



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR STAIRS LEADING TO HOLMES CHAMBER

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
Slips & Trips	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none">▪ The stairs have white anti-slip paint on the edge of each step which is reapplied every few months.▪ During wet weather staff ensure the stairs are kept dry.▪ When wet from cleaning or wet weather, caution signage is put up.▪ Inspections are undertaken on floor and stair treads - clean and in good condition. There should be no				



			<p>excessive wear, missing treads or loose treads. Defects are reported immediately with prompt remedial action.</p> <ul style="list-style-type: none"> ▪ Carrying items up and downstairs is not encouraged unless user can keep one hand firmly on the handrail and have clear view of the steps. ▪ Staff ensure bags and coats are not blocking corridors. ▪ Lighting checks take place monthly so that the spotlights are illuminating the stairs fully. 				
Lose Banister	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none"> ▪ Banister is regularly checked to ensure it has not come lose 				



			from the wall or floor.				
Slippery Floors	Members of the public and Town Council Staff risk fractures or bruising if they slip or trip.	M	<ul style="list-style-type: none">▪ During weekly cleaning of floors, caution signs are put out until floor has completely dried.▪ Any spillages are immediately cleaned up and caution signs are put up whilst floor is still wet.				

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

Date of Assessment: Feb 2024

Signed by Assessor: Andrew Lark