

Risk Assessment for: Office Accommodation & Staff Welfare				Responsible Officer: MR / Personnel Committee			
Ref No.	Hazard	Risk Assessment			Risk Control Measures	Initials of person responsible	Date
		Like - lihood	Impact	Rating			
1	Risk of loss of life, injury and property damage due to fire.	1	4	4	<p>Fire alarm and equipment tested by Maintenance Team on a weekly basis.</p> <p>Fire alarm under a maintenance contract and routinely checked.</p> <p>Fire extinguishers under a maintenance contract and checked annually.</p> <p>Fire evacuation routes and exits are clearly marked and are kept unobstructed at all times.</p> <p>Fire evacuation drills are carried out at least annually.</p> <p>Fire extinguishers are located throughout the building.</p> <p>There is a No Smoking Policy adopted within the building.</p> <p>The Duty Holder (Town Clerk) and nominated Fire Wardens and Roll Call Persons are aware of their duties should a fire occur.</p> <p>All existing and new employees and Councillors are fully aware of what to do in the event of a fire or if the fire alarm goes off.</p> <p>A member of staff is always responsible for the well being of any visitors or contractors who are on site whether at the Town Hall or the Depot.</p>		
2	Slips, trips and falls as a result of trailing cables, damaged floor coverings, spillages etc.	1	3	3	<p>Each member of staff is responsible for good housekeeping including cleaning up spillages.</p> <p>Trailing wires are secured and made safe.</p> <p>Floors and walkways are regularly cleaned and maintained to a satisfactory standard.</p> <p>All office areas are regularly checked to ensure acceptable standards are maintained.</p>		
3	Incorrect lifting and handling techniques, lifting excessive or awkward weights etc leading to back pain.	2	3	6	<p>Mechanical aids are used where possible e.g. Trolleys.</p> <p>Loads are broken down into smaller sizes and weights e.g. split boxes of copying paper into individual packs.</p> <p>Where required, staff are re-trained in manual handling.</p>		
4	Upper limb disorders (RSI), back pain and headaches from incorrect usage, posture, glare etc when using display screen equipment.	2	3	6	<p>Staff are educated in setting up their seating, screens and work stations.</p> <p>Staff will complete an annual self-assessment of their workstations.</p> <p>Computer screens are placed between overhead light fittings and away from sunlight shining directly on to the screen.</p>		

5	Electrical shock or burns through incorrect usage or poorly maintained equipment when using electrical equipment e.g. copiers, printers, kettle etc	1	3	3	Office equipment is checked regularly and PAT tested.		
					Faulty equipment is reported to the Asset Manager.		
					Leased equipment will be under regular service or maintenance agreement.		
					No personal electrical equipment is allowed to be brought into the workplace.		
6	Stress and anxiety from excessive pressure due to work demands, working long hours etc.	2	3	6	Work loads and priorities are agreed with Line Managers.		
					Working hours are correctly recorded on time sheets and monitored by the Line Manager.		
					Staff are encouraged to raise issues that affect their well-being at 1:1 meetings with their Line Manager, Management Meetings, Team meetings etc.		
7	Poor hygiene and welfare conditions leading to staff discomfort or illness within the office.	1	2	2	Toilet and kitchen facilities are kept in a clean condition with a supply of hot and cold water, soap and hand towels.		
					The kitchen has a safe supply of mains cold water and a microwave to provide hot food.		
					Storage is provided in the kitchen for food, drink and kitchen utensils.		
8	No trained First Aiders on site.	1	2	2	There are a minimum of two trained First Aiders one based at each of the Council's premises.		
					There is access to a First Aid Box and Accident Book and all accidents in the work place are logged in the Accident Book and investigated by the Line Manager and reported to the Office Administration Manager.		
					The Clerk is made aware of any serious accidents which are reported to the appropriate authority when necessary i.e RIDDOR.		
					A review of conditions or procedures is undertaken following any accident and any improvements to avoid reoccurrence will be implemented.		
					A First Aid Policy is in place that identifies the roles and responsibilities of all staff.		
9	General discomfort whilst working in the office in uncomfortable conditions	2	2	4	The office temperature is monitored and maintained at a comfortable setting.		
					Windows are able to open for ventilation.		
					At least the legal space allocation is provided for each member of staff.		
10	Skin irritation caused by chemicals e.g. toner for the photocopier, tipex etc	1	2	1	Staff are made aware of the correct handling procedures.		
					Appropriate PPE clothing provided for specific tasks or job roles.		
					The Emergency First Aider can administer appropriate first aid if required.		
Reviewed by:				Signature:		Date:	

Town Clerk Approval:		Signature:	Date:
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