

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 - Streetwarden advised to reduce hours in full sunlight if temperature above 30°C - Streetwarden advised to reduce hours outside if temperature below 0°C - Car park attendants advised to limit time in full sunlight and not to attempt gardening in extremely hot weather - In the event of significant weather that is notified as a risk to Health and Safety, a decision will be made by the Town Clerk in conjunction with the Chairman or Vice Chairman as to whether any event covered by HTC insurance should be cancelled.	Town clerk

revised by Sarah Greatorex September 2025

read and understood signature..... Date

Review September 2026