

Edenbridge Town Council Risk Assessment - Level 1 - Buildings

Risk Assessment current review February 2025

Monitoring - employ
Buildings Manager

Risk No	Hazard	Risk	Risk Rating			Existing Controls	Date	Owner (Buildings Manager)	Risk Rating			Comments
			Severity	Likelihood	Total				Severity	Likelihood	Total	
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	All buildings RA reviewed 2yrly - last done 2023 - to be done 2025. BM regular reviews
						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, <u>eg use of access equipment</u> Staff fire Marshall training		BM				Done 2024
						Extinguishers regularly serviced (anually) and inspected (weekly).	Weekly - visual & on building checks	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)		BM	3	1	3	H&S SafetyNest monitoring recording
						Ensure electrical equipment in supply intake rooms visually; 5 yearly EHIC and annual pat testing		BM				
						Residual current device (RCD) built into main switchboard/ RCD plug used when RCD protection not available.		BM				
						Restrict access to supply intake rooms. Doors locked / responsible key holders		BM				
						Portable appliances subject to annual PAT testing		BM				
						Contractors responsibility 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		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 Gas Appliances (Safety) Regulations	Annually	BM	4	1	4	
						All works to be completed by a Gas Safe Registered engineer to		BM				
						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		BM	2	2	4	March 2025 legionella external assessment on 7 sites. BM does regular tests
						Regular sanitaryware inspection cleaning and refurbishment		BM				

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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		BM	4	1	4	March 2025 legionella external assessment on 7 sites. BM does regular tests
						Boiler (calorifier) etc operated and maintained to manufacturer's specifications;	Annually	BM				
						Hot water stored above 50/60 °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;	Monthly	BM				
						Hot and cold taps (when not used), run for 10 minutes to prevent water stagnating		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 Only store sufficient chemicals for the purpose Review of storage of cleaning and other hazardous materials on site	Quarterly	BM	3	1	3	Only store sufficient materials/chemicals and check shelf life dates
						All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed		BM				E-learning portal H&S training
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/Depot) – 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	December	BM	3	2	6	
						Compliance with disposal regulations when ACMs are removed		BM				
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	
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	Monthly	BM	2	2	4	
						Anti-slip surfaces to be provided, checked and maintained where necessary		BM				
						Cordless tools to be used wherever possible. Trailing cables kept away from walkways		BM				
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.	September	BM	3	1	3	Maintenace scheduling; use appropriate contractors; inusrance

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						All works commissioned to be carried out to the appropriate British Standards and in compliance with appropriate legislation and regulations		BM				
						All contractors to have sufficient Public Liability insurance before works are commenced		BM				