



## APPLEBY-IN-WESTMORLAND TOWN COUNCIL

### HEALTH & SAFETY Risk Assessment 2021-2022

Area	Hazard	Current Controls	Is Control adequate or is further Action needed?	Action by Who?	Action by When?	Review
<b>A General</b>						
A1 Health and Safety		Health and Safety Policy	<ul style="list-style-type: none"> <li>Policy to be reviewed and approved annually</li> <li>Employees &amp; Contractors to be inducted</li> </ul>	Clerk	January On going	<input checked="" type="checkbox"/>
		Health & Safety Risk Assessment	<ul style="list-style-type: none"> <li>To be reviewed and approved annually</li> <li>Employees &amp; Contractors to be inducted</li> </ul>	Clerk	March On going	<input checked="" type="checkbox"/>
		Accident Book	<ul style="list-style-type: none"> <li>To be accessible at all times</li> <li>Located in Moot Hall and Public Hall</li> </ul>	Clerk	Ongoing	<input checked="" type="checkbox"/>
		First Aid	<ul style="list-style-type: none"> <li>All employees to receive basic training every 5 years</li> <li>First Aid Boxes located in Moot Hall and Public Hall</li> <li>First Aid Boxes contents to be checked and replaced as required</li> </ul>	Clerk	Completed May 2021  Ongoing	<input checked="" type="checkbox"/>
		Training	<ul style="list-style-type: none"> <li>Employees to complete appropriate Health &amp; Safety training</li> </ul>	Clerk	Completed June 2021	<input checked="" type="checkbox"/>
COVID	Infection	Practicable measures introduced to reduce risk	<ul style="list-style-type: none"> <li>Reviews</li> <li>Employee sign assessment sheets</li> </ul>	Clerk	On-going	<input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> <li>Extra cleaning rotas</li> </ul>	Caretaker	On-going	<input checked="" type="checkbox"/>
<b>B Buildings</b>						
<b>B1 Moot Hall</b>						



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B1i	Slips, trips and falls	Floors, corridors and stairs to be kept clear	<ul style="list-style-type: none"> <li>Loft to be tidied to provide additional storage.</li> </ul>	Clerk / Councillors	Ongoing	<input checked="" type="checkbox"/>
		Ramp to exhibition room signed	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Monthly	<input checked="" type="checkbox"/>
		TIC outside step edges to be marked	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Bi Annually	<input checked="" type="checkbox"/>
		Entrance and steps to Council Chamber to be lit	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Council Chamber steps edges to be marked	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Annually	<input checked="" type="checkbox"/>
B2ii	Fire	Fire Risk Assessment	<ul style="list-style-type: none"> <li>Available and recommendations actioned</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>
		Fire alarms fitted	<ul style="list-style-type: none"> <li>Fire alarms tested</li> </ul>	Property Manager	March / September Weekly	<input checked="" type="checkbox"/>
		Fire extinguishers available	<ul style="list-style-type: none"> <li>Fire extinguishers checked</li> </ul>	Property Manager	March	<input checked="" type="checkbox"/>
		Emergency lighting fitted	<ul style="list-style-type: none"> <li>Emergency lighting tested</li> </ul>	Property Manager	March / September	<input checked="" type="checkbox"/>
		Fire exits marked and kept clear	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Council Chamber outside door unlocked when in use	<ul style="list-style-type: none"> <li>Evacuation plan tested</li> </ul>	Clerk	Annually	<input checked="" type="checkbox"/>



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B2iii	Electrocution	Portable appliances tested (PAT)		Property Manager	Annually (May)	☑
B2iv	Manual handling	Trolley provided	<ul style="list-style-type: none"> <li>Employees trained</li> </ul>	Clerk	Ongoing	☑
B2v	Lone working	Chubb Security panic button installed	<ul style="list-style-type: none"> <li>Panic button tested</li> </ul>	TIC Manager	June	☑
		Emergency button installed Clerk's office	<ul style="list-style-type: none"> <li>Emergency button tested</li> </ul>	TIC employees	Weekly	☑
		Door by toilet locked when TIC open	<ul style="list-style-type: none"> <li>Checked</li> </ul>	TIC employees	Daily	☑
B2vii	Carbon monoxide poisoning	Gas boiler serviced	<ul style="list-style-type: none"> <li>Independent check by insurance company</li> </ul>	Property Manager	April	☑
B2viii	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments</li> </ul>	Property Manager	Ongoing	☑
			<ul style="list-style-type: none"> <li>Check Contractors Employers &amp; Public Liability insurance</li> </ul>	Property Manager	Ongoing	☑
B2ix	Asbestos		<ul style="list-style-type: none"> <li>Asbestos Survey and Monitoring to be completed</li> </ul>	Property Manager	Nov 2020	☑
			<ul style="list-style-type: none"> <li>Management Plan</li> </ul>		Annually	☑
<b>B3 Public Hall</b>						
B3i	Fire	Fire Risk Assessment	<ul style="list-style-type: none"> <li>Available and recommendations actioned</li> </ul>	Property Manager	Ongoing	☑
		Fire alarms fitted	<ul style="list-style-type: none"> <li>Fire alarms tested</li> </ul>	Property Manager	March / September Weekly	☑
		Emergency lighting fitted	<ul style="list-style-type: none"> <li>Emergency lighting tested</li> </ul>	Property Manager	March / September	☑



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		Fire extinguishers available	<ul style="list-style-type: none"> <li>Fire extinguishers checked</li> </ul>	Property Manager	March	<input checked="" type="checkbox"/>
		Fire exits marked and kept clear	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Monthly	<input checked="" type="checkbox"/>
		Evacuation plan in place	<ul style="list-style-type: none"> <li>All Hirers informed at time of booking. Signing booking Ts &amp; Cs acknowledges</li> <li>Evacuation plan to be reviewed</li> <li>Evacuation plan tested</li> </ul>	Clerk	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	October	<input type="checkbox"/>
				Property Manager	August	<input type="checkbox"/>
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"> <li>Employees trained</li> </ul>	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"> <li>All Hirers informed at time of booking. Signing booking Ts &amp; Cs acknowledges</li> </ul>	Clerk	Ongoing	<input checked="" type="checkbox"/>
		Spillages to be cleared immediately	<ul style="list-style-type: none"> <li>All Hirers informed at time of booking. Signing booking Ts &amp; Cs acknowledges</li> </ul>	Clerk	Ongoing	<input checked="" type="checkbox"/>



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		Stage step edges to be marked	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Bi Annually	<input checked="" type="checkbox"/>
B3v	Asbestos	Asbestos sealed and signed under the stage	<ul style="list-style-type: none"> <li>Asbestos Survey completed</li> <li>Management Plan/ monitoring by appropriate Contractor</li> </ul>	Property Manager	Nov 2020 Annually	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
B3vi	Control of Substances Hazardous to Health	Chemicals stored appropriately	<ul style="list-style-type: none"> <li>Personal Protective Equipment (PPE) provided</li> </ul>	Caretaker	Ongoing	<input checked="" type="checkbox"/>
B3vii	Lift	Lift maintained and serviced by appropriate Contractor	<ul style="list-style-type: none"> <li>Independent check by insurance company</li> </ul>	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 COVID	Doors to be kept locked at all times when in the building alone  DEEP CLEAN ON EXIT	<ul style="list-style-type: none"> <li>Caretaker carries a mobile phone</li> </ul>	Caretaker Staff	Ongoing	<input checked="" type="checkbox"/>
B3ix	Carbon monoxide poisoning	Gas boilers serviced	<ul style="list-style-type: none"> <li>Independent check by insurance company</li> </ul>	Property Manager	April	<input checked="" type="checkbox"/>
B3x	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>
			<ul style="list-style-type: none"> <li>Check Contractors Employers &amp; Public Liability</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>



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			insurance • Ceilings inspected	Property Manager	Every 5 years	<input checked="" type="checkbox"/>
B3xi	Stage mechanisms	Inspected annually	• Independent check by insurance company • Replace stage curtain winding mechanism	Property Manager Clerk	Annually	<input checked="" type="checkbox"/>
<b><i>B4 Fair Hill</i></b>						
B4i	Slips, Trips and falls	Inspect field before and after Appleby Horse Fair	• 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"/>
<b><i>B5 DOWPITTS WOOD</i></b>						
B5i	Falling Trees	Adequate public liability insurance	• Survey by qualified arboriculturist	Property Manager	Every 5 years Due 2021	<input checked="" type="checkbox"/>



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<b>B6 Market Arcade Toilets</b>						
B6i	Slips, Trips and falls	Step edges to be marked	<ul style="list-style-type: none"> <li>Checked</li> </ul>	Property Manager	Bi Annually	<input checked="" type="checkbox"/>
B6ii	Cleaning	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments including COSHH asesments</li> <li>Check Contractors Employers &amp; Public Liability insurance</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	Ongoing	<input checked="" type="checkbox"/>
B6iii	Water Testing	Undertake appropriate testing	<ul style="list-style-type: none"> <li>Currently EDC</li> </ul>	Property Manager	Annually	<input checked="" type="checkbox"/>
B6iv	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments</li> <li>Check Contractors Employers &amp; Public Liability insurance</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	Ongoing	<input checked="" type="checkbox"/>
B6v	Electrocution	Electrical installations checked by qualified Electrician		Property Manager	Every 5 years Due	<input checked="" type="checkbox"/>
<b>B7 Cloisters</b>						
B7i	Maintenance of Structure	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments</li> <li>Check Contractors Employers &amp; Public Liability insurance</li> </ul>	Property Manager	Ongoing	<input checked="" type="checkbox"/>
				Property Manager	Ongoing	<input checked="" type="checkbox"/>
B7ii	Asbestos		<ul style="list-style-type: none"> <li>Asbestos Survey</li> <li>Management Plan/</li> </ul>	Property Manager	Nov 2020	<input checked="" type="checkbox"/>



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			monitoring by appropriate Contractor		Annually	<input checked="" type="checkbox"/>
<b>B8 Crosses</b>						
	Maintenance of Structure	Adequate public liability insurance	<ul style="list-style-type: none"> <li>Undertake structural inspection</li> </ul>	Property Manager	Every 5 years	<input checked="" type="checkbox"/>
<b>B9 Footway Lights</b>						
B9i	Column stability	Adequate public liability insurance	<ul style="list-style-type: none"> <li>Undertake visual inspection</li> </ul>	Property Manager	Annually	<input checked="" type="checkbox"/>
B9ii	Condition of lanterns, working of lights	Adequate public liability insurance	<ul style="list-style-type: none"> <li>Undertake visual inspection</li> </ul>	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"/>
<b>B10 Tenanted Properties</b>						
B10i	Building Maintenance	Appropriately qualified Contractors employed	<ul style="list-style-type: none"> <li>Check Contractors Health and Safety policy and risk assessments</li> <li>Check Contractors Employers &amp; Public Liability insurance</li> <li>Undertake structural and electrical inspection</li> </ul>	Property Manager Property Manager Property Manager	Ongoing Ongoing Every 5 years	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
B10ii	Tenants	Check Tenants Health and Safety policy and risk assessments	<ul style="list-style-type: none"> <li>Check Tenants Employers &amp; Public Liability insurance</li> </ul>	Clerk	Ongoing	<input checked="" type="checkbox"/>





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## HEALTH & SAFETY Risk Assessment 2021-2022

**Signed:**

**Mayor:** Cllr G Hayes

**Dated:**

**Signed:**

**Clerk:** Karen Lowthrop

**Dated:** Wednesday 20<sup>th</sup> March 2019