| What the hazards                                     | Who might be harmed & how?   | What are you already doing?  | Do you need anything<br>else to manage this risk  | Action by who? | Action by when? | Done |
|--|--|--|---|----------------|-----------------|------|
| Slips & trips  | Staff & visitors may<br>be injured if they trip<br>over objects or slip on<br>spillages                                  | <ul> <li>General good housekeeping is carried out.</li> <li>All areas are well lit, including stairs.</li> <li>Trailing leads or cables are moved or protected.</li> <li>Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>Staff mop up or report spillages.</li> </ul> | No.   |                |                 |      |
| Manual<br>handling                                   | Staff risk injuries or<br>back pain from<br>Handling heavy/bulky<br>objects, e.g. deliveries<br>of paper.                | Heavy items are<br>stored/accessible   | No.   |                |                 |      |
| Working at<br>height                                 | Falls from any height<br>can cause bruising and<br>fractures.  | I have considered this and it doesn't apply to my office.  | No.   |                |                 |      |
| Health of<br>workers<br>in the office<br>environment | All staff could be<br>affected by factors<br>such<br>as lack of job control,<br>bullying, not knowing<br>their role etc. | Clerk liaises with the<br>Chairman and one other<br>councillor (SK)  | The Council has a legal<br>duty to protect<br>employees from stress at<br>work by doing a risk<br>assessment and acting on<br>it. Guidance on the HSE<br>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,<br>laptops<br>and similar<br>equipment | Staff risk posture<br>problems and pain,<br>discomfort or injuries,<br>e.g. to their hands/<br>arms, from overuse or<br>improper use or<br>from poorly designed<br>workstations or work<br>environment.<br>Headaches or sore<br>eyes can also occur,<br>e.g. if the lighting is<br>poor. | <ul> <li>Assess workstations, reduce<br/>risks and provide information<br/>and training.</li> <li>Work planned to include<br/>change of activity or regular<br/>breaks</li> </ul>   | No.  |                  |           |      |
| Fire  | If trapped, staff could<br>suffer fatal injuries<br>from smoke<br>inhalation/burns.  | <ul> <li>Fire risk assessment has been<br/>completed and adequate fire<br/>safety measures are in place.</li> <li>Evacuation plan has been<br/>implemented and tested.</li> <li>Regular checks made to<br/>ensure escape<br/>routes and fire exit doors are<br/>not obstructed</li> </ul> | Village Hall<br>Management is<br>responsible for fire safety<br>procedures   |                  |           |      |
| Work<br>equipment                                 | Staff could get<br>electrical shocks or<br>burns from using<br>faulty electrical<br>equipment.<br>Staff may also suffer<br>injury from moving<br>parts of equipment or<br>unbalanced<br>equipment.   |   | The Council should<br>consider the need to PAT<br>testing. Guidance on<br>requirements is contained<br>in the HSE leaflet<br>'Maintaining portable<br>electric<br>equipment in low-risk<br>environments'<br>Create an inventory of<br>work equipment | Council<br>Clerk | 28/02/19  |      |

| What the hazards                | Who might be harmed & how?  | What are you already doing? | Do you need anything<br>else to manage this risk | Action by who? | Action by when? | Done |
|---------------------------------|---|-----------------------------|--|----------------|-----------------|------|
| Lone<br>working and<br>visiting | Staff could suffer<br>injury or ill health<br>while working alone<br>in the office or while<br>out of<br>the office, e.g. parish<br>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