

Dawlish Town Council

Risk Assessment

Reference: AM-SB 01-04-25

Title	Manor House – Casual Hire Risk Assessment	Date Of Assessment	Tue 01 Apr 2025
Site	Dawlish Town Council	Location	The Manor House
Risk Assessor	Andrew McKenzie	Assisted By	Stuart Beck
Non-Employees Involved	–	People At Risk	Visitors, Members of the Public, Volunteers, Employees, New & Expectant Mothers, Children & Young Persons, Contractors
Task Description	Evaluation of Risk to Hirers		
Risk Rating	Medium		
Review Date	Thu 02 Apr 2026	Reviewer	Stuart Beck

Hazards

Hazard	Uneven, Wet or Slippery Floors				
Risk Of Harm	Staff, tenants, visitors, hirers and contractors may be injured if they trip over objects or slip on spillages				
Existing Control Measures	-All areas well lit including stairs – majority are PIR activated -No trailing leads or cables -Communal areas to be kept clear – eg no boxes left in walkways, deliveries immediately stored -Manor House cleaned daily -Signage present to indicate wet floors -All staff undertake appropriate training -Caretaker undertakes regular visual inspections to ensure walkways kept clear -Hirers / contractors to keep communal areas clear. -Equipment for cleaning spillages are available in each kitchen area.				
Further Action(s)	Reference	Required Action	Assigned To	Due Date	Status
Spillages cleaning equipment		Weekly check of spillages equipment replace as necessary.	Shaun Lawson	Mon 07 Apr 2025	Completed

Hazard	Fire				
Risk Of Harm	All users				
Existing Control Measures	-Fire risk assessment in place and reviewed -Extinguishers serviced annually -Evacuation routes clearly signed -Weekly Fire alarm Testing. -Kitchen has separate fire suppression equipment -All rooms detail evacuation procedures -Appropriate training provided to staff				

Hazard	Electrical
Risk Of Harm	Electric shock. Shock from un-tested equipment
Existing Control Measures	-PAT testing undertaken annually for Manor House equipment -Hire agreement requires third-party electroinc equipment to be PAT tested prior to use in the building

Hazard	Manual handling
Risk Of Harm	Hirers and staff – injuries or back pain from handling heavy / bulky items
Existing Control Measures	-Trolley used to move heavy items where appropriate -Heavy items stores / accessible a the appropriate height -Appropriate manual handling training provided to staff -Chairs to be stacked no more than 5 deep in storage area -Large tables to be stored upright – two people to move tables at any one time

Hazard	Work at height
Risk Of Harm	Falls from any height can cause bruising and fractures
Existing Control Measures	-Caretaker to undertake working at height duties -Appropriate training provided to Caretaker -All step ladders are to EN131 specification. -Appropriate ladder to be used for working at height -Ladder are inspected prior to use -Ladder inspected formally every 6 months

Hazard	Asbestos				
Risk Of Harm	Staff, tenants, visitors / hirers and contractors carrying out normal activities at very low risk. Asbestos only a risk if fibres are released into air and inhaled. Maintenance workers / contractors most at risk.				
Existing Control Measures	-Asbestos located in roof tiles only -Warning sign on loft hatch -Contractors to sign in prior to works; must read asbestos report and sign to confirm understanding prior to works -Staff / contractors to report any accidental damage immediately -Yearly visual inspection of condition and recorded.				
Further Action(s)	Reference	Required Action	Assigned To	Due Date	Status
Asbestos Visual Inspection	Yearly Inspection	Visual survey to be carried out to check for damage.	Stuart Beck	Wed 01 Apr 2026	Not started

Hazard	Working Alone				
Risk Of Harm	Staff could suffer injury or ill health while out of the office or while working alone in the office				
Existing Control Measures	-Staff to following procedure in adopted Lone Working Policy & be advised of any changes -Staff messaging app to allow instant messaging of any issues -Town Council office security badge entrance / exit -Panic alarm at Town Council (internal) reception desk				

Hazard	Security & Unauthorised Access				
Risk Of Harm	Hirers, council staff				
Existing Control Measures	-Manor House covered by external CCTV -Manor House foyer covered by internal CCTV -Manor House doors open whilst Town Council office attended -Main door control in operation outside of Town Council staff in attendance; access to building via security fob only (keycode provided to hirers only – not to be passed on to attendees) – main door auto-locks when closed. Hirers and attendees able to exit building via main entrance using 'push to exit' button. -Manor House alarm system can be operated remotely by authorised staff				
Further Action(s)	Reference	Required Action	Assigned To	Due Date	Status
Access Procedure review	Yearly Review	Review out of hours access Policy	Stuart Beck	Mon 01 Sep 2025	Not started

Hazard	Safeguarding (if children/vulnerable adults present)				
Risk Of Harm	Participants and public				
Existing Control Measures	-Hirers responsible for ensuring appropriate age related and other checks in place prior to operating session -Matters of concern to be reported to relevant authority(ies) immediately				
Further Action(s)	Reference	Required Action	Assigned To	Due Date	Status
Safeguarding procedure	Yearly Review	To review policy and update as required due to new policy's	Stuart Beck	Wed 01 Apr 2026	Not started

Hazard	Public or Visitor Access
Risk Of Harm	-Inability to access rooms for hire due to disability or accessibility requirements
Existing Control Measures	-Ground floor rooms accessible -Kitchen and upstairs rooms accessible via public lift -Lift serviced twice a year -Lift not to be used in the event of a fire – users of the lift must be able to exit the building in the event of fire via stairs -External accessibility ramps to the rear of the Council Chamber, and Conservatory

Past Reviews

Review Date	Reviewer	Comments
Wed 01 Apr 2026	Stuart Beck	No further amendments