

	AGENDA ITEM NO.
Report Cover Sheet	
Name of Meeting:	Member / Trade Union Joint Panel
Date of Meeting:	4 th October 2007
Report Title:	Risk Assessment – Town Hall Parking
Summary of report:	The information below details the risk assessment carried out, summarising findings and recommendations.
For further information please contact (report author);	(Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456716)
Business Unit:	Environmental Health,
Would the recommended decision be contrary to the policy framework:	No
Would the recommended decision be contrary to the budgetary framework:	No
Wards of the District directly affected by this decision:	N/A
Key Decision?	No
Included within the Forward Plan?	No
Is the report Private & Confidential?	No
Date and name of meeting when issue was last considered and relevant minute number:	04/07/2007
Background Papers:	Warwick District Council Accident Reports

Consultation Undertaken		
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.		
Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	Yes	
Other Warwick District Council Service Areas	Yes	Those appropriate to the Risk Assessment
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval With regard to officer approval, all reports must be approved by the report authors relevant director, Financial Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	24/09/07	Craig Anderson
Chief Executive		
CMT		
Section 151 Officer		

Legal		Simon Best (no comment)
Finance		Marcus Miskinis (no comment)
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION(S)

1.1 That the contents of this report be noted.

2. REASON(S) FOR THE RECOMMENDATION(S)

2.1 The information below details the risk assessment carried out, summarising findings and recommendations:

**RISK
ASSESSMENT
NAME OF
ASSESSOR
CARRIED OUT
WITH**

Town Hall Parking

DEPARTMENT

Various

**Alan
Richardson**

DATE 29/08/2007

**REVIEW
DATE**

**Karen Warren &
Various Departments**

**ACCEPTED
BY**

(1) LIST HAZARDS HERE (POTENTIAL TO CAUSE HARM)	(2) PEOPLE WHO ARE ESPECIALLY AT RISK FROM THESE HAZARDS	(3) LIST EXISTING CONTROLS HERE	(4) RISKS THAT <u>ARE NOT</u> ADEQUATELY CONTROLLED	(5) RISK RATING PRIORITY (Take into account actions in 6) RRP	(6) ACTION YOU WILL TAKE (WHERE IT IS REASONABLY PRACTICABLE TO DO MORE
Introduction of decriminalisation of parking. Resulting in WDC Members / Employees having to park vehicles further away from Town Hall	Members / WDC Employees attending evening meetings	To avoid parking charges, members & employees are parking in multi-storey car parks such as St. Peters.	For members / employees not walking to Town Hall in groups (alone), risk of violent attack / harassment is increased (particularly during hours of darkness)	3	Members / employees to walk to Town Hall in groups. Where this is not practical, (person on their own or has a disability) if it is necessary to park on Regent Grove next to the Town Hall. Cost to be claimed back or (below) Consideration to be given to altering the pay & display times on Regent Grove.
Resulting in parking and incurring parking costs	As above	Members and employees are parking and paying and reclaiming costs	As above	3	Parking on an ad-hoc basis where room permits behind the Town Hall premises Parking at St Peter's car park (walking in groups) Members and employees to carry mobile phones and personal alarms – that a fit for purpose

RISK ASSESSMENT – August 2007

Hazards associated with Members & Employees parking and walking to attend evening meetings at Town Hall

1. Introduction

- 1.1 As a result of concerns raised by Members and WDC Employees, primarily regarding the proximity of car parks to the Town Hall with the increased risk of being a victim of a violent attack or harassment, a Risk Assessment has been carried out by the Health & Safety Adviser and Senior Personnel Officer. The assessment recommends actions to be taken by members and employees whilst making their way to the Town Hall from the vehicles and on the return journey.

2. Scope

- 2.1 The risk assessment applies to Members and WDC Employees who attend evening meetings at the Town Hall.

3. Objective

- 3.1 The purpose of the risk assessment and this accompanying document is to offer advice on how to minimise the risks inherent with walking to and from the Town Hall.

4. Risk Assessment findings

To minimise the risks of a violent attack or harassment from a member of the public, members and employees should consider the following options, to minimise the risks:

- a) Where possible, members and employees should walk in groups (preferably in pairs or more) – this will offer 'safety in numbers'. This is the option that the Parking Attendants have used to negate their risks of working late shifts.
- b) Where walking in groups is not practical for what ever reason, e.g. due to a disability or equipment needed to be transported to Town Hall, members and employees should park on Regent Grove nearer to the Town Hall. Disabled spaces are available in front of the Town Hall on the parade and adjacent on Regent Grove. Costs incurred for parking must be claimed back and recompensed by Warwick District Council as a result of parking at this location. Equipment and bulkier items could be dropped off earlier and then cars parked.
- c) Consideration could be given to altering the times for paying for parking along Regent Grove from 8.00pm until 6.00pm each evening. By doing this, people including members and employees will be able to park nearer to the Town Hall, vastly reducing the distance needed to travel by foot. This would likely result in only a 20 pence charge for parking from 5.30 pm until 6.00 pm. Addressing the issues below:
 - Reducing the distance WDC Employees manually handle equipment / documents into the Town Hall.
 - Reducing the risk of being attacked / harassed
- d) There are other parking options also open to members and employees. Newbold Terrace 'pay & display' is in operation between 9.00 am until 5.00 pm. Sections of Dormer Place

are also enforced between 9.00 am 5.00 pm. Making the walking distance to and from the Town Hall shorter and less likely to incur parking charges.

- e) An option to park at the Police station has been considered but disregarded as the Police already have parking capacity issues with their own staff and reliable sources suggest this is not a viable option.
- f) Discussions with the Town Hall Officer suggests that on an ad-hoc basis, parking may be an option in the parking area behind the Town Hall but this is very limited as there are already designated parking bays. If on a temporary basis, double parking could occur until a designated parking bay became available this would also offer another alternative. Obviously this is a risk in itself as it would effectively block in another car.
- g) St Peter's Car Park is the main hub for the Parking Attendants control office and as such is always manned; therefore making it a safer car park to park in as people will be around until 12 midnight in this location (provided members & employees parking here travel to and from the Town Hall in groups).
- h) It would be prudent for members and employees to ensure that they carry mobile phones with them and that they are fully charged and switched on together with alert alarms for females / vulnerable people.

5. Recommendations

Implementation of some / all of the above control measures and recommendations would further reduce risks posed to members and employees from walking to and from the Town Hall.

However the recommendation of this report would be that Members and employees should walk in groups (preferably in pairs or more) as a minimum measure. This will offer 'safety in numbers', will not incur any further parking costs, does not involve any changes to current regulations on car parking charging times and will minimise the risks sufficiently.

2.2 Use of additional Headings

2.2.1 Not Applicable.

3. ALTERNATIVE OPTION(S) CONSIDERED

3.1 Not Applicable.

4. BUDGETARY FRAMEWORK

4.1 Not Applicable.

5. POLICY FRAMEWORK

5.1 Not Applicable.