



# Bungay Town Council

## Risk Assessment **The Riverside Centre, The Staithe, Bungay NR35 1BF**

BTC: Bungay Town Council. TC: Town Clerk. AC: Assistant Clerk. GP: Grounds Person. ESC: East Suffolk Council.

What are the hazards?	Who might be harmed and how?	What has been done?	Further action needed?	Action by whom?	Action by when?	Done
<b>Slips, trips &amp; falls</b> caused by uneven surfaces, slippery floors.	Users of the centre and car park. Visitors using the car park. Potential injuries such as bruising or fractures.	<ul style="list-style-type: none"> <li>✓ Regular checks carried out to ensure hazards are removed.</li> <li>✓ Warning signs used when floors are being cleaned, and after any spillages.</li> <li>✓ Good lighting throughout the building to improve visibility.</li> <li>✓ Improved dusk to dawn lighting.</li> </ul>	Surface to car park requires improvement. Lighting to car park required improvement. Disabled bays should be clearly marked and located closest to the entrance.	BTC once ownership has transferred from ESC	Autumn 2021	
<b>Vehicle Movement</b>	Pedestrians could suffer severe injury if struck by moving vehicles.	<ul style="list-style-type: none"> <li>✓ Entrance to car park clearly marked.</li> <li>✓ Improved lighting to front of building.</li> </ul>	Car park management and speed limit, improved signage, and lighting.	BTC once ownership has transferred from ESC	Autumn 2021	
<b>Trapped fingers</b> due to folding entrance shutters.	Potential injuries such as bruising or fractures.	<ul style="list-style-type: none"> <li>✓ The entrance door is being tested as part of the Fire RA and may necessitate replacing.</li> </ul>	Replace entrance door, glazing with toughened glass and remove shutters.	AC	June 2021	
<b>Working at height</b> changing light bulbs, cleaning high windows, loft ladder, etc.	Anyone working at height could suffer injuries, possibly serious ones, should they fall.	<ul style="list-style-type: none"> <li>✓ Steps are stored off-site and are only to be used by GP or an appropriate contractor.</li> <li>✓ A folding loft ladder is available and should only be used by GP</li> </ul>	The loft ladder requires minor attention due to loose security rails.	GP	June 2021, before use.	
<b>Falling objects</b>	Anyone could suffer serious injury.		External window shutters to be secured. Window locks to be replaced where damaged. All suspended fittings to be checked.	AC	June 2021	

<b>Poor storage of tables and chairs</b>	Potential injuries from falling items, tweaked fingers.	<ul style="list-style-type: none"> <li>✓ Tables and chairs to be stored on the floor against the wall at designated locations. Details are specified in the hire agreement, including the need to stack tables and chairs carefully so that they do not collapse.</li> </ul>	The permanent use of the meeting room would result in less usable space in the main hall. Signs indicating storage locations.	BTC to consider impact on users.	June 2021	
<b>Manual Handling</b>	Users may suffer back pain or injury.	<ul style="list-style-type: none"> <li>✓ Manual handling training GP, TC, AC</li> </ul>	Advisory signs recommending two people lifting tables.	AC	June 2021	
<b>Electricity</b>	Risk of electric shocks and burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>✓ Fixed wiring periodically tested and certificated (12/20).</li> <li>✓ Lightning protection RA completed.</li> <li>✓ Portable equipment tested and certificated (11/20).</li> <li>✓ Aid conditioning / heater units serviced and certificated 12/20).</li> </ul>	FRA advice to remove all convector style heaters. Structural lightning protection system required. Make fuse board and main switch accessible to users (remove lock) and include detail in hire pack.	AC	June 2021	
<b>Audio Visual Equipment and Laptop</b>	Risk of tripping over cables, lifting of heavy or awkward items.	<ul style="list-style-type: none"> <li>✓ Monitor / screen on wheeled trolley.</li> <li>✓ Cables coded to avoid confusion.</li> </ul>	Cable protector mat to cover trailing wires.	AC	27 May 2021	
<b>Hazardous substances</b> Cleaning products and paints.	Risk to anyone using products of skin irritation, eye damage, breathing problems.	<ul style="list-style-type: none"> <li>✓ Cleaning products stored in dedicated locked cupboard.</li> <li>✓ Paint, wood preserver stored in external cupboard or off-site.</li> </ul>	FRA list of hazardous materials to be displayed where stored and provided in the fire safe box.			
<b>Fire</b>	All users of the hall, risk of being trapped and suffer burns and smoke inhalation.	<ul style="list-style-type: none"> <li>✓ Fire alarm system serviced (11/20), fire points and system tested weekly.</li> <li>✓ Fire Risk Assessment undertaken (03/21).</li> </ul>	All actions from the FRA to be attended to. Fire safe box to be installed to include spare keys and plan.	AC	July 2021	

# Risk Assessment **The Riverside Centre**

## Setting the scene

The Risk Assessment is part of our management plan to help reduce risks to people who use the centre and are involved in its maintenance and upkeep and was undertaken by the assistant clerk on 18<sup>th</sup> May 2021.

The council does not have a legal requirement to record the findings of this risk assessment as the centre is not staffed, and therefore fewer than five people work there. It does however have a duty of care to ensure that risks, near misses and accidents are reported, evaluated and that corrective action is taken, and brought to the attention of hirers of the centre.

Maintenance work, aside from minor repairs are undertaken by our ground's person, or by contractors who have responsibility over their own health and safety.

1. To identify the hazards the assistant clerk attempted to first identify the hazards:
  - Looked at HSE's web pages for health and safety advice for small businesses and village halls.
  - Walked around the centre and car park, noting items that may present a risk.
  - Spoke to other users of the centre, and those undertaking work to seek their views and opinions.
2. A list of actual or potential hazards were listed, alongside those who might be potentially harmed.
3. An action list from a recent Fire Risk Assessment was also considered in conjunction with this RA.
4. Examples from other community and villages halls was also used for comparison.
5. The overall findings were added to the risk assessment, along with the person responsible for carrying out the actions, and a date for completion.
6. The risk assessment was circulated to all users prior to council meetings, or the hiring of the centre to others.