

## Edenbridge Town Council Risk Assessment - Level 1 - Buildings

Risk Assessment current review 02/03/2026

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	<b>Fire</b>	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 Nov 2025 - BM regularly checks s well
						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				
						Extinguishers regularly serviced (anually) and inspected (weekly).	Weekly - visual & on building checks	BM				Done 2024 & E-learning annually
												External company annually
B002	<b>Electricity</b>	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				Maintenance Plans trigger when needed
						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	<b>Gas</b>	Risk to staff and members of the public due to gas inhalation  Enhanced risk of fire	4	2	8	Annual inspections as rrequired by Gas Appliances (Safety) Regulations	Annually	BM	4	1	4	Maintenace Plans trigger. Done Feb 2026
						All works to be completed by a <b>Gas Safe Registered</b> engineer to		BM				
						All gas appliances should be provided with adequate instructions for their safe use		BM				Electric cooker. Just boilers. BM / manual
B004	<b>Water</b>	Water damage to properties  Enhanced risk of slips and trips	2	3	6	Annual inpection 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. Actions carried out redo RA 2026
						Regular sanitaryware inspection cleaning and refurbishment		BM				External company monthly

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B005	<b>Legionella</b> 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. Actions carried out redo RA 2026
						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	<b>Hazardous substances</b> 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	<b>Hazardous substances</b> 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	4	1	4	
						Compliance with disposal regulations when ACMs are removed		BM				
B008	<b>Uneven surfaces</b>	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	<b>Trip and slip hazards</b>	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				

