



OLD TOWN HALL

The Old Town Hall Risk Assessment

Assessed by: Sarah Johnson

Date Assessed: 26th June 2024

Persons at Risk:

Review Date: 26th June 2025

- The public including children
- Town Council staff
- Contractors
- Event attendees
- Volunteers

Hazard	Risk	Controls in Place	Impact (1-5)	Likelihood (1-5)	Additional Controls Required
Fire hazards (see also Old Town Hall 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. Ensure historical preservation does not compromise fire safety standards.
Electrical safety	Electric shock or fire	Ensure all electrical equipment is PAT tested Use certified contractors for electrical installations	5	2	Regular staff training on electrical safety



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		Regular inspection of electrical connections and equipment			
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 is detected 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, non-slip surfaces on steps, periodic inspection of curtain strings. - Use non-slip mats - 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	Ensure carpet is safe on stairs, adequate lighting maintained, clear signage for stair use.	3	2	



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	surfaces or inadequate lighting.				Enhance lighting on stairs, install handrails for support, conduct regular inspections for safety hazards.
Window safety	Injury from sash windows	<ul style="list-style-type: none"> - Securely fasten windows - Regularly inspect window mechanisms 	3	2	Install safety catches on windows. Ensure strings from curtains are fastened and out of the way of small children.
Fire exits	Blocked fire exits	<ul style="list-style-type: none"> - Ensure fire exits are clearly marked and unobstructed at all times - Conduct regular fire drills 	5	1	Conduct regular inspections and drills
Accessibility	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 including weather related incidents	Injuries from building integrity issues	<p>Regular inspection of the building structure</p> <p>Immediate repair of identified issues</p>	5	2	Employ structural engineers for periodic safety assessments.
Kitchen and toilet facilities	Hygiene issues	<p>Regular cleaning and maintenance</p> <p>Ensure availability of cleaning supplies</p>	3	2	Ensure there are adequate cleaning options.



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Environmental factors	Overheating and discomfort due to inadequate ventilation.	Proper ventilation systems, temperature monitoring.	2	3	Regular maintenance of ventilation systems, consider alternative cooling options.
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
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.
Public safety	Risks associated with public gatherings and events held within the Old Town Hall, including crowd management and emergency evacuations.	Event planning and coordination, clear emergency exit routes, security personnel during events.	3	3	Review and update event safety protocols, conduct regular drills for staff and event organizers.
	Risks associated with	Clearly marked fire exits, regular safety drills, visible emergency			



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Public access	public access to the building, including accidents, conflicts, or emergencies.	contact information, security personnel during public events.	3	3	Review and update evacuation procedures, improve signage for emergency exits.
Public behaviour and respect for the War Memorial	Incidents of vandalism, disrespectful behaviour, or misuse of the war memorial area.	Security presence, clear signage regarding conduct expectations, public education initiatives.	3	2	Enhance security monitoring, collaborate with community groups for respectful usage guidelines.
Overcrowding	Injuries from overcrowding	Limit number of attendees according to building capacity Ensure clear signage for exits Regular monitoring of crowd density	4	3	Employ crowd control personnel during large events
Finance and compliance See also FTC Finance and Audit RA	Failure to maintain adequate financial resources and comply with regulations could lead to operational disruptions, legal penalties,	Regular financial audits and budget monitoring Comprehensive insurance coverage Regular inspections and staff training for compliance Up-to-date licenses and permits maintained	4	3	Strengthen budget monitoring procedures Enhance frequency of compliance inspections Increase staff training on compliance



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	and potential closure.	Legal consultation for regulatory updates			
Storage and handling of hazardous cleaning substances.	Potential hazards include accidental spills, health risks from exposure, and environmental contamination.	<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>	3	2	Regular inspections of storage conditions. Refresher training for staff on handling procedures. Annual review of emergency response protocols.

* See also risk assessments for



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- Events
- 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 Old Town Hall in Faringdon, ensuring safety and security for all users and preserving the integrity of the historic building.