



# Horley Town Council Risk Assessment

**Horley Town Council Offices and Community Building (Edmonds Hall),**

**Albert Rooms, 92 Albert Road, Horley RH6 7HZ**

- **Horley Town Council comprises 5 staff, 2 caretakers and a complement of 18 councillors.**
- **It is public facing to receive residents, visitors and contractors every Monday-Friday during core business hours, from 10.00 am to 4.00 pm.**
- **The building is a single storey, providing front and rear access with a Community Hall attached which can accommodate up to 60 people. It is used for public meetings and other council business as well as private hire for regular and ad hoc recreational activities.**
- **The building has a small foyer and a small equipped kitchen where staff, councillors and hirers can make drinks and heat food.**
- **There are separate male/female and disabled toilets with handwashing facilities.**
- **The offices and hall are cleaned thoroughly every day by caretakers with good quality cleaning and antibacterial products which are stored in a secure cupboard.**
- **The Edmonds Hall is accessed by a rear entry door and this is separate from the Council offices which are situated at the front of the building.**
- **The building is locked and alarmed outside core business hours and has 24-hour security monitoring, 7-days a week.**

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
<p><b>Exposure to person(s) suffering from Coronavirus (Covid-19), testing positive or displaying symptoms.</b></p>	<p><b>Staff, caretakers, councillors, hall hirers, contractors, volunteers, residents and visitors may come in to contact with the virus due to their work or other activity when inside the Council building.</b></p>	<ul style="list-style-type: none"> <li>• Covid-19 has been downgraded as no longer a public health emergency but certain groups of people may still be at risk and preventative measures are therefore encouraged.</li> <li>• Hygiene control is maintained with the provision of hand sanitisers around the building.</li> <li>• Entry doors to the building are touch activated on exit.</li> <li>• The Council Offices/Edmonds Hall will continue to be maintained under government HSE guidelines and any new or amended legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sanitation supplies are checked and replenished as required.</li> </ul>	<p>Facilities Officer.</p>		
<p><b>Slips and Trips</b></p>	<p><b>Staff, caretakers, councillors, hall hirers, contractors, volunteers, residents and visitors may be injured if they trip over objects or slip on spillages.</b></p>	<ul style="list-style-type: none"> <li>• There are water absorption mats at each doorway entrance, fixed to the floor.</li> <li>• Main throughfares are kept clear of objects and obstructions.</li> <li>• Notices are displayed to remind hirers to keep corridors clear.</li> <li>• Cupboards are available to store items.</li> <li>• All areas are well lit with automatic emergency lighting.</li> <li>• All areas are cleaned every weekday.</li> <li>• Good housekeeping and tidiness is practiced to reduce risk of trips.</li> <li>• All equipment is used safely with no trailing leads or cables.</li> </ul>				

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<b>Manual handling of heavy goods (eg. paper reams, office supplies/ equipment and heavy furniture.</b>	<b>Staff, caretakers, councillors, hall hirers and contractors –</b> personal injury from manual handling of heavy goods, furniture or other large objects.	<ul style="list-style-type: none"> <li>Manual handling of heavy goods is kept limited by receiving deliveries on site by suppliers/drivers.</li> <li>A trolley is available for moving tables that are not on wheels.</li> <li>Chairs stacked in the hall are always no more than six in height.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be given manual handling training and appropriate lifting techniques for heavy goods/furniture and to encourage other hall users to do likewise.</li> </ul>	Facilities Officer		
<b>Manual handling, above height level, eg. storing items on high shelves, or putting away equipment in storage cupboard</b>	<b>Staff and councillors</b> risk personal injury from falls from above height level and items falling on them.	<ul style="list-style-type: none"> <li>A step stool is available for staff to reach heights and are asked not to use chairs.</li> <li>A step ladder with handrail is available for hard to reach areas.</li> <li>Items that need to be stored in the loft (or requires other specific work) are done so trained contractors, including window cleaning.</li> </ul>				
<b>Display Screen Equipment</b>	<b>Staff and councillors</b> risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments.  Other conditions, eg, headaches or eye problems can occur, e.g. if the lighting is poor and regular breaks from working are not taken.	<ul style="list-style-type: none"> <li>DSE Assessments are carried for all new staff and then biannually.</li> <li>Workstations and equipment are fully adjustable to ensure best positioning.</li> <li>Adjustable blinds at windows to eliminate glare.</li> <li>Lighting and temperature controllable.</li> <li>Staff encouraged to take an eye test every 2 years.</li> <li>Laptop user to carry out own DSE assessment for use away from office. Users to be provided with separate keyboard and mouse. Staff encouraged to take regular breaks away from screen.</li> </ul>	Ensure DSE Assessments kept up to date.	Facilities Officer		

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Hot Water	Hall Hirers vulnerable users at risk of scalds.	<ul style="list-style-type: none"> <li>There are TMV (Thermostatic Mixing Valves) fitted to all taps</li> </ul>				
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Legionella	All Building users are at risk of legionella transmission from infected water sources.	<ul style="list-style-type: none"> <li>Regular temperature reading are taken of all taps.</li> <li>An external contractor is engaged to monitor and reduce the risk.</li> </ul>	Ensure regular water testing and other compliance requirements are carried out.	Facilities Officer		
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Electrical	Staff, Visitors, Councillors & hall hirers could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> <li>All electrical appliances are PAT tested at the appropriate time interval.</li> <li>Staff are instructed to report any frayed or damaged cables, defective plugs, or discoloured sockets.</li> <li>Defective equipment is taken immediately out of use and labelled accordingly.</li> <li>5 yearly electrical survey of the building is undertaken.</li> </ul>				

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Fire	Danger to all users of the building of death or injury.	<ul style="list-style-type: none"> <li>• Monthly test of the fire alarm.</li> <li>• 6 monthly service of the fire alarm</li> <li>• Annual service of the emergency lighting.</li> <li>• Annual serving of fire extinguishers</li> <li>• New staff undertake fire safety training.</li> <li>• Regular Evacuation drills.</li> <li>• Terms and Conditions of hall hire restrict numbers of people allowed in the hall to allow for safe and efficient evacuation.</li> <li>• Terms and Conditions of the hall prohibit extinguishers being used to prop doors, to require fire doors to be left closed and kept free of obstructions.</li> <li>• No smoking building policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Disconnect Cooker</li> </ul>	Helen M		

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Lone Working	<p>Staff could suffer injury or ill health while out of the office, e.g. when visiting non-manned sites, or while working alone in the office.</p> <p>Staff &amp; Councillors are also vulnerable to an altercation with a member of the public</p>	<ul style="list-style-type: none"> <li>Staff should follow the Lone Working policy which all new starters are made aware of.</li> <li>Lone working is the exception rather than the norm.</li> <li>Buzzer &amp; video entry system is in place.</li> <li>Protection counter in place.</li> <li>Internal office doors are lockable.</li> <li>Panic alarms in situ and mobile alarm available</li> </ul>	<ul style="list-style-type: none"> <li>Potentially we need to amend lone working policy to include home working.</li> </ul>	Joan		
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Extreme Temperatures	All Building users at risk from extreme temperatures especially those clinically vulnerable	<ul style="list-style-type: none"> <li>In the main public area the heat is set to 20C.</li> <li>Windows are openable in the hall.</li> <li>The office has an climate control unit that can provide both hot and cold air.</li> <li>Most windows have blinds that can additionally control the temperature.</li> </ul>				
Hazardous Substances	All building users at risk.	<ul style="list-style-type: none"> <li>Only domestic cleaning products which are non-hazardous used. This means the</li> </ul>	<ul style="list-style-type: none"> <li>Store items in a lockable cupboard</li> </ul>	Joan or Helen		

	People are exposed through the skin and eyes, ingestion, inhalation, accidental injection with can cause ill health.	substance could cause short term health effects, such as skin irritation. <ul style="list-style-type: none"> <li>• Substances are stored in a cupboard out of sight of children.</li> <li>• More hazardous cleaning products used by the contracted cleaners are locked in a storeroom.</li> </ul>	when building is extended.			
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Local Authority: Horley Town Council

Assessment carried out by: J Walsh, Town Clerk  
H Maan, Facilities Officer

Assessment Date: 1 July 2024

Date of next review: Annual Review – July 2025

***\*This COVID-19 Risk Assessment will be kept under review intermittently and whenever there are any significant changes made in line with public health guidelines or by Government.***

***This COVID-19 Risk Assessment was carried out with due diligence, in consultation with Horley Town Council staff, councillors and the following advice sources:***

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk), [www.hse.gov.uk/disability/](http://www.hse.gov.uk/disability/), [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

***Surrey Community Action, National and County Associations of Local Councils (NALC, Surrey ALC Limited)***

Any queries in relation to this Assessment should be directed to:

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