

Risk Assessment Halstead Town Council Car Park attendants (CPAs)

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 advised to avoid confrontation and step back if challenged • All incidents to be reported to police	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 DateNovember 2023 Review September 2024