

# General Risk Assessment

Neston Town Council  
High Street  
Neston  
CH64 9TR



28<sup>th</sup> November 2023

<b>1. Introduction</b>	<b>4</b>
<b>2. What is Risk Assessment?</b>	<b>4</b>
<b>3. Legal Requirements</b>	<b>4</b>
<b>4. Background Information</b>	<b>5</b>
<b>5. Review of Previous Assessment</b>	<b>13</b>
<b>6. Assessment Format</b>	<b>14</b>
<b>7. Inspection</b>	<b>15</b>
7.1 Limitations	15
7.2 Access and Review	15
<b>8. Summary and Action Plan</b>	<b>16</b>
8.1 Critical/Immediate	16
8.2 High (RED)	16
8.3 Medium (AMBER)	16
8.4 Low/Maintain Current Controls (GREEN)	16
8.5 General Risk Assessment Summary and Action Plan	18
<b>9. Outcomes</b>	<b>19</b>
9.1 Hazards	19
9.2 Consequences for health and safety	19
9.3 Risk to Life from hazards	19
<b>Appendix 1: Detailed General Risk Assessment</b>	<b>20</b>
A1.1 Health and Safety Policy and Procedures	20
A1.2 Communication and Consultation	22
A1.3. Signage and Notices	23
A1.4 Accident Reporting and Recording	24
A1.5 Control of Contractors	25

A1.6 Housekeeping, Storage and Shelving.....	26
A1.7 Floors, Traffic Routes, Windows and Doors .....	27
A1.8 Welfare Arrangements and Environmental Conditions .....	30
A1.9 Work Equipment, Work Areas and Workstations .....	32
A1.10 Fire Prevention .....	34
A1.11 Electrical Safety .....	36
A1.12 Chemical Safety .....	37
A1.13 First Aid .....	38
A1.14 Asbestos and Legionella .....	39
A1.15 Gas Safety .....	41
A1.16 Any Other Hazards .....	42
<b>Appendix 2: Risk Definitions .....</b>	<b>44</b>
A2.1 Risk Analysis Matrix.....	44
<b>Appendix 3 - Health and Safety Briefing for Directors .....</b>	<b>45</b>
1. Your Responsibilities.....	45
2. Health and Safety Policy.....	45
3. Personnel.....	46
4. Competent Persons .....	47
5. Fire Precautions.....	47
6. Hazards.....	48
7. Employee Welfare.....	48
8. Accidents and Emergencies .....	49
9. Help and Support .....	50

## 1. Introduction

All employers have a legal responsibility to identify and minimise risk to their employees and others affected by their operations, with the aim of having a workplace which is both safe and healthy. To assist with this process, every employer has to conduct a risk assessment on the work their employees do and take *reasonably practicable* measures (removing or reducing hazards) to ensure people are not put at risk.

Risk assessment is part of a systematic approach employers are required by law to adopt in order to manage health and safety effectively. Workplace risks are not inevitable, and if risk assessments are done correctly and implemented fully, the chance of people being harmed by the operations an organisation undertakes is greatly reduced.

## 2. What is Risk Assessment?

The risk assessment process is an examination of the work and workplace to identify what could cause harm to people (a hazard); and an assessment of the chance that somebody could be harmed by the hazards identified, together with an indication of how serious the harm could be (the risk). On the basis of this assessment a decision is made as to what prevention or control measures should be taken to prevent the possibility of harm.

## 3. Legal Requirements

There is a general duty on all employers to ensure the health, safety and welfare at work of all their employees. This is laid out in *the Health and Safety at Work Act 1974*. This duty is expanded in later regulations which spell out the specific requirements on employers to undertake risk assessments for every job and process, and also to act on them. The main requirement to conduct a risk assessment is in *the Management of Health and Safety at Work Regulations 1999*, which places a legal duty on all employers to carry out risk assessments. Where there are five or more workers employed the employer must record the main points of the assessment. These regulations implement a European Directive which makes risk assessment the main way of identifying and controlling risks throughout the European Union.

The Management Regulations require all employers and self-employed people to assess the risks created by their undertaking so as to identify the measures they need to have in place to comply with their duties under health and safety laws. This makes the Management Regulations risk assessment provisions wide-ranging and all-embracing. In a nutshell, no employer can comply with the law unless they have done a comprehensive and suitable risk assessment. However big or small, however safe they may consider their workplace to be, unless there has been a suitable risk assessment conducted then the employer is in breach of the law.

In summary, employers must:

- Make a suitable and sufficient assessment of the risks to the health and safety of employees and others who may be affected (such as contractors or the public).
- Where there are five or more employees, keep a written record of the findings of the assessment and any groups of employees particularly at risk.
- Identify and introduce preventive and protective measures needed to improve workplace health and safety.
- Have arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures
- Review the assessment if there is any reason to believe that it is no longer valid (e.g. if there have been changes in the way work has been done, such as new work processes or equipment). The employer should also review the risk assessments after any injury, near miss or ill health caused by work.  
Provide any health surveillance identified in the risk assessment.  
Establish procedures to be followed in the event of serious and imminent danger.
- Provide health and safety information, instruction and training for all employees.
- Have competent health and safety assistance.

In addition to the legal requirements in the Management Regulations to conduct general risk assessments there are many other regulations which require a particular risk assessment to be done. These include regulations on chemicals, noise, manual handling, display screen equipment, personal protective equipment, asbestos, work at heights, and fire safety. In most cases an employer will meet the requirements of the other regulations by conducting just one risk assessment and it is not always necessary to produce different risk assessments for each individual regulation – so long as they are clear that they are complying with each set of regulations.

#### **4. Background Information**

This report provides a general assessment of health and safety risks, to assist Neston Town Council to meet its obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other related legislation. Where appropriate, the report will make recommendations to ensure compliance. The report however does not address the risk to property or business continuity from health and safety risks. Structural features of the premises and those hidden from view (voids, ducts etc.) may not have been subject to inspection and the Responsible Person should ensure that appropriate inspection and maintenance of such structural areas is carried out.

The submission of this report constitutes neither a warranty of future results by Terrain HR Ltd (Terrain), nor an assurance against risk. The report represents only the best judgment of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

<b>Date of assessment:</b>	28 <sup>th</sup> November 2023	<b>Number of lifts:</b>	2 – no fire fighting lifts Lift to rear of building malfunctioning and has caused staff to be trapped (no call button). CWAC notified and will advise if remedial actions to be taken. In the meantime, suggestion that lone working arrangements be reviewed and potential for staff member with PEEP to be issued with a personal alert device.
<b>Date of previous assessment:</b>	25 <sup>th</sup> October 2022	<b>Weekday Usage Hours:</b>	Daily and evenings. Town Council offices operate standard office hours. Weekly evening meeting for Councillors and Officers. Little Actors Theatre Company now in old Post Office
<b>Previous assessment by:</b>	Michelle Walker (Terrain)	<b>Weekend Usage Hours:</b>	Little Actors, private hire and events only (e.g. Christmas Market)
<b>Recommended date of next assessment:</b>	12 months – sooner if issues/major changes	<b>Average Occupancy:</b>	6 employees. Average occupancy 2/3 – some staff also working from home on a hybrid pattern
<b>Site contact:</b>	Zoe Dean Council Manager. Nicky McMahon looking after building on a day to day basis	<b>Other occupants:</b>	Occasional visitors or contractors. Town Hall is shared building. General public can be present. Basement not due to reopen, but now used mainly for storage.

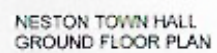
			<p>Hall available to hirers/user groups. Facilities to rear of Town Hall open to Market Traders on a Friday only.</p> <p>Police staff also present within the building. Post Office is now closed indefinitely, but area has been taken over by Little Actors Theatre Company.</p> <p>Community Office in separate building houses two members of staff and has a small meeting room, Post Office using small meeting room Friday morning's only</p>
<b>Assessor details:</b>	Michelle Walker FIIRSM, Cert IOSH, OSHCR	<b>Occupants particularly at risk (e.g. sleeping, disabled, young workers)</b>	Public present on market days and for hirers/user groups. One employee using a rollator to aid mobility
<b>Landlord details:</b>	Cheshire West and Chester Council (CWAC)	<b>Security arrangements:</b>	Doors secure. Shutters for downstairs reception. No CCTV
<b>Premises used for:</b>	<p>Town Hall offices and Town Hall. Friday outdoor market in town square, but basement is no longer being used for stalls. Hall available for general hire.</p> <p>Post Office downstairs has now been closed indefinitely; area taken by Little Actors Theatre Group. Police station upstairs. NTC do not have access to the Police Station.</p>	<b>Car parking:</b>	No parking on site, some parking in town square but electronic bollards in place. Police parking on Market Square currently

	Separate building (Community Office) in car park (used for two staff members and includes kitchen and toilet facilities, plus a meeting room).		
<b>Approx. size of premises:</b>	Hall has a maximum capacity of 250 and seated capacity of 100. See also plans below	<b>Number of floors:</b>	Two plus basement in main building. Community Office based on one floor
<b>Approx. construction date:</b>	Completed 1889	<b>General comments:</b>	<p>Working practices have changed as a result of the Covid 19 pandemic, with admin staff now able to work from home where applicable. Post Office is now closed indefinitely, but Little Actors Theatre Company now in that space.</p> <p>No markets taking place inside (outdoor only on Fridays, traders use facilities to rear of Town Hall).</p> <p>Town Hall is shared premises and includes offices, a hall, meeting rooms, a kitchen and a Police Station. Hall is used for classes, productions, etc. Community Office is a separate building within the Sainsbury's development (CWAC are landlords). Used as office for two staff members and a small meeting room upstairs, NTC are keyholders to Lower Community Office.</p>
<b>Type of construction:</b>	<p>Traditional building of brick construction with extensions added over the years. Town square to rear where market is held.</p> <p>Community Office is separate modern structure within Sainsbury's development</p>		



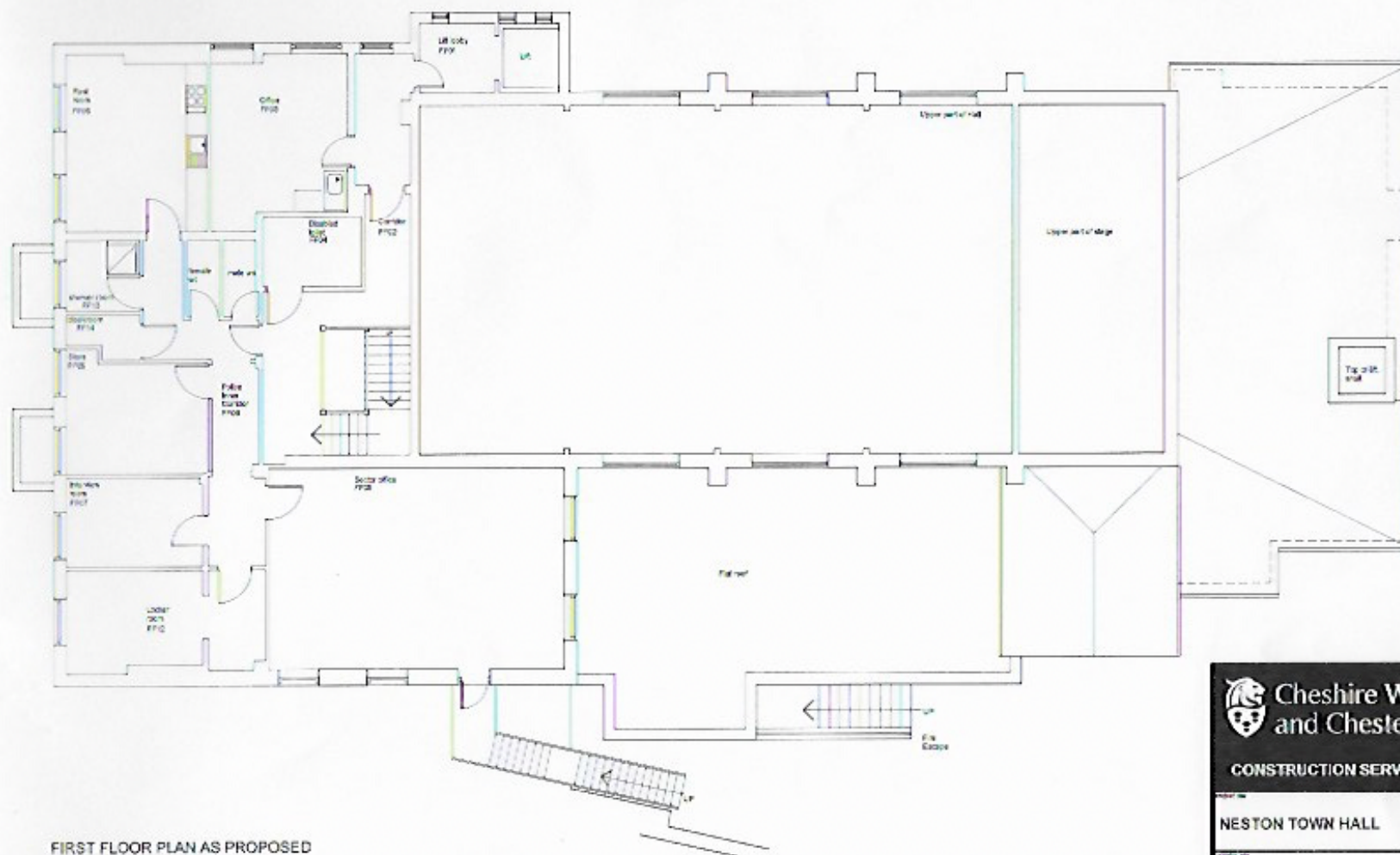
			<p>Main premises occupied by the Police (upstairs) and Little Actors (downstairs). Neston TC typically occupied 4 days per week (Office Side) and Audrey/Jo in Community Office (shared homeworking/office based). Nicky currently using Market Office to rear of main building and looking after day to day building requirements</p>
--	--	--	--





 <b>Cheshire West and Chester</b>	
<b>CONSTRUCTION SERVICES</b>	
Project ID	
<b>NESTON TOWN HALL</b>	
Drawing ID	
<b>GROUND FLOOR PLAN</b>	
Scale	1:100 @ A3
By	W. THORNTON
Date	DEC 2010
<div style="float: right; font-size: 2em; font-weight: bold;">83807</div>	





The image shows the top section of a planning application form. On the left is the Cheshire West and Chester Council logo, which features a shield with a lion and a cross. To the right of the logo, the text 'Cheshire West and Chester' is written in a serif font. Below this, 'CONSTRUCTION SERVICES' is written in a bold, sans-serif font. Further down, 'NESTON TOWN HALL' is written in a bold, sans-serif font. Below that, 'FIRST FLOOR PLAN' is written in a bold, sans-serif font. At the bottom left, there is a small table with two rows: the first row has 'Scale' and '1:100 @ A3', and the second row has 'Drawing No.' and 'H THORNTON'. To the right of this table, the number '83807' is written in a large, bold, sans-serif font.

## 5. Review of Previous Assessment

The previous risk assessment dated October 2022 was available and the action plan was reviewed as part of the assessment. The following progress was noted:

Action	Progress	Status
Review H&S policy/handbook document and implement (revised copy provided by Terrain)	Done	Completed
Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	CWAC not offering to fund	Outstanding
Ensure that PAT testing is completed as planned	Completed and James now trained and doing this year's	Completed
Consider nominating and training a First Aider	James and Jo keen but not completed yet	In process
Ensure that heaters in rear toilets of main building are serviced as planned	Servicing completed	Completed
Review alternative escape from upstairs office in main building (e.g. fit safety bar so that escape ladder could be used)	No progress but could go via Police station in an emergency	No progress

## 6. Assessment Format

The assessment consisted of a comprehensive tour of accessible areas of the premises, together with a review of existing policies, procedures and working practices. This allowed the assessor to identify:

- Any health and safety related policies and procedures
- The arrangements for consultation and communication with staff
- Compliance in terms of signs and notices
- The arrangements for accident and incident recording and reporting
- General housekeeping and maintenance standards
- Welfare arrangements and environmental conditions
- Fire prevention measures
- Electrical safety arrangements
- Chemical safety arrangements
- First Aid provision
- Arrangements for the management of asbestos and legionella risks
- Gas safety arrangements
- Any specific risk assessments required (e.g. machinery, display screen equipment, lone working, etc.)

The above process then allowed:

- Recording of the assessment, including a prioritized action plan
- Communicating information to those potentially at risk

During the course of the assessment it was assumed that any fire detection or fire fighting equipment, emergency lighting, etc., has been supplied, installed and maintained to the current British or European standards and that the premises has been constructed with regard to building control and as detailed under the building regulations.

## 7. Inspection

### 7.1 Limitations

The report only refers to those areas of the premises that were accessible at the time of the visit and where access/observation was perceived as being safe. Structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during the fire risk assessment. The Responsible Person has a duty to ensure that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

All findings and recommendations included in this report are based upon the evidence provided by the client and/or seen at the time. No assurances can be guaranteed that subsequent inspections or routine visits undertaken by the appropriate enforcing authority will not result in other areas of non-compliance being reported.

### 7.2 Access and Review

This risk assessment should be available for inspection or validation by any stakeholder. It should be reviewed and updated following:

- A change of work practice
- A significant increase of staffing levels
- Any structural or material change to the premises or processes
- A major accident/incident
- Any significant change to procedures, systems or processes
- At intervals of no more than twelve months

## 8. Summary and Action Plan

### 8.1 Critical/Immediate

During the GRA process if any event or situation is identified that may cause an imminent risk to the general health and safety of persons on the site we will advise the client that immediate action is required.

### 8.2 High (RED)

A situation likely to involve contravention of legislation that could lead to:

- Serious injury or ill health
- Issue of an enforcement notice
- Commencement of legal proceedings
- Communication from an enforcing authority indicating an area of high-risk non-compliance.

### 8.3 Medium (AMBER)

A situation that may cause:

- Injury or reversible ill health
- Communication from an enforcing authority indicating an area of medium risk non-compliance.

### 8.4 Low/Maintain Current Controls (GREEN)

A situation where:

- Although enforcement action is unlikely, accidents or property damage is possible.



- Improvements, precautions or policy that will ensure conformance to health and safety legislation.
- Maintaining current control arrangements is appropriate

Note: All identified tasks should be rectified at the earliest opportunity.

## 8.5 General Risk Assessment Summary and Action Plan

The following Action Plan includes details of hazards found and associated risks identified during the risk assessment. Each hazard has been given a priority score in order to assist in the completion of the required remedial actions, as follows:

Ref.	Item	Hazard Found	Risk	Persons at Risk	RAG	Action required to remove, reduce and protect from risk	Timescale
A1.7.6	Floors, Traffic Routes, Windows and Doors	Anyone using a rollator or mobility scooter has issues with some doors	Potential impact in an emergency and risk of falling/trapping	Staff Contactors Visitors Others	Amber	Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	ASAP
A1.9.3	Work Equipment, Work Areas and Workstations	DSE and homeworking assessments completed previously, but may need repeating	May be unaware of postural issues, suitability of home workstations etc.	Staff	Green	Confirm that DSE assessments and homeworking assessments are still being completed every 18/24 months	Every 18/24 months
A1.16.1	Other Hazards	Only one means of escape from upstairs office of main building. Escape ladder present, but no safety bar fitted	Could not be used as alternative escape	Staff Contactors Visitors Others	Green	Review alternative escape from upstairs office in main building (e.g. fit safety bar so that escape ladder could be used)	June 2024

## 9. Outcomes

Based on the Risk Definitions at Appendix 2, which are drawn from *BS8800: 1996 Guide to occupational health and safety management systems* the following assessment of general health and safety risks at these premises is made:

### 9.1 Hazards

Taking into account the prevention measures observed and systems/procedures in place at the time of the risk assessment, it is considered that the hazard risk at these premises is:

***Medium***

### 9.2 Consequences for health and safety

Taking into account the nature of the premises and occupants, as well as the systems, procedures and other safety control arrangements observed at the time of the risk assessment, it is considered that the consequences for health and safety at this premises would be:

***Low***

### 9.3 Risk to Life from hazards

Accordingly, it is considered that the risk to life from health and safety hazards at these premises is:

***Tolerable***

## Appendix 1: Detailed General Risk Assessment

### A1.1 Health and Safety Policy and Procedures

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.1.1	Is there a current and up to date health and safety policy, including the organization for health and safety?	Yes – reviewed in 2022 and being reviewed again (no changes required)	Maintain current arrangements	Green
A1.1.2	Are managers aware of their health and safety duties?	Yes – as per roles and responsibilities in policy. All employees have signed to say they are aware of policy and also included at induction	Maintain current arrangements	Green
A1.1.3	Is health and safety performance monitored and recorded?	Accident book available in downstairs office, plus one in Community Office	Maintain current arrangements	Green
A1.1.4	Have staff been trained to ensure that they are competent to work safely (incl. induction and job specific training)?	Induction training completed and recorded and on the job training completed. Specific fire and manual handling training completed (refreshers scheduled every 2 years). Training planned for 30 <sup>th</sup>	Maintain current arrangements	Green

		November 2023 for new staff		
<b>A1.1.5</b>	Are training records kept?	All training being included in HR file. Induction checklist completed and retained on file (example previously seen as evidence). Certificates retained on file	Maintain current arrangements	Green
<b>A1.1.6</b>	Are risk assessments required for specific hazards (e.g. machinery, manual handling, lone working, working at height, etc.)?	<p>Risk assessments have been completed for activities/roles. All being updated reviewed annually.</p> <p>Still have sanitisers, sprays and cloths in toilets/kitchen etc.</p> <p>Hirer risk assessment displayed in Hall</p>	Maintain current arrangements	Green

### A1.2 Communication and Consultation

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.2.1	Are arrangements for communicating and consulting with staff on health and safety matter in place?	Yes – including details on health and safety law posters and emergency information	Maintain current arrangements	Green
A1.2.2	Has the health and safety policy been brought to the attention of all staff?	Yes – See also A1.1.1 above	See A1.1.1 above	Green
A1.2.3	Do staff know who to approach to report any health and safety concerns?	Yes – report to Zoe or Nicky (as per health and safety law posters)	Maintain current arrangements	Green

### A1.3. Signage and Notices

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.3.1	Is the health and safety law poster displayed in a prominent position?	Yes – in both main building and Community Office. Details completed	Maintain current arrangements	Green
A1.3.2	Is a copy of the Employer's Liability insurance certificate displayed?	Yes. Expiry date January 2024	Maintain current arrangements	Green
A1.3.3	Are no smoking and first aid signs clearly visible?	Yes – including no smoking signs at entrance	Maintain current arrangements	Green
A1.3.4	Are exit routes appropriately signed?	Yes – all signage clear and unobstructed	Maintain current arrangements	Green

#### A1.4 Accident Reporting and Recording

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.4.1	Is an accident recording book/system provided and used?	Yes – accident book is in downstairs office, plus one in Community Office	Maintain current arrangements	Green
A1.4.2	Are arrangements in place for the reporting of accidents, incidents and ill health to the appropriate authorities?	Arrangements in place (Terrain to support)	Maintain current arrangements	Green
A1.4.3	Are arrangements in place to investigate accidents/incidents?	Yes – via Terrain	Maintain current arrangements	Green



### A1.5 Control of Contractors

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.5.1	Are all contractors assessed for safety prior to being engaged?	Insurance checked. Issues reported through CWAC helpdesk.  Terrain have provided contractor checklist for information – always get three quotes and retain details on file (insurance etc.)	Maintain current arrangements	Green

### A1.6 Housekeeping, Storage and Shelving

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.6.1	Is the standard of housekeeping generally adequate?	Standards in both premises generally acceptable. Some items stored in basement of main building, but walkways are clear	Maintain current arrangements	Green
A1.6.2	Are all areas free from waste build up and trip/slip hazards?	Generally acceptable	Maintain current arrangements	Green
A1.6.3	Are adequate, suitable waste disposal facilities provided?	Yes – bins provided and appear to be being used in both the main building and Community Office	Maintain current arrangements	Green
A1.6.4	Are any stored materials/objects stable?	No evidence of items being stored inappropriately	Maintain current arrangements	Green
A1.6.5	Is shelving suitable for its use, strong and secure?	Yes - based on visual inspection. No issues reported	Maintain current arrangements	Green

### A1.7 Floors, Traffic Routes, Windows and Doors

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.7.1	Are floors/floor coverings in good condition and free from slip/trip hazards?	Internal surfaces are generally OK; rear staircase of main building has edges marked for contrast and anti-slip edging. Some wear on steps to basement, but basement not in use.  Condition in Community Office is good	Maintain current arrangements	Green
A1.7.2	Are outdoor surfaces in good condition and free from trip hazards?	Town Square has some uneven areas, some remedial works completed previously and ongoing issues reported	Maintain current arrangements	Green
A1.7.3	Are vehicles and pedestrians suitably separated (if applicable)?	Yes – town square has no vehicular access (except market day, arrive very early and can get on from	Maintain current arrangements	Green

		6.00am); bollards in place		
<b>A1.7.4</b>	Are all windows apparent/marked and safety glass provided where necessary?	<p>All appear to be in reasonable condition and no issues reported. Window survey completed by CWAC for main building – no report of issues received.</p> <p>No issues reported for Community Office</p>	Maintain current arrangements	Green
<b>A1.7.5</b>	Can windows be cleaned safely?	No issues reported	Maintain current arrangements	Green
<b>A1.7.6</b>	Are all doors in good condition and suitable (e.g. vision panels, etc.)?	<p>All in good condition based on visual inspection, and no issues reported.</p> <p>One member of staff is using a rollator and also has a mobility scooter; this is causing some access issues with doors. Biggest issues are the doors to the rear of the main building. A 'hold open' device on the access</p>	Consider changing rear entrance/exit doors to main building to make them accessible (i.e. when using a rollator or mobility scooter)	Amber

	<p>door to the rear toilet corridor door has been fitted to avoid constant opening.</p> <p>Quotes have been obtained (via CWAC) to look at making the rear entrance door more accessible (e.g. automatic opening for both doors). Authorisation not given from CWAC but may be considered in future.</p> <p>Issue with lift, meaning that this staff member had been trapped. This has been reported to CWAC; in the meantime considering issuing a personal alert device</p>	
--	---	--

### A1.8 Welfare Arrangements and Environmental Conditions

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.8.1	Are toilets suitable (i.e. clean, well lit, with warm/hot water, soap and drying facilities)?	Yes – suitable facilities provided in both main building and Community Office	Maintain current arrangements	Green
A1.8.2	Are adequate rest facilities provided, including a supply of drinks and facilities for heating/eating food and seating?	Tea/coffee making facilities available in both premises	Maintain current arrangements	Green
A1.8.3	Are suitable changing/storage facilities provided for clothing, PPE, etc.?	Yes – hooks etc. available	Maintain current arrangements	Green
A1.8.4	Is the level of natural/artificial light adequate?	No issues reported in either building	Maintain current arrangements	Green
A1.8.5	Are all areas, including stairs, welfare facilities, external areas, etc. suitably lit?	No issues reported in either building	Maintain current arrangements	Green
A1.8.6	Is a comfortable working temperature maintained?	Can be hot in upstairs office of main building but no major issues.  Fans and heaters provided. New boiler fitted in main building 3 years ago – on regular maintenance regime (with CWAC).	Maintain current arrangements	Green

		Boiler in Community Office – no issues reported and servicing regime in place		
<b>A1.8.7</b>	Are any ventilation/air conditioning systems provided adequately maintained?	<p>No issues reported for either building, however downstairs office in main building has limited ventilation.</p> <p>Doors/windows can be opened for additional ventilation</p>	Maintain current arrangements	Green
<b>A1.8.8</b>	Is the ventilation system (mechanical and/or natural) sufficient to remove fumes, stale air, etc.?	<p>Ventilation system in kitchen not in use but still subject to regular checks and deep cleaned as part of cyclical maintenance regime.</p> <p>Window can be opened in Community Office</p>	Maintain current arrangements	Green

### A1.9 Work Equipment, Work Areas and Workstations

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.9.1	Is there enough space to allow easy access to all work areas and workstations?	Adequate room around all workstations	Maintain current arrangements	Green
A1.9.2	Are suitable workstations and seating provided?	Yes – all desks and chairs adequate	Maintain current arrangements	Green
A1.9.3	Have all regular computer users received training in the use of DSE and completed a DSE assessment?	Were being completed regularly, but need to ensure still being done (usually every 18/24 months). Homeworker assessments completed previously	Confirm that DSE assessments and homeworking assessments are still being completed every 18/24 months	Green
A1.9.4	Is there any equipment present that may introduce additional hazards (e.g. ladders, machinery, forklift trucks)?	General office machinery and trolleys only	Maintain current arrangements	Green
A1.9.5	Are ladders suitable for the task, labelled and subject to regular inspections/checks? Are all users trained to work at height?	No evidence of any ladders on site, but looking to get some. One step but users trained.  Work at height training planned for 30 <sup>th</sup> November. Will need to ensure checks	Maintain current arrangements	Green



		completed and recorded (terrain have provided checklist)		
<b>A1.9.6</b>	Is equipment subject to risk assessments, regularly maintained and any legislative checks (under LOLER, PUWER, etc.) completed? Are operatives trained and appropriate PPE available?	<p>Lifts in main building are subject to required checks (organised by CWAC).</p> <p>Work at height training completed as required (next scheduled for 30<sup>th</sup> November 2023).</p> <p>PPE available and used</p>	Maintain current arrangements	Green

### A1.10 Fire Prevention

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
<b>A1.10.1</b>	Has a fire risk assessment been completed?	Yes – on the same day as this assessment. See separate document and associated action plan	See separate fire risk assessment and associated action plan	Green
<b>A1.10.2</b>	Are all staff aware of the emergency evacuation procedures?	Yes – included in induction training, in policy and on notices displayed. Fire Action notices in place and details completed in both premises.  Also covered in fire risk assessment document	See A1.10.1 above	Green
<b>A1.10.3</b>	Are fire extinguishers and/or automatic suppression and fire alarm systems in place, clearly marked and regularly serviced?	Fire extinguishers present in main building and serviced (October 2023, scheduled again for October 2024). Fire alarm tested weekly (Thursdays) in main building and results recorded.	See A1.10.1 above	Green

		<p>Community Office fire extinguishers serviced in line with main building, fire alarm serviced and weekly tests completed.</p> <p>Also covered in fire risk assessment document</p>		
<b>A1.10.4</b>	Are fire exits/routes clearly marked, easily accessed and clear of obstructions?	<p>Yes – all exits indicated by green ‘running man’ signs.</p> <p>No issues in Community Office (one main door only).</p> <p>Also covered in fire risk assessment document</p>	See A1.10.1 above	Green

### A1.11 Electrical Safety

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.11.1	Are plugs, sockets, switched, etc. in good condition and no trailing leads to cause a trip hazard present?	Yes – no issues noted on the day of the inspection.	Maintain current arrangements	Green
A1.11.2	Have all portable electrical appliances been PAT tested?	PAT testing regime in place – in process and James has now been trained to complete. Looking to finish within next few weeks	Maintain current arrangements	Green
A1.11.3	Has the fixed electrical installation been inspected within the last 5 years?	Yes, completed October 2019 for main building and remedial actions undertaken. Due again 2024.  Community Office done at the same time (October 2019).  Both on cyclical maintenance regime	Maintain current arrangements	Green

### A1.12 Chemical Safety

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.12.1	Are any dangerous substances used on the premises?	Yes – general cleaning chemicals and some paints	Maintain current arrangements	Green
A1.12.2	If yes, are suitable risk assessments completed, Safety Data Sheets available and PPE and training provided to staff?	<p>Yes – data sheets available and PPE provided (mask, gloves, goggles).</p> <p>COSHH risk assessments completed for products where required.</p> <p>Dedicated cleaning cupboard in main building. Contract cleaners in main building.</p> <p>No unlabelled substances noted</p>	Maintain current arrangements	Green

### A1.13 First Aid

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.13.1	Are first aid facilities (i.e. box/cabinet) available and regularly checked, plus sufficient staff trained in first aid?	Nicky is acting as the Appointed Person. Plans to have two trained First Aiders by end of March.  First aid boxes provided and contents checked on a regular basis	Maintain current arrangements	Green

#### A1.14 Asbestos and Legionella

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.14.1	Does the building contain asbestos (as identified in a Type 2 survey)?	Yes – as detailed in survey provided by CWAC as landlord. Information provided to contractors. Asbestos check also completed by CWAC 28th November 2023.  Community Office built post 2000 so no ACMs present	Maintain current arrangements	Green
A1.14.2	If yes, are staff and contractors made aware of the location of ACMs	Asbestos register in place and being used.  N/A for Community Office	Maintain current arrangements	Green
A1.14.3	Has a legionella risk assessment been undertaken?	Yes – landlord (CWAC) has completed. Regular water testing regime in place via CWAC contractor. James also flushing on	Maintain current arrangements	Green

		<p>regular basis for little used outlets.</p> <p>Audrey is flushing one sink in Community Office on a weekly basis (as not in regular use)</p>		
<b>A1.14.4</b>	Have the action points from the Legionella risk assessment been completed?	Yes – as per cyclical arrangements with CWAC	Maintain current arrangements	Green
<b>A1.14.5</b>	Is regular water testing, flushing, cleaning, etc. carried out?	<p>Yes – as per cyclical arrangements with CWAC (monthly testing). Little used outlets flushed by NTC (James). All results recorded.</p> <p>Community Office occupied by two staff members and one little used outlet being flushed weekly</p>	Maintain current arrangements	Green



### A1.15 Gas Safety

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.15.1	Are gas boilers regularly serviced by a competent person and records kept?	Yes - on a regular regime with landlord (CWAC).  Community Office boiler is included in cyclical maintenance	Maintain current arrangements	Green
A1.15.2	Are other gas appliances serviced and maintained?	Two heaters in rear toilets – have been serviced and on a regular regime	Maintain current arrangements	Green
A1.15.3	Is the premises situated within an area affected by Radon? If yes, have levels been measured within the last 10 years and has action been taken where readings are above action levels? Is monitoring in place to ensure that remedial actions are effective?	No	N/A	Green

### A1.16 Any Other Hazards

Ref.	Assessment Criteria & Possible Controls	Status	Comments	RAG
A1.16.1	Are there any hazards which may have an impact on health and safety (please specify)?	<p>Escape ladder from upstairs main building office – 3 storey, safety bar could be fitted. This could be used as an alternative emergency escape if the main route was unavailable</p> <p>Sanitisers, wipes, cloths etc. still in place and regular cleaning. Infection control covered in main health and safety policy.</p>	Review alternative escape from upstairs office in main building (e.g. fit safety bar so that escape ladder could be used)	Green

		<p>One employee using a rollator and a mobility scooter – PEEP in place. Floors, access routes etc. have been assessed to ensure that they are sufficient to allow for safe use. Some doors are an issue (see A1.7.6 above).</p>	<p>See A1.7.6 above</p>	<p>Green</p>
--	--	--	-------------------------	--------------

## Appendix 2: Risk Definitions

### A2.1 Risk Analysis Matrix

<b>Hazard (Likelihood)</b>	<b>Risk</b>		
	<b>Low</b> <i>Controls may be inadequate or not in line with best practice/current guidance. Enforcement action may follow if no action taken</i>	<b>Medium</b> <i>Equates to a legal contravention likely to result in injury or ill health, which may result in an Improvement Notice if not attended to.</i>	<b>High</b> <i>Indicates a contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.</i>
<b>Low</b>	<b>Trivial risk</b> No action is required, no detailed records need to be kept.	<b>Tolerable risk</b> No major additional controls required. Consider low-cost improvements	<b>Moderate risk</b> Essential that risk is reduced by implementing risk reduction measures
<b>Medium</b>	<b>Tolerable risk</b> No major additional controls required. May need to consider low-cost improvements	<b>Moderate risk</b> Essential that risk is reduced by implementing risk reduction measures	<b>Substantial risk</b> Urgent action needed. Considerable resources may be needed. Do not occupy building until risk reduced
<b>High</b>	<b>Moderate risk</b> Essential that risk is reduced by implementing risk reduction measures	<b>Substantial risk</b> Urgent action needed. Considerable resources may be needed. Do not occupy building until risk reduced.	<b>Intolerable risk</b> Building (or relevant area) should not be occupied until the risk is reduced

## Appendix 3 - Health and Safety Briefing for Directors

This briefing is a high level overview of UK health & safety (HS) requirements including:

- Your responsibilities
- Key areas you need to consider
- Help and advice

We've included a checklist for each key element so you can assess your company's compliance

### 1. Your Responsibilities

You are responsible for the HS of everyone affected by your business. This includes:

- employees.
- anyone working in/around, or visiting your premises
- anyone affected by products/services you design, produce or supply.

Element	Your status
We have a health and safety policy <i>(see 2)</i> . <i>If you have five or more employees, the policy must be in writing</i>	
We provide appropriate information, instruction & training <i>(see 3)</i>	
We carry out a suitable risk assessments.	
We make suitable arrangements for employee welfare <i>(see 6)</i>	
We have employers' liability insurance, <i>unless all your employees, without exception, are your close relatives.</i>	

### 2. Health and Safety Policy

If you employ five or more people, you must have a written health and safety policy. Even if you have fewer than five employees, you may want to have some written documents.

Element	Your status
Our policy contains our approach to health and safety.	
Our policy includes how we organise for health and safety.	

Our policy includes or refers to specific procedures we have for managing health and safety.	
All our employees are aware of our policy	

### 3. Personnel

Providing your employees with good information, instruction and training is absolutely essential if they are to be engaged in your HS programme.

Element	Your status
<p>We provide appropriate HS training for all employees.</p> <ul style="list-style-type: none"> <li>• Include HS in induction, particularly for employees who will be placed in hazardous situations, and when employees are moved to another department or site.</li> <li>• Carry out a risk assessment and provide training when new equipment is introduced or working practices change.</li> <li>• Monitor employee behaviour to ensure training is effective and HS procedures are being followed.</li> </ul>	
<p>We provide HS information for all employees.</p> <ul style="list-style-type: none"> <li>• You must display the poster 'Health and safety law: What you should know' or distribute the leaflet.</li> <li>• You must give employees information about risks to their HS, and about the preventive measures in place to control risks.</li> <li>• Use appropriate safety signs. e.g. slippery surfaces, etc.</li> </ul>	
<p>We involve employees in HS.</p> <ul style="list-style-type: none"> <li>• Employees have the right to be consulted about issues which affect them. It may help to set up a safety committee and appoint HS Champions</li> </ul>	
<p>We include HS in employee's contracts</p> <ul style="list-style-type: none"> <li>• Remind employees that they are legally responsible for their behaviour as it affects the HS of themselves and others. You are also responsible for their behaviour.</li> <li>• Make behaviour which breaches your policy a disciplinary offence.</li> </ul>	

#### 4. Competent Persons

You must appoint a competent person to advise you how to implement your HS policy and help you manage HS.

Element	Your status
Our Competent Person is: <ul style="list-style-type: none"><li>• aware of relevant legal requirements and industry standards that exist.</li><li>• adequately trained with a suitable qualification.</li></ul>	

Note that the Directors of your company still retain ultimate responsibility. They could face civil or criminal legal proceedings if health and safety failures lead to an accident.

#### 5. Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 lays down basic requirements for minimising the risk from fires.

Element	Your status
We have: <ul style="list-style-type: none"><li>• Escape routes to a place of safety.</li><li>• Fire-resistant doors and walls.</li><li>• Firefighting equipment.</li><li>• Fire alarms.</li><li>• Emergency lighting.</li><li>• Safe storage of inflammable and dangerous materials.</li><li>• Staff training.</li></ul>	
Our premises meet the standards set by the regulations. <ul style="list-style-type: none"><li>• If your building is substandard, you may need to make alterations.</li><li>• If you are planning any alterations to your premises, you must ensure that these do not breach the regulations.</li></ul>	
We have a current fire risk assessment. which incorporates the following five stages: <ul style="list-style-type: none"><li>• Identify potential fire hazards.</li><li>• Identify any people who may be at particular risk.</li><li>• Evaluate the risks that exist, and take steps to remove or reduce them.</li></ul>	

<ul style="list-style-type: none"> <li>• Draw up an emergency plan, and train your staff accordingly.</li> <li>• Review your assessment regularly, particularly if there are any changes that may increase the risks.</li> </ul>	
--	--

## 6. Hazards

Risk assessment is a key part of HS. In addition to the general need to assess hazards, there are particular regulations to consider.

Element	Your status
We minimise the risks from work equipment. <ul style="list-style-type: none"> <li>• Special regulations apply to dangerous equipment.</li> <li>• Electrical equipment must be properly inspected and maintained.</li> <li>• Procedures must be in place to ensure training and risk assessment for DSE (computer) users.</li> <li>• Suitable equipment and training must be provided to avoid unnecessary manual handling of heavy loads.</li> <li>• When purchasing equipment or machinery, you must satisfy yourself that it is safe.</li> </ul>	
We ensure our premises are healthy and safe. <ul style="list-style-type: none"> <li>• Workstations are suitable for the people using them.</li> <li>• The workplace layout allows people to move about safely.</li> <li>• We provide for employee welfare (see 7)</li> </ul>	
We assess and control the risks from hazardous substances as required under the CoSHH (Control of Substances Hazardous to Health) regulations	

## 7. Employee Welfare

Element	Your status
We provide enough clean, working toilets. <ul style="list-style-type: none"> <li>• Hot and cold water, soap and towels or a hand dryer must be available.</li> <li>• Mixed facilities are allowed, provided they are enclosed and lockable from the inside.</li> </ul>	
We provide mains or bottled drinking water.	
Our working areas are cleaned regularly <ul style="list-style-type: none"> <li>• Waste should be removed and safely stored.</li> </ul>	



<p>Temperature is comfortable in working areas</p> <ul style="list-style-type: none"> <li>• Recommended levels are at least 16 °C where people are sedentary and at least 13 °C where people are active.</li> <li>• If the temperature must be lower, employees should not be exposed for long and they should be given suitable clothing.</li> <li>• Thermometers should be available</li> </ul>	
We have adequate lighting in work areas	
<p>We have adequate space and ventilation.</p> <ul style="list-style-type: none"> <li>• Employees should have at least 11 cubic metres per person (not counting space more than 3m above the floor).</li> <li>• If your windows do not provide sufficient ventilation, a mechanical ventilation system may be required.</li> </ul>	
<p>Our employees have an appropriate rest area, depending on their activity:</p> <ul style="list-style-type: none"> <li>• Employees who do physically demanding work usually need one.</li> <li>• Employees who wear special clothing usually need a changing area. Even in a normal office, there must be a place to hang and dry wet clothing.</li> <li>• If the workplace is not suitable for eating in, provide an eating area.</li> </ul>	
Smoking is banned except for designated external areas	
Pregnant women and new mothers have access to rest facilities.	

## 8. Accidents and Emergencies

Element	Your status
<p>We have suitable first-aid facilities.</p> <ul style="list-style-type: none"> <li>• The number of first-aid kits and designated first aiders you need is decided by self-assessment.</li> </ul>	
<p>We report specified work-related injuries, deaths and illnesses and dangerous occurrences under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) rules</p> <ul style="list-style-type: none"> <li>• We report any accident that causes someone to be off for more than seven days to the HSE or the local authority.</li> </ul>	
<p>We have an accident book/system that records the date and details of each incident.</p> <ul style="list-style-type: none"> <li>• To comply with the Data Protection Act, staff must not be able to see other entries when they input details into the accident book.</li> <li>• All injuries should be recorded.</li> </ul>	
We have appropriate emergency procedures in case of fire or other emergencies.	

## 9. Help and Support

Element	Your status
The local authority — normally the Environmental Health Department — is in charge of health and safety for most premises (e.g. offices and shops).	
The HSE enforces health and safety law for factories (and all other workplaces not covered by the local authority).	
Our health and safety consultants are registered with OHSCR – this is a government scheme to assess and approve the qualifications and experience of consultancies	