style-type: none"> • Checked 	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Evacuation plan in place	<ul style="list-style-type: none"> • All Hirers informed at time of booking. Signing booking Ts & Cs acknowledges • Evacuation plan to be reviewed • Evacuation plan tested 	Clerk Property Manager Property Manager	Ongoing October August	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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B3ii	Electrocution	Portable appliances & stage lighting tested (PAT)		Property Manager	April	<input checked="" type="checkbox"/>
		Electrical installations checked		Property Manager	Every 5 years (Completed January 2018 due January 2023)	<input checked="" type="checkbox"/>
B3iii	Manual handling	Trolley provided	<ul style="list-style-type: none"> Employees trained 	Clerk	Ongoing	<input checked="" type="checkbox"/>
B3iv	Slips, Trips and falls	Floors, corridors and stairs to be kept clear	<ul style="list-style-type: none"> All Hirers informed at time of booking. Signing booking Ts & Cs acknowledges 	Clerk	Ongoing	<input checked="" type="checkbox"/>
		Spillages to be cleared immediately	<ul style="list-style-type: none"> All Hirers informed at time of booking. Signing booking Ts & Cs acknowledges 	Clerk	Ongoing	<input checked="" type="checkbox"/>
		Stage step edges to be marked	<ul style="list-style-type: none"> Checked 	Property Manager	Bi Annually	<input checked="" type="checkbox"/>
B3v	Asbestos	Asbestos sealed and signed under the stage	<ul style="list-style-type: none"> Asbestos Survey completed Management Plan/ monitoring by appropriate Contractor 	Property Manager	April 2018	<input checked="" type="checkbox"/>
					Annually	<input checked="" type="checkbox"/>
B3vi	Control of Substances Hazardous to Health	Chemicals stored appropriately	<ul style="list-style-type: none"> Personal Protective Equipment (PPE) provided 	Caretaker	Ongoing	<input checked="" type="checkbox"/>



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B3vii	Lift	Lift maintained and serviced by appropriate Contractor	<ul style="list-style-type: none"> Independent check by insurance company 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
		Emergency numbers signed		Property Manager	Weekly	<input checked="" type="checkbox"/>
		Lift access keys available		Property Manager	Ongoing	<input checked="" type="checkbox"/>
B3viii	Lone working	Doors to be kept locked at all times when in the building alone	<ul style="list-style-type: none"> Caretaker carries a mobile phone 	Caretaker	Ongoing	<input checked="" type="checkbox"/>
B3ix	Carbon monoxide poisoning	Gas boilers serviced	<ul style="list-style-type: none"> Independent check by insurance company 	Property Manager	April	<input checked="" type="checkbox"/>
B3x	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk assessments Check Contractors Employers & Public Liability insurance Ceilings inspected 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B3xi	Stage mechanisms	Inspected annually	<ul style="list-style-type: none"> Independent check by insurance company Replace stage curtain winding mechanism 	Property Manager	Annually	<input checked="" type="checkbox"/>
				Clerk	June 2015	<input checked="" type="checkbox"/>
<i>B4 Fair Hill</i>						
B4i	Slips, Trips and falls	Inspect field before and after Appleby Horse Fair	<ul style="list-style-type: none"> Ensure Grazing Licensee rolls field 	Property Manager	Annually	<input checked="" type="checkbox"/>
B4ii	Horse Fair	Check Public Liability insurance		Clerk	May	<input checked="" type="checkbox"/>
<i>B5 Dowpitts</i>						



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Wood						
B5i	Falling Trees	Adequate public liability insurance	<ul style="list-style-type: none"> Survey by qualified arboriculturist 	Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B6 Market Arcade Toilets						
B6i	Slips, Trips and falls	Step edges to be marked	<ul style="list-style-type: none"> Checked 	Property Manager	Bi Annually	<input checked="" type="checkbox"/>
B6ii	Cleaning	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk assessments including COSHH asesments 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> Check Contractors Employers & Public Liability insurance 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
B6iii	Water Testing	Undertake appropriate testing	<ul style="list-style-type: none"> Currently EDC 	Property Manager	Annually	<input checked="" type="checkbox"/>
B6iv	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk assessments 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> Check Contractors Employers & Public Liability insurance 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
B6v	Electrocution	Electrical installations checked by qualified Electrician		Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B7 Cloisters						
B7i	Maintenance of Structure	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk assessments 	Property Manager	Ongoing	<input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> Check Contractors Employers & Public Liability 	Property Manager	Ongoing	<input checked="" type="checkbox"/>



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			insurance			
B7ii	Asbestos		<ul style="list-style-type: none"> Asbestos Survey Management Plan/ monitoring by appropriate Contractor 	Property Manager	April 2018 Annually	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
B8 Crosses						
	Maintenance of Structure	Adequate public liability insurance	<ul style="list-style-type: none"> Undertake structural inspection 	Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B9 Footway Lights						
B9i	Column stability	Adequate public liability insurance	<ul style="list-style-type: none"> Undertake visual inspection 	Property Manager	Annually	<input checked="" type="checkbox"/>
B9ii	Condition of lanterns, working of lights	Adequate public liability insurance	<ul style="list-style-type: none"> Undertake visual inspection 	Property Manager	Twice annually	<input checked="" type="checkbox"/>
B9iii	Electrocution	Electrical installations checked by qualified Electrician		Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B10 Tenanted Properties						
B10i	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> Check Contractors Health and Safety policy and risk assessments Check Contractors Employers & Public Liability insurance Undertake structural and electrical inspection 	Property Manager Property Manager Property Manager	Ongoing Ongoing Every 5 years	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>



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B10ii	Tenants	Check Tenants Health and Safety policy and risk assessments	<ul style="list-style-type: none">• Check Tenants Employers & Public Liability insurance	Clerk	Ongoing	<input checked="" type="checkbox"/>

Signed:

Mayor: Cllr Stan Rooke

Dated: Wednesday 20th March 2019

Signed:

Clerk: Caroline Dodgeon

Dated: Wednesday 20th March 2019