

What the hazards	Who might be harmed & how?	What are you already doing?	Do you need anything else to manage this risk	Action by who?	Action by when?	Done
Slips & trips	Staff & visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. <ul style="list-style-type: none"> ▪ All areas are well lit, including stairs. ▪ Trailing leads or cables are moved or protected. ▪ Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. ▪ Staff mop up or report spillages. 	No.			
Manual handling	Staff risk injuries or back pain from Handling heavy/bulky objects, e.g. deliveries of paper.	<ul style="list-style-type: none"> ▪ Heavy items are stored/accessible 	No.			
Working at height	Falls from any height can cause bruising and fractures.	I have considered this and it doesn't apply to my office.	No.			
Health of workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Clerk liaises with the Chairman and one other councillor (SK)	The Council has a legal duty to protect employees from stress at work by doing a risk assessment and acting on it. Guidance on the HSE website.			

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Computers, laptops and similar equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environment. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Assess workstations, reduce risks and provide information and training. ▪ Work planned to include change of activity or regular breaks	No.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	▪ Fire risk assessment has been completed and adequate fire safety measures are in place. ▪ Evacuation plan has been implemented and tested. ▪ Regular checks made to ensure escape routes and fire exit doors are not obstructed	Village Hall Management is responsible for fire safety procedures			
Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.		The Council should consider the need to PAT testing. Guidance on requirements is contained in the HSE leaflet 'Maintaining portable electric equipment in low-risk environments' Create an inventory of work equipment	Council Clerk	 28/02/19	

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Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. parish locations					

This risk assessment should be reviewed review if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in the office, such as new work equipment or work activities.

Sources

<http://www.hse.gov.uk/pubns/indg236.pdf> 'Maintaining portable electric equipment in low-risk environments'

<http://www.hse.gov.uk/stress/risk-assessment.htm> HSE 'Stress risk assessment'

<http://www.hse.gov.uk/msd/dse/> HSE Working safely with display screen equipment