

## RISK ASSESSMENT FORM

Location / Activity	Hazards	Consequence	PSR x	PLR =	RRN	Control Measures	Action taken	RRN 2 <sup>nd</sup>	Action to be taken
Town Hall – Council Chamber / Heritage Centre (incl. admin. Systems)	Building unusable	Loss of income – minor	2	3	6 (M)	Insurance cover	Reviewed annually	4	
	Building unusable	Inability to deliver services Loss of data	3	2	6 (M)	As above Back up copies held off premises		4	
	Theft, damage, etc.	Inability to deliver services	4	3	12 (H)	Insurance cover Staffed during opening times	Reviewed annually	6	
	Trips, falls	Personal injury	4	3	12 (H)	Fitted carpet Elimination of trip hazards		4	
	Fire	Personal injury	5	3	15 (H)	Exit signs Rechargeable torches Fire extinguishers Mains smoke detectors Users to be briefed on safe use Training to be delivered to regular users PAT testing Periodic electrical testing	Checked monthly Serviced annually Checked monthly Annually Every 5 years	4	
Name of Assessor (print): Mrs Gillian Thompson					Responsible Councillor:				
Signature:					Date: 7 <sup>th</sup> July 2021				

<b>PSR</b> <b>(Potential Severity Rating)</b>	<b>Multiply by</b>	<b>PLR</b> <b>(Probable Likelihood Rating)</b>	<b>=</b>	<b>RRN</b> <b>(Risk Rating Number)</b>
<u>Severity</u> (use one only)		<u>Likelihood</u> (use one only)		<u>RRN Score of:</u>
1 – Slight injury / slight consequence		1 – Highly unlikely to happen		1 – 5
2 – Minor injury / minor consequence		2 – Remotely possible		6 – 10
3 – Major injury / major consequence		3 – May happen occasionally		11 – 15
4 – Fatality		4 – May happen frequently		16 +
5 – Multiple fatalities		5 – Highly likely to happen		RRN 2 <sup>nd</sup> indicates the position after control measures have been actioned.