



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR FLAG TOWER

Assessor: Town Hall Keeper

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Is any further action necessary?	Action by who?	Action by when?	Done
Blocked Access/Exit from Tower	Town Council Staff risk being shut outside.	M	<ul style="list-style-type: none">▪ Door to the Tower is always kept clear with Assistant Town Hall Keeper and Event Manager regularly checking the area.▪ If a staff member goes up to the Flag Tower, they always leave the door open and notify another member of staff that they are up there.▪ In Nov 2020 door was taken off, planed and refitted. A light was also fitted to the stairs for safer				



			navigation to flag tower.				
Slips & Trips	Town Council Staff risk fractures or bruising if they slip or trip. Due to the position of the Flag Tower there is also risk of death if someone were to fall over the edge.	H	<ul style="list-style-type: none"> ▪ No inspections are to take place in wet weather. ▪ Monthly inspections are undertaken on platform and stairs. Ensuring treads are clean and in good condition. There should be no excessive wear, missing treads or loose treads. Ensure banister is secured firmly to the wall and that defects are reported immediately with prompt remedial action. ▪ No lone working to take place, if a member of staff has to go up to the Flag Tower they 	Flag pole was restored in October 2023 with the attachment at the top of the pole being replaced			



			must be accompanied by another member of staff who remains at the bottom of the stairs.				
Manual handling of objects stored in Tower	Town Council Staff risk musculo-skeletal injuries.	M	▪ Town Council Staff are trained in manual handling.				

Risk Level: H – high, M – medium, L – low.

Date of Assessment: February 2024

Signed by Assessor: Andrew Lark