

General Risk Assessment

Wilton Town Council

Wilton Town Council, The Council Offices, Kingsbury Square, Wilton, Salisbury, Wiltshire, SP2 0BB

26 Nov 2024

Ian Jones



General Risk Assessment

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Section 1 - Executive Summary

1 Executive Summary

Organisation Description	<p>Wilton Town Council is a small rural town council that includes a Council Offices, Cemetery, Public Toilets and Pavilion.</p> <p>The 1800's Town Council building is 3 floors in a quiet rural road</p> <p>The ground floor is a foyer, staircase with disability lift, office rented out to a Structural engineer company</p> <p>Rear office used by the Town Clerk and her team (total 3 staff - currently one vacancy)</p> <p>The 1st floor is the main meeting room used by the Town Council</p> <p>The 2nd floor is accessed by 2nd staircase and is used for storage and the local police use this for report writing</p> <p>The public toilets is one set of 3 toilets in a rural road</p> <p>The pavilion area consists of: A pavilion building with toilets, changing rooms, meeting room There is a large open grassed area with a full size football pitch marked out on it There is an outside gym area on a soft surface There is a basketball quarter pitch There is a river that runs along 2 sides of the grass area, this is fenced off at one point (the fence is broken in several places) This includes a dipping area on the river. There is an industrial estate adjacent to the football pitch and a 2 meter fence line which is breached in several places.</p> <p>There is an cemetery outside Wilton There is an entrance arch which has 2 sides and a number of storage rooms used by cemetery contractors. The cemetery is laid out with gravel footpaths There is a rear garden of remembrance area with a steep drop.</p>
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Organisation Category	Town Council
Enforcement History / Significant Incidents	None
Areas Assessed	Cemetery, Council Offices, Pavilion and Public Toilets
Areas Not Assessed	St Mays church structure Cemetery side storage areas The Mens shed at the rear of the Pavilion area
Visit Attendance	Ian Jones HS Consultant for WorkNest Clare Churchill Parish Town Clerk
Overall People At Risk	All employees, Contractors, Members of the public, Visitors, Volunteers, Lone workers.
Scope	GRA - This General Risk Assessment covers the significant health and safety issues at Wilton Town Council, Dorset. The purpose of this report is to provide a general assessment of the health and safety risks arising from the premises and activities of the business Eg: 'use of the

premises and the work activities of the Council Offices, public toilets, Pavilion area and Cemetery to determine the adequacy of the existing controls and to provide information on the further actions required to reduce risk in line with current legal requirements and best practice.

The information on which this report has been prepared is based on discussions with Clare Churchill Town Clerk, observations made during a walk round of the premises and examination of supporting documents and records

Other Comments	Thank you to Clare for her support on my visit
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1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Asbestos Management				15
Cemetery Safety				15
Church and Parish Events				15
Cleaning				15
Contractor Management				15
Display Screens				15
Electrical Safety				15
Fire Safety Overview				15
First Aid At Work	20			
Gas Safety				15
Legionella Management				15
Lone Work				15
Management of H and S				15
Managing Manual Handling Operations				15
Passenger and Goods Lifts	20			
Stress Management				15
Workplace H and S				15
Workplace Transport				15
Additional Observations				15
Sub Total	40	0	0	255
Total	295			
Available Score	380			
Score	78%			

	Intolerable	< 65%
	Substantial	65-74%
	Moderate	75-84%
	Tolerable	85-94%
	Trivial	95% >

1.4 Calculated Overall Risk Rating

 Moderate

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

	Priority 1	0
	Priority 2	15
	Priority 3	34
	Priority 4	1

2.2 General Risk Assessment action plan

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	A suitable asbestos survey is required in In order to provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs), their condition and whether remedial action is required. This information should be captured in asbestos register and an asbestos management plan for the premises.
	There is no asbestos survey in place for:
	The council Offices circa 1800 Public Toilets circa 1970 Cemetery buildings circa 1900's
Priority	2
Complete By	25/01/2025

Asbestos Management

Observation	Action Required: Asbestos Management
Recommendation	Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises.
Priority	2
Complete By	25/01/2025

Asbestos Management

Observation Action Required: Asbestos Management
Recommendation Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.
Priority 2
Complete By 25/01/2025

Asbestos Management

Observation Action Required: Asbestos Training
Recommendation Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.
Priority 2
Complete By 25/01/2025

Cemetery Safety

Observation Action Required: Cemetery Safety- Controls
Recommendation Carry out an excavation risk assessment for any grave excavations. These are carried out by contractors but there should be a risk assessment in place for the cemetery which covers the risks of open graves etc
Priority 3
Complete By 24/02/2025

Church and Parish Events

Observation Action Required: Church/Parish Events- Facilities Hire
Recommendation Provide a written risk assessment before the premises are hired out to confirm that the premises are safe for the use intended. This should identify possible risks along with detailing the control measures that will be in place to manage them. Advice on what to consider within the risk assessment is available on the safetynest portal.
Priority 3
Complete By 24/02/2025

Church and Parish Events

Observation Action Required: Church/Parish Events- Facilities Hire

Recommendation The Parish will need to obtain written confirmation from any hirers that they have public liability cover for their activities while the church premises are being hired.

Priority 3

Complete By 24/02/2025

Church and Parish Events

Observation Action Required: Church/Parish Events- Performances & Services

Recommendation Ensure that the written procedures includes a detailed evacuation plan, and ensure this is communicated to all stewards and volunteers.

Priority 3

Complete By 24/02/2025

Cleaning

Observation Action Required: Cleaning- Safe Systems Of Work

Recommendation Develop a safe system of work for all cleaning activities.

Priority 3

Complete By 24/02/2025

Contractor Management

Observation Action Required: Contractor Management- Competence

Recommendation Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.

Priority 3

Complete By 24/02/2025

Contractor Management

Observation Action Required: Contractor Management- Competence

Recommendation The contractor should supply relevant, comprehensive, current risk assessments and where appropriate method statements for the tasks to be undertaken.

Priority 3

Complete By 24/02/2025

Contractor Management

Observation Action Required: Contractor Management- Competence

Recommendation Ensure that the contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

Priority 3

Complete By 24/02/2025

Display Screens

Observation Action Required: Display Screens - User Identification

Recommendation Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.

Priority 3

Complete By 24/02/2025



Display Screens

Observation Action Required: Display Screens- Information Etc

Recommendation Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.

Priority 3

Complete By 24/02/2025

Display Screens

Observation DSE eye tests are provided or paid for

Recommendation There is no DSE policy in place re eye tests

Priority 3

Complete By 24/02/2025

Electrical Safety

Observation Action Required: Electrical Safety- Fixed Wiring

Recommendation The recent fixed wiring test has identified the electrical installation as being in an unsatisfactory condition and it should be arranged for remedial works to be carried out by a competent electrician.

There is no certificates held for remedial works for:

Pavilion	Dated 16/12/2022 Unsatisfactory
Council Offices	Dated 14/12/2022 Unsatisfactory
Cemetery Buildings	Dated 24/05/2023 Unsatisfactory

Priority 3
Complete By 24/02/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Assembly Points
Recommendation Review your fire risk assessment at least annually or more frequently if you make significant changes to your building.

Priority 2
Complete By 25/01/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Fire Extinguishers
Recommendation Develop an action plan to implement any outstanding issues identified by your fire risk assessment.

Priority 3
Complete By 24/02/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Detection & Alarms
Recommendation Ensure that the fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

there is no evidence of a fire service certificate for the council offices or the pavilion but it is believed that this has been done in 2024

Priority 2

Complete By 25/01/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Signage
Recommendation Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.
Priority 4
Complete By 25/05/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Emergency Lighting
Recommendation Arrange for an annual service inspection of the emergency lighting system.
Priority 2
Complete By 25/01/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Emergency Lighting
Recommendation Record all emergency lighting tests.
Priority 2
Complete By 25/01/2025

Fire Safety Overview

Observation Action Required: Fire Safety Overview- Fire Drills
Recommendation Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.
Priority 3
Complete By 24/02/2025

Gas Safety

Observation Action Required: Gas- Controls
Recommendation Arrange for all gas installations and appliances to be tested by a Gas Safe registered contractor. Maintain records.
It is believed that these have been done but there is no certificates held on file
This is for the council offices only. There is no gas at the pavilion.
Priority 2
Complete By 25/01/2025

Legionella Management

Observation

Action Required: Legionella Management - General Controls

Recommendation

Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.

There is an assessment in place for the Pavilion by Water Environmental Treatment Ltd dated June 2022

There is an assessment for the council offices being done tomorrow

Priority

3

Complete By

24/02/2025

Lone Work

Observation

Action Required: Lone Work - Monitoring/Supervision

Recommendation

Establish monitoring systems that record relevant information

There is no check in place for lone workers at the council offices or the pavilion.

At the pavilion the cleaner tells someone before she goes and when she leaves.

There is a lone worker policy dated May 2023

Priority

3

Complete By

24/02/2025

Lone Work

Observation

Action Required: Lone Work - Monitoring/Supervision

Recommendation

Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.

Priority

3

Complete By

24/02/2025

Lone Work

Observation

Action Required: Lone Work - Emergencies

Recommendation

Ensure suitable arrangements are in place for lone workers with regards to emergencies e.g. fire, equipment failure, illness, accidents etc.

Priority

2

Complete By

25/01/2025

Lone Work

Observation

Action Required: Lone Work - Miscellaneous

Recommendation

Undertake a lone working risk assessment which covers work undertaken by lone workers.

Ensure working when dark or at night is covered in the lone working risk assessment.

Priority

3

Complete By

24/02/2025

Management of H and S

Observation

Action Required: Management of H&S - Policy

Recommendation

Review and update the Health and Safety Policy in line with the current company structure and current legislation.

Priority

2

Complete By

25/01/2025

Management of H and S

Observation

Action Required: Management of H&S - Training

Recommendation

Provide all new staff with health and safety instruction as part of their induction training.

Priority

3

Complete By

24/02/2025

Management of H and S

Observation

Action Required: Management of H&S - Training

Recommendation

Develop a programme of basic Health and Safety training for staff.

Priority

3

Complete By

24/02/2025

Management of H and S

Observation

Action Required: Management of H&S - Risk Assessment

Recommendation

Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.

A risk assessment is needed for

The council offices

The cemetery and buildings

The Pavilion
The Public Toilets
Priority 3
Complete By 24/02/2025

Management of H and S

Observation Action Required: Management of H&S - Organisation
Recommendation Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities.
We recommend an IOSH Managing Safely course.
Priority 3
Complete By 24/02/2025

Management of H and S

Observation Action Required: Management of H&S - Monitoring Etc
Recommendation Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record.
There is an informal process but it is not recorded
Priority 3
Complete By 24/02/2025

Management of H and S

Observation Action Required: Management of H&S - Monitoring Etc
Recommendation Ensure that there is a Health and Safety action plan, which is prioritised and monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.
Priority 3
Complete By 24/02/2025

Managing Manual Handling Operations

Observation Action Required: Managing Manual Handling Operations
Recommendation Instruct relevant employees that they must not lift any item if they believe it may cause them an injury.
Priority 3
Complete By 24/02/2025

Stress Management

Observation

Action Required: Stress Management- Controls

Recommendation

The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.

Priority

3

Complete By

24/02/2025

Workplace H and S

Observation

Action Required: Workplace - Cleanliness & Waste

Recommendation

Clean and repair furniture, walls and floor areas as necessary in order to maintain a reasonable standard of cleanliness.

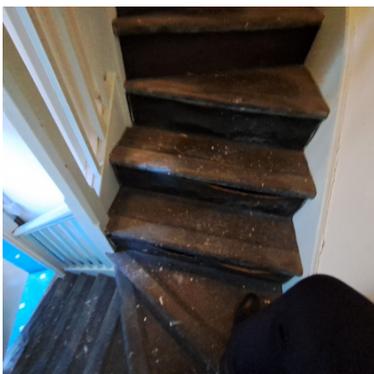
The carpet to the 1st floor meeting room is damaged and taped up

Priority

3

Complete By

24/02/2025



Workplace H and S

Observation

Action Required: Workplace - Falls/Falling Objects

Recommendation

Secure edge protection should be provided where a person might fall.

The garden of remembrance has a steep drop where the wall protection has fallen away

Priority 3
Complete By 24/02/2025

Workplace H and S

Observation Action Required: Workplace - Floors & Traffic Routes
Recommendation Repair or replace the damaged flooring/floor covering.
The stair covering to the 2nd floor are in poor condition and require replacement.

Priority 2
Complete By 25/01/2025

Workplace Transport

Observation Action Required: Workplace Transport- Risk Assessment
Recommendation Undertake a Traffic Management Risk Assessment at the Pavilion.

Priority 3
Complete By 24/02/2025

Workplace Transport

Observation Action Required: Workplace Transport- Car Parks And Access
Recommendation Ensure appropriate speed restrictions and warning signage are put in place.

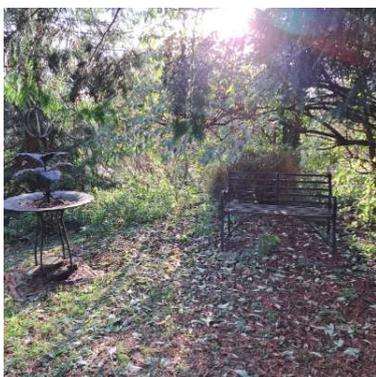
Priority 3
Complete By 24/02/2025

Additional Observations

Observation There is a garden of remembrance at the rear of the cemetery with a steep drop that has a broken wall

Recommendation Repair the wall or put another barrier in place

Priority 3
Complete By 24/02/2025





Additional Observations

Observation	The fire door to the Pavilion meeting room is damaged and the intumescent strip has been removed at the base The fire door has no Fire door keep shut signs on either side
Recommendation	Replace the intumescent strip
Priority	3
Complete By	24/02/2025

Additional Observations

Observation There is breaches of the fence along the fence line adjacent to the industrial estate

Recommendation Repair the fence

Priority 3

Complete By 24/02/2025



Additional Observations

Observation There is breaches in the fence line adjacent to the river

Recommendation Repair these fences

Priority 3

Complete By 24/02/2025



Additional Observations

Observation

The football pitch is immediately adjacent to a river

Recommendation

There is a high chance of footballs entering the river and members of the public entering the river (depth and strength unknown) to recover the football

My strong recommendation is that either the football pitch is moved to a safer location or its configuration changed or a high netting is installed along the narrow edge of the football pitch to prevent balls from entering the river

This area needs to be risk assessed

Priority

2

Complete By

25/01/2025





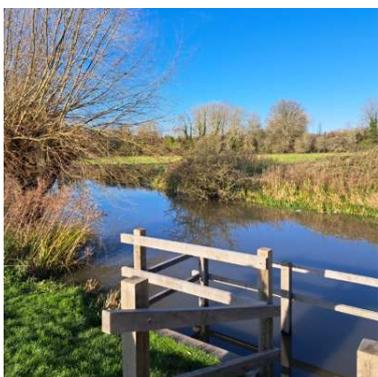
Additional Observations

Observation There is a dipping stage that leads to the river and there are no warning signs of deep water

Recommendation Install a warning sign in this area
You may wish to consider lifebelts

Priority This area needs to be risk assessed

Complete By 2
25/01/2025



Additional Observations

Observation The river runs along 2 sides of the Pavilion

Recommendation I recommend that Warning signs are installed for Deep Water

This area needs to be risk assessed

Priority 2

Complete By 25/01/2025



Section 3 - Report Index

3.1 Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos Management
3.2.2	Cemetery Safety
3.2.3	Church and Parish Events
3.2.4	Cleaning
3.2.5	Contractor Management
3.2.6	Display Screens
3.2.7	Electrical Safety
3.2.8	Fire Safety Overview
3.2.9	First Aid At Work
3.2.10	Gas Safety
3.2.11	Legionella Management
3.2.12	Lone Work
3.2.13	Management of H and S
3.2.14	Managing Manual Handling Operations
3.2.15	Passenger and Goods Lifts
3.2.16	Stress Management
3.2.17	Workplace H and S
3.2.18	Workplace Transport
3.2.19	Additional Observations

3.2 Risk Assessments and Audits

3.2.1 Asbestos Management

Hazard	Inhalation of asbestos fibres
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.1.1 Asbestos Management

Compliance with standard - **NO**

Action Required: Asbestos Management A suitable asbestos survey is required in order to provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs), their condition and whether remedial action is required. This information should be captured in asbestos register and an asbestos management plan for the premises.

There is no asbestos survey in place for:

The council Offices circa 1800
Public Toilets circa 1970
Cemetery buildings circa 1900's

Action Required: Asbestos Management Develop an asbestos management plan that sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in the premises.

Action Required: Asbestos Management Ensure that the person who has the duty to manage asbestos (the 'dutyholder') is deemed competent by the employer. This can be evidenced by completion of qualifications such as UKATA Duty to Manage Asbestos or equivalent.

3.2.1.2 Asbestos Training

Compliance with standard - **NO**

Action Required: Asbestos Training Ensure suitable and sufficient Asbestos Awareness training is provided to all employees who may work in areas containing asbestos.

3.2.2 Cemetery Safety

Hazard	Collapse of memorials, Collapse of excavations, Slips, trips and falls
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.2.1 Cemetery Safety- Controls

Compliance with standard - **NO**

Action Required: Cemetery Safety- Controls Carry out an excavation risk assessment for any grave excavations.

These are carried out by contractors but there should be a risk assessment in place for the cemetery which covers the risks of open graves etc

Open grave excavations are adequately covered or fenced off to prevent persons inadvertently falling into them.

Memorial stones are surveyed for structural integrity. Surveys of memorial stones are recorded.

Surveys of memorial stones are reviewed annually.
This is done by contractors

Dangerous memorial stones are taped off and warnings posted.

3.2.3 Church and Parish Events

Hazard	Consultant to indicate
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.3.1 Church and Parish Events- Tower Tours

Compliance with standard - **NA**

3.2.3.2 Church and Parish Events- Catering

Compliance with standard - **NA**

3.2.3.3 Church and Parish Events- Facilities Hire

Compliance with standard - **NO**

Whenever the premises (Pavilion) are hired, a formal booking agreement that sets out the conditions of hire is agreed and signed by the event organiser.

Action Required: Church/Parish Events- Facilities Hire Provide a written risk assessment before the premises are hired out to confirm that the premises are safe for the use intended. This should identify possible risks along with detailing the control measures that will be in place to manage them. Advice on what to consider within the risk assessment is available on the safetynest portal.

Action Required: Church/Parish Events- Facilities Hire The Parish will need to obtain written confirmation from any hirers that they have public liability cover for their activities while the church premises are being hired.

The organisation hiring the facility have public liability insurance in place that extends to include covering the activities within the event.

This is in place dated 1st April 2024

3.2.3.4 Church and Parish Events- Food Banks

Compliance with standard - **NA**

3.2.3.5 Church and Parish Events- Bouncy Castles Etc

Compliance with standard - **NA**

3.2.3.6 Church and Parish Events- Bell Ringing

Compliance with standard - **NA**

3.2.3.7 Church and Parish Events- Performances & Services

Compliance with standard - **NO**

For large public performances and for major services, there is a written procedure in place which details such matters as the number of stewards required and their duties.

Also it has been confirmed if a Temporary Event Licence is required and where this is the case, one is in place for the duration of the event.

There is a risk assessment for the Christmas Lights dated 27th September 2024

Action Required: Church/Parish Events- Performances & Services Ensure that the written procedures includes a detailed evacuation plan, and ensure this is communicated to all stewards and volunteers.

There is an automatic fire alarm system in place, or when this is not present, fire stewards are appointed to monitor the event and to supervise any evacuation from the building.

A security company is used for this.

There is emergency lighting installed and stewards, other staff and volunteers are trained in the use of fire-fighting equipment.

3.2.4 Cleaning

Hazard	Exposure to chemicals and/or dusts, Slips, trips and falls, Faulty electrical/mechanical equipment, Cuts and/or infection from sharps e.g. needles, broken glass etc, Falls from height
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.4.1 Cleaning- Safe Systems Of Work

Compliance with standard - **NO**

Action Required: Cleaning- Safe Systems Of Work Develop a safe system of work for all cleaning activities.

3.2.4.2 Cleaning- Equipment

Compliance with standard - **NA**

3.2.4.3 Cleaning- Barriers & Notices

Compliance with standard - **NA**

3.2.4.4 Cleaning- Personal Protective Equipment

Compliance with standard - **YES**

Suitable personal protective equipment is provided and used by all employees undertaking cleaning activities, i.e., rubber gloves, disposable gloves, tabards etc.

Condition of PPE is monitored and PPE is replaced when required.

3.2.4.5 Cleaning- Glass And Sharps

Compliance with standard - **NA**

3.2.4.6 Cleaning- Work At Height

Compliance with standard - **NA**

3.2.4.7 Cleaning- Hazardous Substances (COSHH)
Compliance with standard - **NA**

3.2.5 Contractor Management

Hazard	Injury to contractors, Injury to staff, Injury to public
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.5.1 Contractor Management- Competence

Compliance with standard - **NO**

Action Required: Contractor Management- Competence Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.

Evidence of contractor's training and competency was available at the time of this GRA

Contractors are provided with relevant information on the client's safety arrangements and applicable rules.

Action Required: Contractor Management- Competence The contractor should supply relevant, comprehensive, current risk assessments and where appropriate method statements for the tasks to be undertaken.

Action Required: Contractor Management- Competence Ensure that the contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

3.2.5.2 Contractor Management- Checks/Supervision

Compliance with standard - **YES**

The client undertakes periodic visual checks of contractors to ensure that agreed working practices are being adhered to.

3.2.6 Display Screens

Hazard	Musculoskeletal injuries due to poor posture, Unsuitable furniture/bad workstation design, RSI due to heavy workload using the keyboard/mouse, Eyestrain due to poor lighting, Unsuitable computer screen, Incorrectly positioned screen
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.6.1 Display Screens- User Identification

Compliance with standard - **NO**

Action Required: Display Screens - User Identification Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.

3.2.6.2 Display Screens- Information Etc

Compliance with standard - **NO**

Action Required: Display Screens- Information Etc Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.

3.2.6.3 Display Screens- Workstations

Compliance with standard - **NA**

3.2.6.4 Display Screens- Eye Tests

Compliance with standard - **NO**

DSE eye tests are provided or paid for There is no DSE policy in place re eye tests

3.2.6.5 Display Screens- Corrective Appliances

Compliance with standard - **NA**

3.2.7 Electrical Safety

Hazard	Electric shock, Fire, Explosion
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.7.1 Electrical Safety- Fixed Wiring

Compliance with standard - **NO**

Fixed wiring tests have been conducted in accordance with the industry standard.

Completed by Mayberry Electrical Ltd

Public toilets	Dated 25/05/2023 Satisfactory
Pavilion	Dated 16/12/2022 Unsatisfactory
Council Offices	Dated 14/12/2022 Unsatisfactory
Cemetery Buildings	Dated 24/05/2023 Unsatisfactory
St Marys Church	Dated 24/05/2023 Satisfactory

An Electrical Installation Condition Report (EICR) has been obtained for the recent fixed wiring test and is held on file.

Action Required: Electrical Safety- Fixed Wiring The recent fixed wiring test has identified the electrical installation as being in an unsatisfactory condition and it should be arranged for remedial works to be carried out by a competent electrician.

There is no certificates held for remedial works for:

Pavilion	Dated 16/12/2022 Unsatisfactory
Council Offices	Dated 14/12/2022 Unsatisfactory
Cemetery Buildings	Dated 24/05/2023 Unsatisfactory

3.2.7.2 Electrical Safety- Portable Appliances

Compliance with standard - **YES**

Portable appliance testing, as appropriate to the equipment, is up to date.
Done in May 2024 by Chris Hope- Jones for council offices and pavilion.

There is an inventory of all portable electrical appliances in use.

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

3.2.7.3 Electrical Safety- Other Controls

Compliance with standard - **YES**

Electrical switchgear areas were free from storage of combustible materials and access to the switchgear was free of obstructions.

All electric cupboards and switch rooms were observed to be secured to prevent unauthorised access.

Adequate electrical sockets were observed to be available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

3.2.8 Fire Safety Overview

Hazard	Sources of Ignition, Combustible material, Inadequate means of detection/ alarm systems, Inadequate controls, emergency procedures, training, drills etc, Inadequate access and arrangements for emergency services
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.8.1 Fire Safety Overview- Risk Assessment

Compliance with standard - **NO**

A specific fire risk assessment has been carried out.
 Council offices done by Fire skills Ltd on 11th May 2021
 Pavilion done by Fire Skills |Ltd on 11th Msy 2021

Action Required: Fire Safety Overview- Assembly Points Review your fire risk assessment at least annually or more frequently if you make significant changes to your building.

Action Required: Fire Safety Overview- Fire Extinguishers Develop an action plan to implement any outstanding issues identified by your fire risk assessment.

3.2.8.2 Fire Safety Overview- Emergency Services

Compliance with standard - **YES**

Suitable procedures are in place for the calling of emergency services.

Arrangements are in place to liaise with the emergency services in the event of a fire.

3.2.8.3 Fire Safety Overview- Detection & Alarms

Compliance with standard - **NO**

The fire alarm is a manually operated bell, siren, air horn or staff shouting "Fire, Fire, Fire" and is audible in all occupied parts of the building.

Cemetery is audible alarm only

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

Pavilion new fire alarm system fitted in February 2024

The fire alarm is audible in all occupied parts of the building.

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

The pavilion and the council offices are tested every other week.

Action Required: Fire Safety Overview- Detection & Alarms Ensure that the fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

there is no evidence of a fire service certificate for the council offices or the pavilion but it is believed that this has been done in 2024

3.2.8.4 Fire Safety Overview- Assembly Points

Compliance with standard - **YES**

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

Staff are aware of assembly point locations and arrangements

3.2.8.5 Fire Safety Overview- Fire Doors

Compliance with standard - **NA**

Notional fire doors

3.2.8.6 Fire Safety Overview- Stairs & External Escapes

Compliance with standard - **NA**

3.2.8.7 Fire Safety Overview- Fire Extinguishers

Compliance with standard - **YES**

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

All fire extinguishers are annually inspected and serviced by a competent person. Evotec Ltd November 2024

3.2.8.8 Fire Safety Overview- Signage

Compliance with standard - **NO**

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Action Required: Fire Safety Overview- Signage Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

3.2.8.9 Fire Safety Overview- In-house Checks

Compliance with standard - **YES**

Regular in-house fire checks include verifying that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. In-house fire checks on extinguishers are recorded.

Bi weekly fire checks are in place

3.2.8.10 Fire Safety Overview- Evacuation Plans

Compliance with standard - **YES**

A fire evacuation plan has been prepared.

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

Arrangements have been made with other occupants of the building to ensure the safety of employees and others in the event of fire.

Hirers of the pavilion.

3.2.8.11 Fire Safety Overview- Emergency Lighting

Compliance with standard - **NO**

Means of escape routes within the building and final exits have adequate emergency lighting.

The emergency lighting system is tested monthly by in-house personnel.

Action Required: Fire Safety Overview- Emergency Lighting Arrange for an annual service inspection of the emergency lighting system.

Action Required: Fire Safety Overview- Emergency Lighting Record all emergency lighting tests.

3.2.8.12 Fire Safety Overview- Fire Drills

Compliance with standard - **NO**

Action Required: Fire Safety Overview- Fire Drills Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.

3.2.8.13 Fire Safety Overview- Disabled Persons
Compliance with standard - **NA**

3.2.9 First Aid At Work

Hazard	Delayed response leading to injuries/ill health being exacerbated.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.9.1 First Aid At Work- Needs Assessment

Compliance with standard - **YES**

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

Some of the councillors are first aiders

There is only 2 staff

3.2.9.2 First Aid At Work- Personnel

Compliance with standard - **NA**

3.2.9.3 First Aid At Work- Equipment

Compliance with standard - **YES**

First aid kits are provided at key locations accessible to all employees.

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

These are provided as a community service.

3.2.9.4 First Aid At Work- Other

Compliance with standard - **NA**

3.2.10 Gas Safety

Hazard	Fire, Explosion, Asphyxiation
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.10.1 Gas- Controls

Compliance with standard - **NO**

Action Required: Gas- Controls Arrange for all gas installations and appliances to be tested by a Gas Safe registered contractor. Maintain records.

It is believed that these have been done but there is no certificates held on file

This is for the council offices only. There is no gas at the pavilion.

Gas pipework was viewed at the time to be protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

A suitable gas leak procedure is in place informing of the relevant steps to take in the event of a leak.

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

The gas supply isolators are readily identifiable and their location known.

3.2.11 Legionella Management

Hazard	Inhalation of Legionella bacteria
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.11.1 Legionella Management - General Controls

Compliance with standard - **NO**

Action Required: Legionella Management - General Controls Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.

There is an assessment in place for the Pvilion by Water Environmental Treatment Ltd dated June 2022
There is an assessment for the council offices being done tomorrow

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

All checks are carried out by WET Ltd

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

Shower heads are cleaned and descaled periodically to control the growth of Legionella bacteria.

An outbreak procedure has been developed.

Appropriate training of building services personnel is carried out.

The condition of cold water tanks is monitored on a regular basis.

Hot water tanks and calorifiers are inspected on a regular basis.

Infrequently used outlets have been identified and are flushed on a weekly basis.

The domestic water system is subject to routine maintenance by a competent person.

All checks and sampling are recorded.

3.2.11.2 Legionella Management - Cooling Towers

Compliance with standard - **NA**

3.2.12 Lone Work

Hazard	Delayed access to first aid/emergency services etc., Unsafe use of work equipment, Manual handling activities, Lack of supervision, Violence / Aggression
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.12.1 Lone Work - Prohibitions

Compliance with standard - **NA**

3.2.12.2 Lone Work - Monitoring/Supervision

Compliance with standard - **NO**

Action Required: Lone Work - Monitoring/Supervision Establish monitoring systems that record relevant information

There is no check in place for lone workers at the council offices or the pavilion.

At the pavilion the cleaner tells someone before she goes and when she leaves.

There is a lone worker policy dated May 2023

Action Required: Lone Work - Monitoring/Supervision Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.

3.2.12.3 Lone Work - Emergencies

Compliance with standard - **NO**

Action Required: Lone Work - Emergencies Ensure suitable arrangements are in place for lone workers with regards to emergencies e.g. fire, equipment failure, illness, accidents etc.

Lone workers have access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).

Suitable first aid provision is in place for lone workers, which covers access to supplies and treatment.

3.2.12.4 Lone Work - Miscellaneous

Compliance with standard - **NO**

Action Required: Lone Work - Miscellaneous Undertake a lone working risk assessment which covers work undertaken by lone workers.

Ensure working when dark or at night is covered in the lone working risk assessment.

Staff have been consulted on lone working either directly or via representatives.

Limits have been set on what work can be done alone.

Items can be lifted safely by lone workers.

3.2.13 Management of H and S

Hazard	Inadequate safety management system
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.13.1 Management of H and S - Policy

Compliance with standard - **NO**

Action Required: Management of H&S - Policy Review and update the Health and Safety Policy in line with the current company structure and current legislation.

3.2.13.2 Management of H and S - Comms & Consultation

Compliance with standard - **YES**

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

There is only 2 staff working out of the same office.

Health and Safety is a regular agenda item on meetings that are held with staff.

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

3.2.13.3 Management of H and S - Training

Compliance with standard - **NO**

Action Required: Management of H&S - Training Provide all new staff with health and safety instruction as part of their induction training.

Action Required: Management of H&S - Training Develop a programme of basic Health and Safety training for staff.

3.2.13.4 Management of H and S - Risk Assessment

Compliance with standard - **NO**

Action Required: Management of H&S - Risk Assessment Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.

A risk assessment is needed for

The council offices
The cemetery and buildings
The Pavilion
The Public Toilets

3.2.13.5 Management of H and S - Accidents Etc

Compliance with standard - **YES**

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

An Accident Book is provided for the recording of accidents.

There are arrangements in place to report any work-related ill-health.

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

3.2.13.6 Management of H and S - Emergency Plans

Compliance with standard - **YES**

Procedures for serious or imminent danger are established.

Staff are provided with suitable training in emergency plans and understand their role within them.

3.2.13.7 Management of H and S - Notices

Compliance with standard - **YES**

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

On the door in the office.

A copy of the employers liability insurance certificate is displayed or is available in electronic form to all employees.

Dated 01/04/2024

3.2.13.8 Management of H and S - Organisation

Compliance with standard - **NO**

The organisation has an effective structure in place for the management of health and safety.
Council - Town Clerk - Staff

The most senior member of the management team has accepted that they have overall and final responsibility for the safe running of the business.
Mayor and Town Clerk

Action Required: Management of H&S - Organisation Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities.

We recommend an IOSH Managing Safely course.

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

3.2.13.9 Management of H and S - Monitoring Etc

Compliance with standard - **NO**

Action Required: Management of H&S - Monitoring Etc Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record.

There is an informal process but it is not recorded

Action Required: Management of H&S - Monitoring Etc Ensure that there is a Health and Safety action plan, which is prioritised and monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.

3.2.14 Managing Manual Handling Operations

Hazard	Musculoskeletal injuries
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.14.1 Managing Manual Handling Operations

Compliance with standard - **NO**

Action Required: Managing Manual Handling Operations Instruct relevant employees that they must not lift any item if they believe it may cause them an injury.

3.2.15 Passenger and Goods Lifts

Hazard	Failure of the lifting equipment., Access to moving parts of the lifting gear., Maintenance of the lifting equipment., Entrapment within the lift car.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.15.1 Passenger and Goods Lifts - Maintenance and Examination

Compliance with standard - **YES**

Lifts are thoroughly examined by a competent person at appropriate intervals. (Every 6 months for lifts that are used to carry people and once a year for goods lifts).

Kones 03/09/2024

Current test certificates (for the lift equipment and ropes) are kept readily available for inspection. Inspection records need to be kept for at least 2 years.

A service contract is established for lifts to ensure they are regularly maintained, inspected and tested by Kones Ltd.

3.2.15.2 Passenger and Goods Lifts - Emergencies

Compliance with standard - **YES**

Suitable warning notices are displayed at the lift landings to warn people not to use the lift in the event of fire or emergency.

Arrangement exists with the local Fire Brigade/lift servicing contractor for calling out a service engineer to release occupants if the lift stops between floors.

3.2.15.3 Passenger and Goods Lifts - Plant Rooms

Compliance with standard - **YES**

external lift plant box.

All items of lift plant and equipment are adequately guarded.

Maintenance work involving the lift drive mechanism is only carried out by authorised competent persons.

3.2.15.4 Passenger and Goods Lifts - Safety Measures

Compliance with standard - **NA**

3.2.16 Stress Management

Hazard	Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.16.1 Stress Management- Controls

Compliance with standard - **NO**

Action Required: Stress Management- Controls The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.

3.2.17 Workplace H and S

Hazard	Not defined
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.17.1 Workplace - Cleanliness & Waste

Compliance with standard - **NO**

Action Required: Workplace - Cleanliness & Waste Clean and repair furniture, walls and floor areas as necessary in order to maintain a reasonable standard of cleanliness.

The carpet to the 1st floor meeting room is damaged and taped up

General housekeeping is adequate and the accommodation is tidy and free from any waste build-up and any slipping or tripping hazards.

Adequate and suitable waste receptacles are provided throughout the workplace.

3.2.17.2 Workplace - Doors & Gates

Compliance with standard - **NA**

3.2.17.3 Workplace - Falls/Falling Objects

Compliance with standard - **NO**

Stored materials and objects are stable.

Shelving is strong and secure and suitable for the materials stored on it.

Action Required: Workplace - Falls/Falling Objects Secure edge protection should be provided where a person might fall.

The garden of remembrance has a steep drop where the wall protection has fallen away

3.2.17.4 Workplace - Floors & Traffic Routes

Compliance with standard - **NO**

The floors are free from slipping and tripping hazards.

Action Required: Workplace - Floors & Traffic Routes Repair or replace the damaged flooring/floor covering. The stair covering to the 2nd floor are in poor condition and require replacement.

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Suitable handrails are fitted to stairs/steps.

Access steps into the premises are in good condition.

3.2.17.5 Workplace - Lighting

Compliance with standard - **NA**

3.2.17.6 Workplace - Room Dimensions/Space

Compliance with standard - **YES**

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

3.2.17.7 Workplace - Smoking

Compliance with standard - **YES**

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

3.2.17.8 Workplace - Temperature

Compliance with standard - **YES**

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

3.2.17.9 Workplace - Ventilation

Compliance with standard - **YES**

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

3.2.17.10 Workplace - Welfare

Compliance with standard - **YES**

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Sanitary conveniences have warm/hot water, soap and means of drying.

Sanitary conveniences are suitably ventilated, lit and kept clean.

An adequate supply of water is readily available and cups provided.

An adequate, suitable and secure space is provided to store workers' belongings.

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Suitable changing facilities are provided with storage for work clothing.

The rest area includes the facility to prepare or obtain a hot drink.

3.2.17.11 Workplace - Transparent/Translucent Surfaces

Compliance with standard - **NA**

3.2.17.12 Workplace - Window Restrictors

Compliance with standard - **YES**

The premises are not accessible by children or vulnerable adults. There is therefore no requirement for window restrictors to be fitted.

3.2.17.13 Workplace - Workstations & Seating

Compliance with standard - **YES**

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

3.2.17.14 Workplace - Pest Control

Compliance with standard - **NA**

3.2.18 Workplace Transport

Hazard	Injury/ death of pedestrians, Injury/ death of drivers, Damage to buildings, Vehicle collisions, Unstable loads
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.18.1 Workplace Transport- Risk Assessment

Compliance with standard - **NO**

Action Required: Workplace Transport- Risk Assessment Undertake a Traffic Management Risk Assessment at the Pavilion.

See Traffic management RA

The needs of Emergency service vehicles attending site has been planned.

3.2.18.2 Workplace Transport- Car Parks And Access

Compliance with standard - **NO**

The car park is considered low risk to pedestrians due to the size and low level vehicle movements.

The control measures within the car park are considered satisfactory to protection of pedestrians.

Action Required: Workplace Transport- Car Parks And Access Ensure appropriate speed restrictions and warning signage are put in place.

The car park has appropriate markings identifying vehicle parking and pedestrian walk ways.



3.2.18.3 Workplace Transport- Commercial Vehicle Movements

Compliance with standard - **NA**

3.2.18.4 Workplace Transport- Loading/Unloading
Compliance with standard - **NA**

3.2.18.5 Workplace Transport- Additional Considerations
Compliance with standard - **NA**

3.2.18.6 Workplace Transport- Temporary Arrangements
Compliance with standard - **NA**

3.2.19 Additional Observations

Hazard	Consultant to specify
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.19.1 Additional Observations and Considerations

Compliance with standard - **NO**

There is a garden of remembrance at the rear of the cemetery with a steep drop that has a broken wall
Repair the wall or put another barrier in place

3.2.19.2 Additional Observations and Considerations

Compliance with standard - **NO**

The fire door to the Pavilion meeting room is damaged and the intumescent strip has been removed at the base
The fire door has no Fire door keep shut signs on either side Replace the intumescent strip

3.2.19.3 Additional Observations and Considerations

Compliance with standard - **NO**

There is breaches of the fence along the fence line adjacent to the industrial estate Repair the fence

3.2.19.4 Additional Observations and Considerations

Compliance with standard - **NO**

There is breaches in the fence line adjacent to the river Repair these fences

3.2.19.5 Additional Observations and Considerations

Compliance with standard - **NO**

The football pitch is immediately adjacent to a river There is a high chance of footballs entering the river and members of the public entering the river (depth and strength unknown) to recover the football

My strong recommendation is that either the football pitch is moved to a safer location or its configuration changed
or a high netting is installed along the narrow edge of the football pitch to prevent balls from entering the river

This area needs to be risk assessed

3.2.19.6 Additional Observations and Considerations

Compliance with standard - **NO**

There is a dipping stage that leads to the river and there are no warning signs of deep water Install a warning sign in this area

You may wish to consider lifebelts

This area needs to be risk assessed

3.2.19.7 Additional Observations and Considerations

Compliance with standard - **NO**

The river runs along 2 sides of the Pavilion I recommend that Warning signs are installed for Deep Water

This area needs to be risk assessed

3.2.19.8 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.19.9 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.19.10 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.19.11 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.19.12 Additional Observations and Considerations

Compliance with standard - **NA**

3.2.19.13 Additional Observations and Considerations

Compliance with standard - **NA**

Section 4 - Supporting Photographs



Section 5 - Protocol and Disclaimer / Limit of Advice

5.1 Protocol

Introduction / Process

This report is a General Risk Assessment of the significant health and safety issues within your organisation and been prepared by a your Consultant following an inspection of your premises, an examination of documentation and discussions with relevant persons. The primary purpose of this report is to comment on the adequacy of existing risk controls and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Implementing these improvements will help prevent accidents or ill health to those who may be affected by your undertaking.

This report reflects the situation found at the premises at the time of the visit and is based upon the information and evidence provided to the Consultant. If evidence was not available to corroborate an action the Consultant is likely to have raised an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the Consultant.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Prioritising Health and Safety Actions

All health and safety actions identified by the Consultant are shown in Section 2 of this report - 'General Risk Assessment Action Plan' and are prioritised as follows:

Priority	Complete By	Definition
1	Immediate (But within 30 days).	<p>Requires Immediate Remedial Action - (For Intolerable / Substantial Risks)</p> <p>The safety or fire issue has been assessed as having a high likelihood of causing serious harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified.</p> <p>Likely regulatory enforcement action: Prohibition Notice.</p>
2	Within 60 days.	<p>Requires Remedial Action (For Moderate Risks)</p> <p>Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Improvement Notice.</p>
3	Within 90 days.	<p>Requires Some Additional Controls in Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks).</p> <p>Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.</p>
4	Within 180 days.	<p>Improvements should be carried out as advised.</p> <p>These may be best practice or industry standard and may require long-term investment.</p>

It is strongly advised that you complete the actions within the recommended timeframes shown. This will help to improve health and safety conditions within your workplace and reduce the likelihood of an accident occurring and/or any legal action being taken against your company in the criminal or civil courts. To help manage risks and actions identified in this report please refer to the library of information held in the Worknest portal.

5.2 Disclaimer / Limit of Advice

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation. It is based on a combination of observations made by the Consultant at the time of the visit, examination of relevant documents and information provided by your representatives which is accepted in good faith as being factual, accurate and valid. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

This report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded against hence it is incumbent on you to compile an individual assessment on each machine.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which you are responsible, there may be some areas that are inaccessible, or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage or are outside of the scope of the works requested. Any such areas which were not accessed during this risk assessment have been detailed in the Executive Summary.

It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered and that safe, appropriate and legal implementation of any remedial action is made. It is recommended that this assessment is reviewed at least annually and/or whenever there is a significant change within your business and that you continue to apply regular general risk reducing control measures as defined by your policies and procedures.

This report becomes uncontrolled when printed