

Committee	FULL COUNCIL
Date	17 March 2021
Agenda Item	14

Risk assessment for Car park attendants

There already exists a risk assessment relating to cash handling, part of which covers the car park attendants and the emptying of machines and the depositing of cash in the bank, which must be done by 2 members of staff.

This is a new risk assessment covering the risk to personal safety to which the car park attendants are exposed when carrying out their duties in the car parks.

Recommendation: that HTC adopts the risk assessment for car park attendants.



Sarah Greator
Town Clerk

Risk assessment for car park attendants

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
Lone working	Car park attendants at risk from stress/verbal abuse/assault from members of public	- All CPAs to have conflict resolution training and physical safety training - All CPAs to carry mobile to contact office or police in case of incident - All CPAs to wear bodycam at all times and use it in case of confrontation - All incidents to be reported to office/police - All CPAs to wear stab vest when on duty in car parks	Car park attendants Town Clerk
Being struck by a vehicle	CPAs risk being struck by a moving vehicle and injured	- CPAs encouraged to stay in a safe location at all times, including when taking vehicle details - CPAs to wear hi viz	CPAs
Slips and trips	CPAs may be injured if they slip on spillages or trip over objects	- CPAs provided with strong comfortable shoes for work - CPAs asked to clear any rubbish or obstacles on ground in each car park when they start their shift - CPAs to report trip hazards in car parks (particularly rubber strip at Chapel St)	CPAs
Weather extremes	CPAs are exposed to heat, rain and cold in carrying out their job	- CPAs to have appropriate warm, waterproof clothing - CPAs to take regular breaks away from the outside environment	CPAs

read and understood signature DateReview March 2024