



ARUNDEL TOWN COUNCIL

RISK ASSESSMENT FOR TOWN SQUARE

Assessor: Town Hall Keeper and Town Hall Manager

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
Selling Alcohol illegally	Sellers risk prosecution.	M	<ul style="list-style-type: none"> ▪ Supervision by personal licence holder (Town Hall Manager). ▪ Issue check list to hirers and personal supervision by PLH or designated supervisor. ▪ Users of the Cobbled Area must first complete an application form providing copies of relevant licenses, insurance etc... this must then be approved by the Planning Committee before they use the Cobbles. 				
Selling without a street trading licence	Sellers risk fines and penalties.	M	<ul style="list-style-type: none"> ▪ Confirmation that users have their own street trading licences. ▪ Users of the Cobbled Area must first complete an 				



			<p>application form providing copies of their street trading license if necessary. This must then be approved by the Planning Committee before they use the Cobbles.</p>				
Flagpole falling over	<p>Real risk of death or significant injury to members of the public and Town Council Staff. Also damage to motor vehicles.</p>	M	<ul style="list-style-type: none"> Regular monthly checks are carried out to ensure flagpole and surrounds are in good condition. Any defects are reported to the Town Hall immediately with prompt remedial action by either the Assistant Town Hall Keeper or Town Hall Keeper. 				
War Memorial Falling masonry and trip hazards	<p>Members of the public and Town Council Staff risk fractures or bruising if they slip or trip as well as risk of injury from falling masonry.</p>	M	<ul style="list-style-type: none"> Inspections are carried out monthly. Any defects are reported to the Town Hall immediately with prompt remedial action by either the Assistant Town Hall Keeper or Town Hall Keeper. 				
Electrical Output Boxes	<p>Members of the public and Town Council Staff risk electrocution.</p>	H	<ul style="list-style-type: none"> Boxes are clearly labelled with electrical danger signs. Boxes are kept locked and keys are kept in the Town 				



			<p>Council Office. Keys must be signed out, for example to Event Organisers.</p> <ul style="list-style-type: none"> Regular monthly checks are carried out to ensure the electrical boxes are in good condition, locked and that the labels are still intact. Any defects are reported to the Town Hall immediately with prompt remedial action by either the Assistant Town Hall Keeper or Town Hall Keeper. 				
Clock	Members of the public risk injury i.e head injury If the clock were to become dislodged.	M	<ul style="list-style-type: none"> The clock is monitored monthly, and repairs carried out when necessary. 				

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

Date of Assessment: Feb 2024

Signed by Assessor: Andrew Larkin