

Risk Assessment Schedule Town Hall and Market

Assessment date: 26.10.23

Reviewed by: Corporate Support & Facilities Officer

Next Review Date: 26.10.24

For approval at Market & Town Hall Committee on 21.11.23



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips Doorways (rain), uneven surfaces of market square, cleaning floors, low lighting levels	Hall users, market traders and visitors may be injured if they trip over objects or slip on spillages Hall users might be have to leave the building in low lighting levels once main lights switched off	<ul style="list-style-type: none"> Market Square surface is well maintained Doormats are placed at the entrance in wet weather Cable covers are used for all electrical leads/cables People know (through hire agreement and T&Cs for trading) to clear up spillages immediately and know where equipment is kept Areas are kept tidy and bottles/glasses etc are suitable stored Inspect the car park surface regularly and repair as necessary New sensor lighting introduced in lobby area and in main hall 	light sensors have been installed at the rear lobby	CS&FO	Periodic Checks as staff use the building	completed
Manual handling Lifting and moving Tables, chairs, market stalls and refuse	Staff, traders and users of the town hall and market risk injuries or back pain from handling heavy/ bulky objects and erecting market stalls.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept Users know that they must stack tables and chairs carefully so that they do not collapse 	Periodic review and regular reminders to staff to adhere to guidance and training	C&MO Agency Staff Other NTC Staff	Annual review or when new staff start	Ongoing

		<ul style="list-style-type: none"> Only authorised and trained staff who are trained in manual handling, move heavy items Ensure all staff have been trained in manual handling where relevant. Hire agreement for to hirers/traders/non-council staff using NTC equipment 	Suitable steel toe working boots to be worn for protection on market.			
Working at height Changing light bulbs, cleaning windows, putting up decorations	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> A small set of steps are available for use by staff – a dynamic risk assessment should be carried out for each task. 	Steps should not be used if lone working	C&MO Equans help desk.	As required	Ongoing
Vehicles/Deliveries	Pedestrians, traders and market staff could suffer serious injury if struck by trading or delivery vehicles when manoeuvring on the square.	<ul style="list-style-type: none"> Market Square is well lit There is a high visibility vest and jacket available for staff to wear For large events, parking controlled by marshals wearing high-visibility vests Skip/recycling collection and deliveries takes place at times when market not operational. T & Cs to traders highlight need to take care. Delivery vehicles, especially when reversing, are supervised if there are people in the area. Staff provided with whistle – three long loud blast to attract attention and warn those at risk 	No parking, pedestrian area banners have been put up on market square	C&MO Agency Staff and CS&FO	Every market day	ongoing
Hazardous substances	The cleaner risks skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems	<ul style="list-style-type: none"> Mops, brushes, strong rubber gloves and protective clothing provided Users shown how to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container Cleaning products stored securely Ensure relevant staff have COSHH awareness 	Ensure we have up-to-date COSHH sheets for existing and new hazardous substances.	C&MO CS&FO	Quarterly and when new staff start. When new substance purchased for cleaning purposes	Ongoing

		<ul style="list-style-type: none"> • Check that hall cleaner knows which products to use on which type of floor • Use of safety signs and good housekeeping particularly in areas where chemicals kept 				
Asbestos	<p>Maintenance workers are most at risk when carrying out work on the building, in case fibres are released into the air and inhaled.</p> <p>Staff carrying out normal activities are at very low risk.</p>	<ul style="list-style-type: none"> • It has been established that building contains asbestos • The area containing asbestos is in good condition and a record of its location has been made available. • Regular checks are made to ensure it remains undisturbed • Any damaged asbestos is to be removed by specialist contractor 	C&MO / SM&SC to check that testing is complete	CWaC for statutory test, NTC for any works	Periodic checks	Ongoing
Electrical equipment Kitchen and cleaning equipment, and heater	<p>Hall users could get shocks or burns from faulty electrical equipment.</p> <p>Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> • Hall users know they are responsible for any equipment used on site • Portable equipment checked for visual signs of damage before use. Remind hall users that portable equipment considered unsafe should be taken out of use • Annual safety checks of the electrical equipment and installations carried out to ensure that the equipment continues to be safe. • Staff have maintenance contractor details for emergency call out • Staff know where the fuse box is 	C&MO to arrange PAT testing	<p>C&MO to arrange annual PAT testing.</p> <p>All staff to check for any faulty equipment when using electrical equipment.</p>	Quarterly and Annually (PAT testing)	PAT Testing Completed Oct 2022
Fire Faulty electric	If trapped, hall users, traders and staff could suffer fatal injuries from smoke inhalation/ burns.	<ul style="list-style-type: none"> • Fire risk assessment by Terrain completed, and necessary action taken (www.gov.uk/workplace-fire-safety-your-responsibilities) • 'Fire evacuation information sheet' for hirers has been distributed • Regular fire drills take place 	Carry out any action as a result of the Fire Risk Assessment	Council Manager / CS&FO / C&MO	<p>Annually July</p> <p>Ongoing</p>	<p>Completed</p> <p>Ongoing</p>

Threat of robbery and violence Verbal abuse, assault or threatening behaviour	Staff may suffer stress and/or injury from assaults, threats or abuse from members of the public.	<ul style="list-style-type: none"> • Staff trained to provide good, polite service, e.g. not to confront customers. • Information is shared with police and other relevant premises in the area • Staff trained not to resist a robbery. • Staff report any incidents of abuse etc to manager for discussion/support. • Staff advised to use the 'stay safe' principles (Run Hide Tell) • Staff aware that the three words location for RVP for emergency vehicles is 'Convert. Coughed. Ballooned' (Brook St entrance to market square). 		C&MO CS&FO	Annual review or when new staff start	Ongoing
Suspicious items	Staff may suffer stress and/or injury from a suspicious item	<ul style="list-style-type: none"> • Staff advised do not touch. Try and identify an owner in the immediate area. If in any doubt phone the police 999 (do not use mobile phone in vicinity). Move away to a safe distance - at least 100m away from the item, and to clear the area or building. • Staff advised to try to CONFIRM whether or not the item exhibits recognisably suspicious characteristics FROM A DISTANCE. • Staff advised to use the HOT protocol to inform their judgement (Hidden - Obviously – Typical) • To Turn event radios and mobile phones off when in close proximity. • Staff advised to use 4 C's protocol (confirm, Clear, communicate, control) 	If in any doubt phone 999 for emergency services	C&MO CS&FO	Annual review or when new staff start	Ongoing
Falling objects	Staff and customers may suffer crush/impact injuries as a result of stock falling from market stalls.	<ul style="list-style-type: none"> • Traders know (through T&Cs) that they are responsible for merchandising stock safely. • Heavy items to be kept at low level. 	Caretaker & Market Officer to check for hazards at each market. Such hazards to be dealt with or recorded on attendance sheet.	C&MO Agency Staff	Each market day	ongoing

Adverse weather	<p>Traders and customers may suffer from impact injuries as a result of stock and market stalls blowing and falling in poor weather.</p> <p>See also 'slips and trips'</p>	<ul style="list-style-type: none"> • Caretaker & Market officer to check for forecasted adverse weather conditions. • Market stall weights and side panels to be utilised where necessary. • Stalls not to be erected if wind anticipated to be higher than 20mph • Traders allowed to trade from vehicles if the market officer deems it is safe to do so 	An additional risk assessment of trading from vehicles should be completed	C&MO Agency Staff	Each market day	ongoing
New hall users and new market traders	<p>New users and traders may not know the layout of the building/procedures for closing up/setting up stalls etc. This might lead to confusion or conflict/incident.</p>	<ul style="list-style-type: none"> • Induction with new hirers/traders by staff to ensure layout of facilities, emergency contacts, opening/closing procedures, and setting up are all explained. 		<p>C&MO/Agency Staff for traders</p> <p>CS&FO for TH hirers</p>	When new hirers and traders first visit	Ongoing

Signed _____ *N McMahon* _____ Date _____ 26.10.23 _____