

Hartley Wintney Parish Council – Premises Risk Assessment

High Risk Items

ITEM	HAZARD	RISK	MEASURE
Stairs to Parish Council Office & Parish Council Committee Room	Precludes access to facilities by people with disabilities	H	Parish Council meetings held in the Lady Kaye Meeting Room since Jan 04
	Contravention of Equality Act 2010	H	Bell push provided at ground floor level to operate a bell in the Parish Office for use by visitors unable to use the stairs. Usage indicates the cost of installing an intercom system cannot be justified Advice regarding lack of access to Committee Room for people with disabilities now included on meeting notices. Under the Equality Act 2010, service providers have to make reasonable adjustments for disabled people in the way they deliver their services. This is so that a disabled person is not put at a substantial disadvantage compared to non-disabled people in accessing the services.
	Contravention of Freedom of Information Act	H	Provide alternative facilities at ground floor level for people with disabilities to access information usually available in the Parish Office Review location of Parish Office Having examined alternative methods of providing appropriate access to the Parish Council Office, it is considered that measures recommended address the requirements of the Equality Act.

NOTES

Although classified as High Risk, the hazards identified do not present any physical risk to users of the premises, the number of visitors to the Parish Office and meetings being minimal

Medium Risk Items

ITEM	HAZARD	RISK	MEASURE
Fire exit from Parish Office & Committee Room; uneven exit route at first floor level	Fall and/or injury	M	Reflective strip applied to step at exit door Additional decking laid on roof to provide level surface
Top landing to Parish Office stairs	Trip/fall	M	Angle strip installed to secure carpet tile edge

Medium/Low Risk Items

ITEM	HAZARD	RISK	MEASURE
Car park lighting scheme provides illumination levels below those considered appropriate for public building car park	Fall and/or injury	L/M	PIR controlled external light on front of Appleton Hall operating
Ramp designated for use by people with disabilities not identified	Fall and/or injury	L M	Signage fitting
<i>Brick on edge on side of ramp not for use by people with disabilities</i>	<i>Fall and/or injury</i>	<i>M</i>	<i>Provide physical deterrent to trip hazard. Not an item to be addressed by the Parish Council but important that resolution adopted by VHCMC does not compromise public safety. Discussed with Halls Administrator and suggested methods of addressing matter.</i>
Ramp to Appleton Hall for use by people with disabilities not visible when entering premises	Fall and/or injury	L/M	Signage provided
No handrail to ramp serving Appleton Hall	Fall and/or injury	L/M	Discussed with Halls Administrator. Item not identified during safety inspection arranged by Victoria Hall Charity; omit from measures to be taken.
No handrail on steps down to Appleton Hall	Fall and/or injury	L/M	Handrail installed
Front edge of steps serving Appleton Hall not clearly visible	Fall and/or injury	L/M	Hazard strip provided to front edge of steps; material used to be renewed.
Step down from Appleton Hall external fire exit not clearly visible	Fall and/or injury	L/M	Sign on inside of door awaiting fitting; reflective strip to edge of step to be resourced
Hot water in Appleton Hall children's toilet potentially too hot for young children	Scald	L/M	Local thermostatic control device fitted
No indication at ground floor level that Parish Council Office is occupied	Loss of life	L/M	Indication facility provided

Low Risk Items

ITEM	HAZARD	RISK	MEASURE
Divided ownership of car park & Foyer not clearly delineated	Litigation/financial		Insurers advise that delineation is not required
Inadequate toilet provision & circulation space	Injury	L	Council to liaise with VHCMC in Ladies Toilets to review toilet provision to premises; consider extending toilets into Foyer. VHCMC believe it impractical to consider extension
Lack of formal cloakroom provision	Injury	L	Council to liaise with VHCMC to review provision; consider creating cloakroom facility within Foyer. VHCMC consider current arrangements satisfactory
Surface temperature of night storage heater on current ramp serving Appleton Hall	Burn	L	Ensure compliance with regulations and consider: providing barrier to prevent access to ramp by unaccompanied children or a guard to front of heater
Vision panel in Appleton Hall entrance door obscured when premises in use by Montessori Nursery School	Injury	L	Removable board now used to obscure door window
External fire exit route from Appleton Hall not clearly identified	Loss of life	L	Signs fitted
Play sand spilt across all weather surface to side of Appleton Hall	Slip/trip	L	Area to be regularly swept; raised with Montessori Nursery School
Degradation of grassed area adjacent to all weather surface to side of Appleton Hall	Trip/fall	L	All weather surface extended; fence installed to prevent use of grassed area in inappropriate conditions
Appleton Hall fire exit assembly points not identified	Loss of life	L	Assembly point [A.P.] sign fitted
Appleton Hall electrical distribution switchgear located in a public area	Electrical shock Loss of life	L	Signage fitted
External fire exit route from Lady Kaye Meeting Room not clearly identified	Loss of life	L	Fire escape notices provided
Lady Kaye Meeting Room fire exit assembly point not identified	Loss of life	L	Identify A.P. and apprise Hall users; add A.P. to safety notices and provide appropriate R.P. signage.
Surface temperature of heaters in Lady Kaye Meeting Room	Burn	L	Sign to be provided
Fire Exit from Parish Office & Committee Room			Secondary escape route via external staircase agreed with Building Control
- Exit route advice not displayed	Loss of life	L	Route details displayed and visitors advised of designated premises exit route
- Exit route not immediately obvious	Loss of life	L	Signage provided
- Exit route in Parish Office not indicated	Loss of life	L	Signs provided
- Assembly points not identified	Loss of life	L	Sign installed

Additional Information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

Versions 1 - 5: Not on file
Version 6: Approved - September 2007
Version 7: Reviewed by Policy Committee – 23rd April 2018
Approved by Full Council – 6th August 2018