APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Health and Safety Risk Assessment 2026 - 2027

Area	Hazard	Current Controls	Level of Risk H/M/L	Is Control adequate or is further Action needed?	Actioned by whom?	Action by when?	Review 2026-27
Health and Safety							
	Non-compliance with risk assessment and health and safety policy.	Health and Safety Policy	L	Policy to be reviewed and adopted Employees to be made aware of policy	Clerk	Every 2 years - next adopted in 2027	☑
		Health & Safety Risk Assessment	L	To be reviewed and adopted Employees to be made aware of risk assessment	Clerk	Every 2 years – next adopted in April 2025, then April 2027	☑
		Accident Book	L	To be accessible at all times Located in Moot Hall (Clerk's Office) and Public Hall (Kitchen cleaning cupboard).	Clerk	Ongoing	☑
		First Aid	L	Employees to receive basic training every 3 years First Aid Boxes located in Moot Hall (Kitchen) and Public Hall (Kitchens) First Aid Boxes contents to be checked and replaced as required	Clerk & Public Hall caretaker	Completed – three staff in September 2025 First Aid boxes replaced and updated, Feb 2026	☑
		Training	L	Employees to complete appropriate Health & Safety training	Clerk	Completed - two staff members in Moot Hall and Public Hall completed training in 2024	☑
Moot Hall							
	Slips, trips and falls	Floors, corridors and stairs to be kept clear	M	Corridor regularly cleared to avoid build-up of boxes	All staff	Ongoing	☑

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		Ramp to exhibition room signed	L	Sign displayed to alert people	TIC Manager	Ongoing	☑
		Entrance and steps to Council Chamber to be lit	L	Checked twice monthly	Clerk	New motion lighting installed 2023	☑
		Council Chamber steps edges to be marked	L	Checked – repainted annually	Clerk	Ongoing	☑
	Fire	Fire Risk Assessment	L	Recommendations actioned appropriately	Clerk	Ongoing	☑
		Fire alarms fitted	L	Fire alarms tested	Clerk	Alarms tested six monthly by Beacon Fire and tested weekly by Clerk's Office	☑
		Fire extinguishers available	L	Fire extinguishers checked	Clerk	Checked weekly by trained staff and annually by Beacon Fire, replaced when required	☑
		Emergency lighting fitted	L	Emergency lighting tested	Clerk	Annually tested by Beacon Fire and replacement lights fitted in 2024 Tested weekly by Clerk's Office	☑
		Fire exits marked and kept clear	L	Check for any obstructions	Clerk	Ongoing	☑

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		Evacuation Plan	L	Council Chamber outside door unlocked when in use Evacuation plan tested	Clerk	Evacuation plan updated and due to be tested in April 2026	☑
	Electrocution	Electrical installations checked	L	If any electrical issues are identified, they are reported straight to the electrician to be checked.	Clerk	EICR to be carried out in 2026	☑
		Portable appliances tested (PAT)	L	Y	Clerk	Annually (last done March 2026)	☑
	Manual handling	Trolley available in Public Hall	L	Internal manual handling risk assessment available to staff.	Clerk	Ongoing	☑
	Lone working	Panic button installed under TIC desk linked to Clerk's Office	L	Panic button tested weekly.	TIC Manager	Ongoing	☑
		Panic button linked to Chubb security	L	Tested annually	TIC Manager	Annually in May	☑
		Door by toilet locked when TIC open	L	Checked	TIC employees	Ongoing	☑
	Carbon monoxide poisoning	Gas boiler serviced	L	Annual boiler service completed by contractor Independent annual check by insurance company.	Clerk	Servicing due in June 2026	☑
	Building Maintenance	Appropriately qualified Contractors employed in line with Financial Regulations	L	Check Contractors Employers & Public Liability insurance RAMS carried out if necessary.	Clerk	Annually and ongoing as appropriate	☑ ☑
	Infectious Diseases	Staff exercise caution regarding symptoms	L	Any cases must remain off work until no longer contagious.	Clerk	Ongoing	☑

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				Government guidelines to be followed.			
Public Hall							
	Slips, Trips and falls	Stage step edges to be marked	L	Checked and repainted if necessary. Hallways and areas kept clear	Clerk and Public Hall caretaker	Annually	☑
		Spillages to be cleared immediately	L	Wet floor signs and cleaning equipment/supplies located together in kitchen cupboard, which is clearly marked. All Hirers informed at time of booking and booking conditions acknowledges this.	Clerk	Ongoing	☑
	Fire	Fire alarms fitted	L	Fire alarms tested	Clerk	Alarms tested six monthly by Beacon Fire and weekly by Clerk's Office	☑
		Emergency lighting fitted	L	Emergency lighting tested	Public Hall caretaker	Annually tested by Beacon Fire and weekly by Clerk's Office	☑
		Fire extinguishers available	L	Fire extinguishers checked	Clerk	Checked weekly by trained staff and annually by Beacon Fire, replaced when required	☑
		Fire exits marked and kept clear	L	Areas around fire exits are checked regularly	Public Hall caretaker	Ongoing	☑

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		Evacuation plan	L	Evacuation plan to be reviewed and tested All Hirers informed at time of booking. Signing booking conditions acknowledges	Clerk, Public Hall caretaker	Evacuation plan updated and due to be tested in April 2026	☑
		Floors, corridors and stairs to be kept clear	L	Regularly checked by Public Hall Caretaker. All Hirers informed at time of booking. Signing booking conditions acknowledges	Clerk, Public Hall caretaker	Ongoing	☑
	Electrocution	Electrical installations checked	L	If any electrical issues are identified, they are reported straight to the electrician to be checked.	Clerk	Carried out early 2025 and remedial works completed Then every 5 years	☑
		Portable appliances & stage lighting tested (PAT)	L	Y	Clerk	Annually (last done March 2026)	☑
	Manual handling	Trolley available	L	Internal manual handling risk assessment available to staff.	Clerk	Ongoing	☑
	Asbestos	Asbestos sealed and signed under the stage	L	Asbestos Survey carried out by qualified contractor	Clerk	Annually – last completed July 2025	☑
	Control of Substances Hazardous to Health	Chemicals stored appropriately	L	Appropriate Personal Protective Equipment (PPE) provided	Public Hall caretaker	Ongoing	☑
	Water Testing	Undertake appropriate testing	L	Regular water temperature testing	Public Hall caretaker	Weekly	☑
	Lift	Lift maintained and serviced by	L	Regular checks by Orona lift company		Quarterly	☑

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		appropriate Contractor		Independent check by qualified insurance company		Annual	
		Lift access keys available	L	Key available in Caretaker's office, location made known to Staff. Key also located in Moot Hall key box.	Clerk / Public Hall caretaker	Ongoing	☑
	Lone working	Doors to be kept locked at all times when in the building alone	L	Carry a mobile phone	Employees	Ongoing	☑
	Carbon monoxide poisoning	Gas boilers serviced	L	Annual boiler service completed by contractor Independent annual check by insurance company.	Clerk	Annual Main Hall boilers due in April 2026 Supper Room due June 2026	☑
	Building Maintenance	Appropriately qualified contractors employed	L	Check Contractors Employers & Public Liability insurance Check Contractors Health and Safety policy and risk assessments when appropriate RAMS carried out when necessary	Clerk Clerk	Annual and ongoing as appropriate Ongoing	☑ ☑
	Stage mechanisms	Check stage curtain winding mechanism	L	Fixed immediately if any issues detected.	Public Hall caretaker	Ongoing	☑
Fair Hill							
	Horse Fair	Check Public Liability insurance for Licensee	L	Copy of insurance certificate kept on file	Clerk	May every year	☑

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	Slips, Trips and falls	Inspect field before and after Appleby Horse Fair	L	Risk assessment carried out with licensee before and after Horse Fair. Any issues identified are rectified pre-Fair.	Clerk	Week before Fair and within one week post-Fair	☑
	Water	Taps to be reconnected to pipes pre-Fair to check, and removed post-Fair to store.	L	Any issues identified are rectified pre-Fair.	Clerk	Week before Fair and within one week post-Fair	☑
	Water Testing	Potential contamination	L	Environmental officers test water pre-Fair	Clerk	Week before Fair	☑
Dowpitts Wood							
	Falling Trees	Adequate public liability insurance	L	Survey by qualified arboriculturist and work carried out as advised	Clerk	Every two years	☑
	Uneven Path	Under review	M	Under review with contractor to improve paths. Steps need to be renewed. As an interim measure, signs to be placed on entrances.	Clerk	Ongoing	☑
Market Arcade Toilets							
	Slips, Trips and falls	Step edges to be marked	L	Checked and repainted if necessary.	Clerk	Ongoing	☑
	Cleaning	Appropriately qualified Contractors employed	L	Check Contractors Employers & Public Liability insurance Check Contractors Health and Safety policy and risk assessments including COSHH assessments	Clerk	Annually and ongoing as appropriate	☑ ☑

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	Water Testing	Undertake appropriate testing	L	Regular water temperature testing (cold water supply only)	Public Hall caretaker	Monthly	☑
	Building Maintenance	Appropriately qualified Contractors employed	L	Check Contractors Employers & Public Liability insurance Check Contractors Health and Safety policy and risk assessments when appropriate RAMS carried out when necessary	Clerk	Annual and ongoing as appropriate	☑ ☑
	Electrocution	Electrical installations checked by qualified Electrician	L	If any electrical issues are identified, they are reported straight to the electrician to be checked.	Clerk	EICR completed early 2025	☑
Cloisters							
	Building Maintenance	Appropriately qualified Contractors employed	L	Check Contractors Employers & Public Liability insurance Check Contractors Health and Safety policy and risk assessments when appropriate. RAMS carried out when necessary	Clerk Clerk	Annually and ongoing as appropriate	☑ ☑
Crosses							
	Maintenance of Structure	Adequate public liability insurance	L	Undertake visual inspection	Clerk	Ongoing	☑
Tenanted Properties							

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	Building Maintenance	Appropriately qualified Contractors employed	L	Check Contractors Employers & Public Liability insurance Check Contractors Health and Safety policy and risk assessments where appropriate Undertake electrical inspection	Clerk Clerk Clerk	Annually and ongoing as appropriate Every 5 years	☑ ☑
	Tenants		L	Check Tenants Employers & Public Liability insurance.	Clerk	Ongoing, copy kept on file	☑

Signed: *P Davidson*

Mayor: Pamela Davidson
Dated: Wednesday 22nd April 2026

Signed: *S Gilbertson*

Clerk: Sue Gilbertson
Dated: Wednesday 22nd April 2026