COWES TOWN COUNCIL – RISK ASSESSMENT RECORD

Work area covered by assessment: Maintenance and cleaning of commemorative plaques sited on the Bandstand (Cowes Parade) and Francki Place

Personnel involved: Deputy Town Clerk, Facilities and Town Manager

Non-employees affected: Plaque cleaning contractor and Members of the public

Assessor's name: Kate Scragg, Deputy Town Clerk

Date of assessment: 22 September 2025
Date of next review: September 2026

METHOD STATEMENT - INSPECTION

1. The plaques are to be inspected annually by the Deputy Town Clerk or Facilities and Town Manager to determine whether damage has been sustained to any plaques and mountings.
2. A written report shall be produced following inspection to detail any damage that has been sustained to any plaque or mountings; whether plaques are secure within their mounting; and whether mountings are fixed securely to the attachment structure.

METHOD STATEMENT – MAINTENANCE

1. The plaques are to be annually maintained using the methodology approved by Cowes Town Council.
2. Any maintenance required to plaques or mountings are to be reported to the plaque cleaning contractor, who will provide costs for repairs.
3. Costs are to be agreed by Cowes Town Council prior to any works commencing, in accordance with the Town Council's Financial Regulations.
4. The area, whilst cleaning /maintenance is in progress, is to be screened off from the public and all cleaning /maintenance materials kept within the screened off area.
5. Removal off site of the plaque and backboard is the preferred option for annual maintenance.

RISK ASSESSMENT

Item No	Hazards Identified	Risks Identified	What are you already doing?	Action	Priority for Remedial Action*
1	Accidents	Interface with the public for cleaning/maintaining in-situ	Provide guarding as detailed in item 4 of 'Method Statement – Maintenance' as deemed necessary.		Medium
2	Accidents	Interface with the public for removal for cleaning/maintenance	Provide guarding as detailed in item 4 of 'Method Statement – Maintenance' as deemed necessary.		Medium
3	Noise	Noise from contractors' equipment	Work to be undertaken at appropriate distance from members of the public and between the hours of 8am – 6pm only.		Low
4	Dust	Dust from contractors' activities during cleaning/maintenance	Work to be undertaken at appropriate distance from members of the public.		Low
5	Fall from height	Working from height	Contractor to undertake own risk assessment when working above ground height and use equipment that is in good working order.		Medium
6	Accidents	Slips, trips or falls. Injury to contractor and / or members of the public if they trip over objects or slip on spillages or fall in the immediate area of the works	Provide guarding as detailed in item 4 of 'Method Statement – Maintenance' as deemed necessary. If any accidents occur whilst the contractor is in attendance, he must obtain full names, address, contact details, full details of the accident together with the date and time of the accident and provide all this information to the Town Council office as soon as possible, so they can write a formal report.		Low
7	Use of hazardous materials	Injury to contractor and / or members of the public	Any products used by the contractor must have a data safety sheet and if required a COSHH Risk Assessment.		Medium

8	Damage to attachment structure	Damage sustained to attachment structure on removal of plaque mountings	Contractor to take all reasonable precautions to preserve the fabrication of the surface of the attachment structure. Contractor to report any damage to the Town Council asap.		Low
9	Covid-19 and other pendemics	Transmission of virus	Work to be undertaken at appropriate distance from members of the public.		Low
10	Crime	Vandalism, intentional damage, arson or theft	Report to the Police via the 101 system and then the Town Council office.		Low

*** The remedial action required must reflect the rating given for the task.**

Signed: K. Scragg
Deputy Town Clerk - Cowes Town Council

Dated: 22 September 2025