

Venue / location	Old Town Hall
Assessment type	General
Date of assessment	1st May 2026
Assessed by	Sarah Johnson
Date of next review	1st May 2027
Review frequency	Annually or following significant change, incident or building works
Those likely to be affected	Members of the public (including children), Town Council staff, councillors, volunteers, hirers and contractors
Responsible person	Faringdon Town Council
Person responsible on site	Facilities team / duty staff / hirer (as applicable)

Hazard/Risk	Potential Harm	Controls in place	Risk severity (1-5)	Likelihood (1-5)	Additional controls required
Changes in level not clearly marked	Trips and falls	Visual contrast markings and signage	4	3	Improve markings where needed
Wet floors from cleaning or weather ingress	Slips and injury	Cleaning procedures, wet floor signage, entrance mats	4	3	Monitor during adverse weather
Uneven or damaged flooring	Trips and injury	Routine maintenance, reporting defects	4	3	Repair defects promptly
Poor or inadequate lighting	Trips, unsafe movement	Emergency and general lighting maintained	4	3	Upgrade lighting where dim
Obstructed circulation routes	Delay, injury	Clear routes policy, staff checks	5	3	Pre-event checks
Doors causing pinch points	Injury, congestion	Controlled door use, signage	3	3	Review layout
Narrow routes causing congestion	Congestion, delays	Capacity control	5	3	Manage occupancy
Poor signage	Confusion, unsafe movement	Signage installed	4	3	Improve clarity
Glazing injuries	Cuts, injury	Safety glass or markings	4	2	Apply markings where needed
Low headroom or protrusions	Head injury	Warning signage	3	2	Pad or mark areas
Unsafe storage	Falling items	Safe storage procedures	4	3	Audit storage
Falling objects	Injury	Secure fixtures	4	3	Routine checks
Poor condition of walls/ceilings	Injury	Maintenance programme	4	3	Repair promptly
Unsafe furniture	Injury	Regular checks	3	3	Replace damaged items
Trailing cables	Trips	Cable management	3	3	Improve routing
Electrical defects	Fire, injury	Testing and inspections	5	2	Immediate repair
Overcrowding	Congestion	Capacity limits	5	3	Enforce limits
Inadequate seating	Standing congestion	Provision planning	3	3	Review layouts
Poor ventilation	Discomfort, illness	Ventilation systems	3	3	Improve airflow
Temperature extremes	Discomfort	Heating controls	3	2	Monitor conditions
Water leaks	Slip, damage	Maintenance checks	4	3	Repair leaks quickly
Poor cleanliness	Trips, hygiene	Cleaning schedules	3	3	Increase frequency

Infection transmission	Illness	Cleaning, hygiene facilities	3	3	Reinforce hygiene
Waste accumulation	Hazards	Waste management procedures	3	3	Regular removal
Pest attraction	Health risk	Cleaning, waste control	3	2	Monitor
Accessibility barriers	Exclusion, risk	Accessible design	4	3	Review access
Ramps/thresholds	Trips	Design compliance	3	3	Improve where needed
Evacuation of less able users	Delayed evacuation	Staff assistance, procedures	5	3	Training, consider PEEP
External ground conditions	Slips, falls	Maintenance, gritting	4	3	Winter plan
Drainage issues	Standing water	Drain maintenance	4	3	Improve drainage
Vehicle/pedestrian conflict	Injury	Signage, separation	5	3	Review layout
Wear and tear	Injury	Routine inspections	3	3	Repair promptly
General building security issues	Unauthorised access	Locks, monitoring	4	3	Improve controls
Lift (access to main hall)	Entrapment, misuse during fire, delay to evacuation	Lift installed and regularly serviced, alarm system in place, signage stating not to use in fire, staff guidance provided, separate lift risk assessment in place	5	3	Reinforce no use in fire, ensure hirers aware, refer to lift RA, staff to assist users where required
Reference to other risk assessments	Failure to follow specific procedures leading to increased risk	Relevant risk assessments in place (Fire RA, Lift RA, Conditions of hire), staff aware and documents accessible	4	2	Ensure all staff and hirers are directed to relevant risk assessments where applicable