



PUMP HOUSE

The Pump House Risk Assessment

Assessed by: Sarah Johnson

Date Assessed: 4th July 2024

Persons at Risk:

Review Date: 3rd July 2025

- The public including children
- Town Council staff
- Contractors

Hazard	Risk	Controls in Place	Impact (1-5)	Likelihood (1-5)	Additional Controls Required
Fire hazards (see also Pump House Fire Risk assessment)	Fire from electrical faults or kitchen/bar use	Regular PAT testing of all electrical equipment Fire extinguishers placed at strategic points No smoking policy enforcement Regular fire drills and safety briefings	4	2	Install smoke detectors and a fire alarm system
Electrical safety	Electric shock or fire	Ensure all electrical equipment is PAT tested Use certified contractors for electrical installations Regular inspection of electrical connections and equipment	5	2	Regular staff training on electrical safety



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Lift malfunction	Potential for individuals being stuck in the lift due to malfunction or power outage.	Regular maintenance and inspections of the lifts, emergency communication system inside the lift, procedures for responding to entrapment	3	2	Implement regular drills for lift entrapments, ensure availability of trained personnel for rescue
Injury from closing lift doors	Potential for individuals to be caught or injured by closing lift doors.	Safety sensors on doors to prevent closure if obstruction detected, clear signage and instructions for safe use of the lift.	3	2	Enhance safety features on lift doors, conduct regular maintenance of door mechanisms, provide training on safe use of the lift.
Safety and accessibility	Slips, trips and falls from steps to stage and building entrance, and curtain strings. Slips from wet floors, trips from uneven surfaces	Well lit signage, periodic inspection of curtain strings. Ensure good lighting in all areas Regular inspection and immediate rectification of hazards	3	3	Ensure steps are event and curtain strings are in a place of safety. Place warning signs for wet floors and other hazards.
Risks relating to the stairs	Potential for trips and falls on stairs due to slippery surfaces	Ensure carpet is safe on stairs, adequate lighting maintained, clear signage for stair use.	3	2	Enhance lighting on stairs, install handrails for support, conduct regular inspections for safety hazards.



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	or inadequate lighting.				
Window safety	Injury from sash windows	Securely fasten windows Regularly inspect window mechanisms	3	2	Install safety catches on windows
Fire exits	Blocked fire exits	Ensure fire exits are clearly marked and unobstructed at all times Conduct regular fire drills	5	1	Conduct regular inspections and drills
Accessibility Challenges	Difficulties in accessibility for disabled individuals using stairs despite having lifts.	Accessible lift options, regular maintenance checks, signage for disabled access routes.	3	2	Conduct accessibility audits, consider additional support for users of external lift, improve disability awareness training for staff.
Structural safety	Injuries from building integrity issues	Regular inspection of the building structure Repair of identified issues	5	2	Hire structural engineers for periodic safety assessments
Kitchen and toilet facilities	Hygiene issues	Regular cleaning and maintenance Ensure availability of cleaning supplies	3	2	Ensure adequate hand washing and cleaning supplies are available
Environmental factors	Overheating and discomfort due to inadequate ventilation.	Proper ventilation systems, temperature monitoring.	2	3	Regular maintenance of ventilation systems.
Emergency response	Delayed response to emergencies	Train staff in first aid and emergency procedures Ensure easy access for emergency services	5	1	Regular emergency drills and reviews



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Legal and compliance issues	Non-compliance with health and safety regulations, licensing requirements.	Regular audits, adherence to local regulations, staff training on compliance.	4	3	Strengthen compliance monitoring, ensure all licenses are up to date.
Security of sensitive documents	Potential unauthorised access or theft of secure documents stored within the council offices.	Restricted access to sensitive areas, secure filing systems, staff training on document handling procedures	4	3	Enhance access control measures, implement encrypted digital storage for sensitive information.
Public access	Risks associated with public access to the building, including accidents, conflicts, or emergencies.	Clearly marked fire exits, regular safety drills, visible emergency contact information, security personnel during public events.	3	3	Review and update evacuation procedures, improve signage for emergency exits.
Public behavior and safety	Incidents of abuse towards staff	Notice regarding respectful behavior, trained staff in conflict resolution, panic buttons for emergencies.	3	2	Enhance security presence during peak times, implement customer service training for staff.
Finance and compliance	Failure to maintain adequate	Regular financial audits and budget monitoring			



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<p>See also FTC Finance and Audit RA</p>	<p>financial resources and comply with regulations could lead to operational disruptions, legal penalties, and potential closure.</p>	<p>Comprehensive insurance coverage</p> <p>Regular inspections and staff training for compliance</p> <p>Up to date licenses and permits maintained</p> <p>Legal consultation for regulatory updates</p>	<p>4</p>	<p>3</p>	<p>Strengthen budget monitoring procedures</p> <p>Enhance frequency of compliance inspections</p> <p>Increase staff training on compliance</p>
<p>Storage and handling of hazardous cleaning substances.</p>	<p>Potential hazards include accidental spills, health risks from exposure, and environmental contamination.</p>	<p>Segregate substances in a locked cupboard.</p> <p>Ensure proper labeling and storage away from food and drinks.</p> <p>Provide staff training on safe handling and emergency procedures.</p> <p>Maintain adequate ventilation in storage area.</p>	<p>3</p>	<p>2</p>	<p>Regular inspections of storage conditions. Refresher training for staff on handling procedures. Annual review of emergency response protocols.</p>



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<p>Chairs and tables</p> <p>See Manual Handling RA</p>	<p>Injury from falling stacks of chairs and tables plus injury from the manual handling of chairs and tables</p>	<p>Proper stacking procedures, clear signage for safe stacking limits, staff training on safe handling and stacking. Use of proper lifting techniques, availability of trolleys and other equipment to assist with moving, staff training on safe handling procedures.</p>	<p>3</p>	<p>2</p>	<p>Implement regular inspections of stacked items, use securing mechanisms for stacked chairs and tables, conduct periodic safety training for staff. Review and update event safety protocols, conduct regular drills for staff and event organizers on safe handling and emergency response.</p>
<p>Finance and compliance</p> <p>See also FTC Finance and Audit RA</p>	<p>Failure to maintain adequate financial resources and comply with regulations could lead to operational disruptions, legal penalties, and potential closure.</p>	<p>Regular financial audits and budget monitoring</p> <p>Comprehensive insurance coverage</p> <p>Regular inspections and staff training for compliance</p> <p>Up-to-date licenses and permits maintained</p> <p>Legal consultation for regulatory updates</p>	<p>4</p>	<p>3</p>	<p>Strengthen budget monitoring procedures</p> <p>Enhance frequency of compliance inspections</p> <p>Increase staff training on compliance</p>



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* See also risk assessments for

- Manual Handling
- FTC Emergency Plan
- Fire
- Health and Safety Policy
- Water

This comprehensive risk assessment covers a wide range of potential hazards and controls for the Pump House in Faringdon, ensuring safety and security for all users and preserving the integrity of the historic building