

Edenbridge Town Council Risk Assessment - Level 1 - Buildings						Risk Assessment (Original 2015) current review July 2022						Monitoring - employ Buildings Manager			Residual			Edenbridge Town Council Risk Assessment			Sheet 2			Target				
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner (Buildings Manager)	Signature	Severity	Likelihood	Total	Linked Ref No.	Risk No	Hazard/Risk Summary	Future Actions Identified & what has been done to improve	Date	Owner	Council Approval	Completed	Signature							
B001	Fire	Staff and members of the public may suffer serious injuries from smoke inhalation, burns, structural collapse  Loss of assets	5	2	10	Full fire risk assessment is regularly reviewed and is readily available.	May	BM		5	1	5		B001	Staff and members of the public may suffer serious injuries from smoke inhalation, burns, structural collapse  Loss of assets	Action: Arrange an External Fire review/Risk Assessment	27/07/22					Clerk/RFO/FC						
						Checks to ensure all control measures in fire risk assessment are in place: - Fire doors closed/self-closing - Emergency lighting installed - Exits marked and usable - Suitable arrangements made if exit routes to be obstructed for short-term works, <del>eg use of access equipment</del> Extinguishers regularly serviced (annually) and inspected (weekly).	Weekly	BM																				
B002	Electricity	Staff and members of the public may suffer shock and burns injuries from faulty electrical equipment or installation  Enhanced risk of fire	3	2	6	Fixed installation (inspected by a competent person according to a planned inspection programme, and maintained as necessary)	May	BM		3	1	3		B002	Staff and members of the public may suffer shock and burns injuries from faulty electrical equipment or installation  Enhanced risk of fire		27/07/22					Clerk/RFO/FC						
						Ensure electrical equipment in supply intake rooms visually complies with BS 7671 Residual current device (RCD) built into main switchboard/ RCD plug used when RCD protection not available. Restrict access to supply intake rooms. Doors locked / responsible key holders Portable appliances subject to annual PAT testing Contractors to inspect all electrical appliances pre-use and not to bring any equipment on site where condition of cables, switches etc gives cause for concern	Monthly	BM																				
B003	Gas	Risk to staff and members of the public due to gas inhalation  Enhanced risk of fire	4	2	8	Annual inspections as required by The Gas Appliances (Safety) Regulations 1995 and The Gas Safety (Installation and Use) Regulations 1998	October	BM		4	1	4		B003	Risk to staff and members of the public due to gas inhalation  Enhanced risk of fire	Replace Church House & Depot 2021. Rickards removed. Inspection procedures all in place. Action: review layout, maintenance regime, check Pavilion and Doggetts for poss replacement	27/07/22					Clerk/RFO/FC						
						All works to be completed by a Gas Safe Registered engineer to BS 5546 standard All gas appliances should be provided with adequate instructions for their safe use		BM																				
B004	Water	Water damage to properties  Enhanced risk of slips and trips	2	3	6	Annual inspection of all water systems and pipework to check for deterioration and compliance with BS 6465		BM		2	2	4		B004	Water damage to properties  Enhanced risk of slips and trips		27/07/22					Clerk/RFO/FC						
						Regular sanitaryware inspection cleaning and refurbishment	March	BM																				
B005	Legionella bacteria growing in the hot and cold water systems	Severe illness risk for staff, contractors and others who use common hot and cold water supply, particularly vulnerable people such as children and the elderly	5	2	10	Annual sampling and disinfection of hot and cold water systems as specified in BS 7592	June	BM		4	1	4		B005	Severe illness risk for staff, contractors and others who use common hot and cold water supply, particularly vulnerable people such as children and the elderly	Water tanks council used buildings now all removed. Water tests in place.	27/07/22					Clerk/RFO/FC						
						Boiler (calorifier) etc operated and maintained to manufacturer's specifications; Hot water stored above 60 °C and the system designed to provide a return temperature of 50 °C or above to the calorifier (much higher temperatures avoided to prevent scalding); Cold water kept below 20 °C; Hot and cold taps (when not used), run for 10 minutes to prevent water stagnating	June	BM																				
							Monthly	BM																				
							Weekly	BM																				
B006	Hazardous substances Cleaning fluids, bleach etc.	Staff and visitors risk skin problems such as dermatitis, and eye damage, from direct contact with hazardous substances  Vapour may cause breathing problems	3	2	6	Apply and observe the Control of Substances Hazardous to Health Regulations 2002  Only store sufficient chemicals for the purpose  Review of storage of cleaning and other hazardous materials on site	Quarterly	BM		3	1	3		B006	Staff and visitors risk skin problems such as dermatitis, and eye damage, from direct contact with hazardous substances  Vapour may cause breathing problems	To show consignment notes when chemicals/hazardous removed	27/07/22					Clerk/RFO/FC						
						All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed	September	BM																				
B007	Hazardous substances Asbestos containing materials (ACMs)	Staff, contractors and the public at risk of inhaling asbestos fibres where the asbestos-containing materials are disturbed, ie cut or broken, or are allowed to deteriorate and break down	4	2	8	Asbestos Register in place that: - Identifies where there might be asbestos (Mowshurst Barn/garage) - Notes the condition of the materials - Records where the ACMs are found - Identifies the need for 'Danger, asbestos, do not disturb' signs - Is checked every 12 months to ensure condition of ACMs have not deteriorated - Advises on legal requirements for using licensed contractors for particular works  Compliance with disposal regulations when ACMs are removed	August	BM		3	2	6		B007	Staff, contractors and the public at risk of inhaling asbestos fibres where the asbestos-containing materials are disturbed, ie cut or broken, or are allowed to deteriorate and break down		27/07/22					Clerk/RFO/FC						
B008	Uneven surfaces	Injury to staff, contractors and members of the public	2	3	6	Condition of floors, stairways and paths checked, and damaged surfaces repaired as soon as possible	Monthly	BM		2	2	4		B008	Injury to staff, contractors and members of the public		27/07/22					Clerk/RFO/FC						
B009	Trip and slip hazards	Injury to staff, contractors and members of the public	2	3	6	Warning signs always deployed for wet floor and other temporary hazards Anti-slip surfaces to be provided, checked and maintained where necessary Cordless tools to be used wherever possible. Trailing cables kept away from walkways	Monthly	BM		2	2	4		B009	Injury to staff, contractors and members of the public		27/07/22					Clerk/RFO/FC						
B010	Poor maintenance	Loss of value of assets due to lack of proper maintenance  Enhancement of other risks	3	3	9	Annual Maintenance Schedule implemented and reviewed regularly.  All works commissioned to be carried out to the appropriate British Standards and in compliance with appropriate legislation and regulations	September	BM		3	2	6		B010	Loss of value of assets due to lack of proper maintenance  Enhancement of other risks		27/07/22					Clerk/RFO/FC						

