

Subject: Workplace Risk Assessments (Incl. Covid) & Car Park Signage

Please click on the link below to access your shared folder in which you will find the following Risk Assessments as pdfs:

<https://eu.workplace.datto.com/4/filelink/dugci-wufezo-rniegb25>

- Station House Workplace Risk Assessment
- Station House Covid-19 Secure Risk Assessment
- Council Offices Workplace Risk Assessment
- Council Offices Covid-19 Secure Risk Assessment.

Below I have outlined the suggested signage for the car park on providence road:

- It is suggested that clear signage be displayed designating one way in and one way out for vehicles
- Designate the 'Way In' from Ship Road – 'IN ONLY' signage required
- Designate the 'Way Out' onto providence – 'OUT ONLY' signage required
- Traffic direction of flow arrows should be marked on the ground
- The parking space demarcation lines require repainting as does the yellow hatching for the public entry route at the far end of the car park
- As the car park may be used as a walk through by the public maximum speed signage should be displayed '5 mph' on entry
- Caution signage 'pedestrians' should also be displayed on entry as there is a blind bend when cars are parked on the inside bend with traffic flowing to oncoming pedestrians walking into/through the car park.

Please feel free to contact me if you require any more information regarding the above.

Regarding the Workplace Risk Assessments, all the control measures recorded are assumed to be in place to reduce the level of risk. Therefore, the assessments should be reviewed, and a check made to ensure all control measures are either being delivered now or are planned to be implemented in the future. A risk reduction plan should be used for this process.

The completing of a risk assessment is only the first step, and there is other health & safety legislation that Burnham Town Council will be required to follow, other such legislation includes the following: this list is not exhaustive:

- The Management of Health & Safety Regulations (Risk Assessment, Competent Persons and Emergencies)
- Asbestos Management Regulations (Asbestos surveys are required for both locations)
- Electricity at Work Regulations (this includes fixed electrical and portable electrical appliances)
- Control of Substances Hazardous to Health (COSHH)
- The management of legionella (Legionella risk assessments are required for both locations)
- Regulatory Reform (Fire Safety) Order 2005 (Fire Risk Assessments are also required for both locations)
- The Manual Handling Operations Regulations
- Display Screen Equipment Regulations (DSE)
- First Aid at Work Regulations.

These are the main regulations whereby associated hazards have been identified in your Workplace Risk Assessments. It is important that once the Risk Assessments have been reviewed and finalised that staff are made aware of the hazards/risks and controls. This should be done via a staff training session. It would also be good practice to make the Risk Assessments available to members of the public who hire any of the meeting rooms at either location.

And finally, I would suggest someone contact the body responsible for the railway station and/or the Office for rail and Road (ORR) as the lack of entrance and exit barriers poses a serious risk of injury and even death to a child running onto the platform; at the very least barriers could be positioned directly in front of the platform to stop/slow a child down.

Again, if you need any further clarification on the above or support with implementing the above, please feel free to contact me.

Regards,
Russ

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