

Risk Assessment – Community Telephone Box Library / Book Exchange

Location: Main Street , Broomfleet, HU15 1RJ

Owner: Broomfleet Parish Council

Assessment Date: September 2026.

Review Date: September 2027.

Hazard	Persons at Risk	Potential Harm	Existing Controls	Further Actions	Risk Rating
Uneven ground or step at entrance	Public, children, elderly users	Trips, slips, falls	Visual inspections undertaken	Repair defects as identified	Low
Damaged glazing, sharp edges or deteriorated structure	Public, volunteers	Cuts and minor injuries	Annual structural inspection and routine checks	Remove from use if unsafe	Low
Shelving collapse or unsecured furniture	Users	Minor injuries from falling books or shelving	Shelving securely fixed to structure	Check fixings during inspections	Low
Overcrowding of books causing obstruction	Users	Trips, falling objects	Limit quantity of books stored	Regular volunteer monitoring	Low
Vandalism and anti-social behaviour	Public, Parish Council	Damage to property, litter, unsafe environment	Regular inspections and community reporting	Repair damage promptly	Low
Fire involving books or contents	Public, nearby property	Smoke, burns, property damage	No electrical equipment installed, no storage of flammable liquids	Routine inspections	Low
Water ingress creating slippery surfaces	Users	Slips and falls	Routine inspections of roof, seals and floor	Prompt maintenance	Low
Manual handling during stocking and maintenance	Volunteers	Strains and sprains	Volunteers advised to use sensible lifting techniques	Avoid lifting excessive quantities	Low
Unsuitable or offensive	Public, children	Distress or complaints	Community monitoring and	Remove inappropriate	Low

materials left in library			regular inspections	e materials promptly	
Lack of maintenance leading to deterioration	Public, Parish Council	Increased repair costs, safety issues	Assigned volunteer/council inspections	Maintain inspection log	Low
External and internal decoration.	User's	Falls during erection of decorations and removal. Risk of decorations becoming loose or damaged. Environmental waste, damage to phone box.	Limit use of Decorations.	No Decorations internally or externally to be added.	Low

Inspection Regime

- Monthly visual inspection by nominated volunteer or Parish Council representative.
- Six-monthly condition inspection of structure, glazing, door, hinges and shelving unit.
- Annual review of risk assessment.
- Immediate inspection following reports of vandalism or storm damage.

Emergency Arrangements

- Any significant structural damage to result in temporary closure until repairs are completed.
- Damaged glass or hazardous defects to be isolated immediately and reported to the Parish Council.
- Serious incidents to be recorded and investigated.

Residual Risk

Following implementation of the above controls, the residual risk associated with operating a community telephone box library is considered a Low risk. Parish councilors or Approved contractors only to carry out maintenance or works to the telephone box. Risk assessment to be displayed on the PC website.