

Risk Assessment – Halstead Town Council – Office Based Staff

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
Manual Handling Deliveries: paper; office equipment, boxes of leaflets.	All staff. Delivery staff	All heavy deliveries brought into office on trolley by delivery staff and stored on ground floor	Town Clerk
Display Screen Equipment Work station and surrounding area	All staff	- Adjustable equipment and chairs provided, and free eye tests - Footrests & wrist rests available if requested. - DSE assessment forms given to all team members shortly after appointment and when equipment / location is altered.	Town clerk
Electrical Office equipment, tea/coffee making equipment, fridge.	All staff	- Photocopiers maintained on contract. - New Computer maintenance contract taken out September 2016 - Use of extension leads is avoided as much as possible. - Where they are used a second extension lead will not be plugged into a first. - Extension leads are always completely uncoiled before use. - PAT testing and wiring check carried out regularly	Town Clerk
Environmental Comfort Factors <i>Hot Weather.</i> <i>Cold Weather.</i> <i>Wet Weather.</i> <i>Meal / Rest breaks.</i>	All staff. Authorised Visitors.	- Central heating and ducting ensure a comfortable ambient temperature. - Windows can be opened. - Fans are available. - Hot/cold drinks and chilled water always available - Safe storage area for wet clothing and umbrellas	Town clerk
Fire - Serious Injury. - Loss of life. - Severe damage to building and equipment. - Loss of Building.	All staff Authorised visitors. Emergency Services Staff.	- Fire evacuation procedures displayed at each fire alarm point. - Fire alarms tested weekly. - Exits and fire exits clearly marked. - Access to exits and extinguishers are kept clear at all times. - Waste bins emptied daily by cleaner. - fire risk assessments and Fire Policy - Fire Drills carried out for HTC and for the whole building	Town clerk

Slips, trips and falls - Floors. - Staircases. - Access. - Egress.	All staff Authorised visitors.	- Reasonable housekeeping standards maintained. - Cabinet drawers and doors kept closed when not in use. - Trailing cables from electrical machinery managed – under equipment or taped to the floor with suitable heavy-duty tape. - Floors, staircases and doors cleaned on a regular basis by the cleaner. - Stairs well lit and handrail provided.	Town clerk
Lone Working	All staff	- Members of staff carrying out duties outside the office are to ensure that their destination and expected time back are recorded and their movements known by other members of staff wherever possible. - Staff members should carry mobile phones with them at all times when out of the office on work business. - Staff members are responsible for ringing into the office if they have finished and are not returning to the office. - Groundsmen indicate each day on whiteboard where they are - Office staff working alone in the office should lock themselves in, and allow access only to those known to them	Town clerk
Stress	All staff	- Town Clerk has an open door policy – any member of staff can request time to talk at any time. - Performance appraisals are carried out annually. - Staff meetings held monthly to allow issues to be raised 4 members of staff attended a Mental Health First Aid training course October 2019	Town clerk
Photocopier Ozone	All staff	Volume of photocopying carried out is not large.	
Smoking	All Staff	Smoking prohibited within the workplace	
Hygiene and Welfare	All staff	- Toilets supplied with hot and cold water and soap/towels. - Wash-up area provided with drinking water and a fridge. - Hot/cold drinks available. 7 members of staff recently first aid trained - first aid box up to date. - All incidents recorded in accident book	Town Clerk
Falling Objects	All staff	Light materials only stored on upper shelves.	