

Risk Assessment – Halstead Town Council Office – Adverse Weather

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
<u>Slips, trips and falls</u> ▪ To and from place of work. ▪ To and from place of visit i.e. car park, allotment, banks. ▪ Access & egress to place of work.	All staff. Authorised Visitors.	• Tarmac area in front of office and car park to be gritted in icy conditions • Postpone visits in severe weather e.g. snow and ice • Ensure adequate supply of salt and/or grit	Groundsmen Town clerk
<u>Environmental Comfort Factors</u> ▪ Wet Weather ▪ Cold Weather ▪ Extreme hot conditions.	All staff. Authorised Visitors.	▪ At present there is no official “Uniform” that Office staff has to wear. This allows individual choice to ensure comfort. ▪ Office staff are able to make hot/cold drinks as required. ▪ Outside working staff are supplied with weather efficient clothing, and can visit office to make hot/cold drinks as required. ▪ Chilled water available at all times ▪ Groundsmen advised not to attempt physical work outside in high temperatures	Town clerk

revised by Sarah Greatorex November 2023

read and understood signature..... Date

Review September 2024