What the	Who might be harmed	What are you already doing?	Do you need anything	Action by who?	Action by	Done
hazards Slips & trips	& how? Staff & visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. • 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.	else to manage this risk No.		when?	
Manual handling	Staff risk injuries or back pain from Handling heavy/bulky objects, e.g. deliveries of paper.	 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.			

What the	Who might be harmed	What are you already doing?	Do you need anything	Action by who?	Action by	Done
hazards	& how?		else to manage this risk		when?	
Computers,	Staff risk posture	Assess workstations, reduce	No.			
laptops	problems and pain,	risks and provide information				
and similar	discomfort or injuries,	and training.				
equipment	e.g. to their hands/					
	arms, from overuse or	Work planned to include				
	improper use or	change of activity or regular				
	from poorly designed	breaks				
	workstations or work					
	environment.					
	Headaches or sore					
	eyes can also occur,					
	e.g. if the lighting is					
	poor.					
Fire	If trapped, staff could	• Fire risk assessment has been	Village Hall			
	suffer fatal injuries	completed and adequate fire	Management is			
	from smoke	safety measures are in place.	responsible for fire safety			
	inhalation/burns.	Evacuation plan has been	procedures			
		implemented and tested.	_			
		 Regular checks made to 				
		ensure escape				
		routes and fire exit doors are				
	G 00 11	not obstructed		~		
Work	Staff could get		The Council should	Council		
equipment	electrical shocks or		consider the need to PAT			
	burns from using		testing. Guidance on			
	faulty electrical		requirements is contained			
	equipment. Staff may also suffer		in the HSE leaflet 'Maintaining portable			
	injury from moving		electric			
	parts of equipment or		equipment in low-risk			
	unbalanced		environments'			
	equipment.		CHVIIOIIIICIIIS			
	equipment.		Create an inventory of	Clerk	28/02/19	
			work equipment	CIOIN	20,02,17	

What the	Who might be harmed	What are you already doing?	Do you need anything	Action by who?	Action by	Done
hazards	& how?		else to manage this risk		when?	
Lone	Staff could suffer	Lone worker policy in place				
working and	injury or ill health					
visiting	while working alone	Home Working Policy in place				
	in the office or while					
	out of	Council members aware of				
	the office, e.g. parish	their duties as an employer				
	locations					

This risk assessment should be reviewed 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