

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. In very hot weather the dress code is relaxed even further as there is no airconditioning in the office. ▪ 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, extreme winds and storm conditions, 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 2026

read and understood signature..... Date

Review September 2027

General Risk Assessment

Task / activity or premises assessed:

Location: Halstead High Street to Halstead Public Gardens

Name of assessor: Sarah Greatorex

Date of assessment: 19/08/26

Review Date: 1/09/27

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Existing Controls (if any)	Actions required where residual risk is still too high
Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas / caused by icy weather conditions	Members of Public Volunteers HTC staff	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency exit via main entrance and 3 other gates	Event Organiser/Marshalls to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment, including collapse	Members of Public Volunteers HTC staff	Ensure equipment is well maintained and in a good state of repair.	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Cables for PA systems	Members of Public	Keep cabling well away from public areas, or covered for safety	HTC staff to check
Injury or illness	Members of Public Volunteers HTC staff	2 St John's Ambulance staff in Gazebo in gardens Halstead Fire Brigade and Police attending Fire marshals to be trained and dedicated to managing safety in the Public Gardens	Organiser to check emergency services all in place
Risk of pedestrian /vehicle collision	Members of Public Volunteers HTC staff	The road closure itself will reduce the possibility of pedestrian/vehicle collision. Marshals at top and bottom of route prevent vehicle access, and also at every point where a vehicle might enter the area from a sideroad. Tractors are stationery throughout the procession	Notices to warn pedestrians that the road closure is for a limited period of time, and that thereafter they should be aware of vehicles on the road.
Risk of individual in vehicle ramming the crowd	Members of Public Volunteers HTC staff	Halstead Young Farmers to supply tractors to be used as mitigating vehicles at all locations where vehicles might be able to	Marshalls to be vigilant at all times

		access the High St: Top of High Street/Hedingham Road/ Chapel Street/Butler Road/Kings Road/Trinity Street	
Medical or other emergency arising in the High Street when closed to traffic	Members of Public Volunteers HTC staff	High Street to be opened for emergency vehicles. Crowd to be guided aside by Marshalls to The Centre, Chapel Street, Weavers Court, the Public Gardens Casualty to be protected from crowd by Marshals.	Use loud hailers to address the crowd and give safety information
Use of generator	Members of Public Volunteers HTC staff	Accessible only to groundsmen	
Bad weather	Members of Public Volunteers HTC staff		In the event of significant weather, extreme winds and storm conditions 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.
Risk from broken used glowsticks	Volunteers HTC staff	When collecting up used glowsticks, gloves should be used to protect from broken glass and chemicals in glowsticks	
Build up of flammable rubbish	Members of Public Volunteers HTC staff	Marshalls and other volunteers will dispose of rubbish safely and frequently.	

Signature of Assessor: _____

Sarah Smeaton

Date: __19/08/2026

Risk Assessment – Halstead Town Council – Outings

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
<u>Slips, trips and falls</u> ▪ To and from unfamiliar place of visit. ▪ Getting on/off coach	▪ Escorts. ▪ Members of the Public.	▪ Escorts from Halstead Town Council accompany travellers for the journey. ▪ Escorts assist travellers on/off coach where required. ▪ Reputable coach operator engaged. ▪ Coach operator has accident insurance and takes responsibility for passengers getting on/off and whilst travelling ▪ Appropriate vehicles used. ▪ Halstead Town Council has £10m Public Liability insurance covering outings. ▪ Information is available regarding the place of visit. ▪ Office informed when coaches reach destination ▪ All travellers are advised to carry a mobile phone, and have provided contact details of a person to contact if they become ill/have an accident ▪ Courier's mobile phone number for each coach to be given to all passengers ▪ If raffles are held, couriers are not to walk up and down moving coach – raffles to be held off the coach, or by passing around seated passengers	HTC staff Coach company Couriers
<u>Environmental Comfort Factors</u> ▪ Walking aids. ▪ Dietary needs. ▪ Refreshments. ▪ Toilet facilities.	▪ Escorts. ▪ Members of the Public.	▪ Walking aids – public can bring their own aids, at their own risk, and these should be named ▪ Dietary needs – no refreshments are provided by the Town Council ▪ All coaches have a toilet	
<u>Unforeseen events</u> ▪ Inclement weather. ▪ Flooding. ▪ Excessive heat. ▪ Getting lost ▪ Traffic accidents	▪ Escorts. ▪ Members of the Public.	▪ Coaches used are air-conditioned to combat extreme weather conditions during the journey ▪ All Escorts carry a mobile phone and are in contact with the Council offices if there is any emergency. Offices remain open until coaches leave on return journey with all passengers onboard ▪ Council holds contact information for next of kin for all passengers ▪ Passengers cannot travel if they have no mobile phone	Coach company Couriers HTC staff
<u>Emergency Aid</u> ▪ Cuts. ▪ Bruises. ▪ Fractures. ▪ Insect bites & stings. ▪ Becoming unwell.	▪ Escorts. ▪ Members of the Public.	▪ First Aid kit carried by each courier ▪ All Escorts carry a mobile phone and are in contact with the Council offices if there is any emergency ▪ Coach drivers all also carry mobile phones ▪ All couriers to have in-date first aid training ▪ All couriers to be physically able to assist anyone on the outing who may become ill or suffer an accident	Couriers Coach company HTC staff

Halstead Town Council

Christmas Lights Risk Assessment 2026(prepared by the Town Clerk)

hazard	Who might be harmed	Action to control hazard	Who
Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas / caused by icy weather conditions These could happen during installation or during the event	Members of Public Volunteers HTC staff	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency exit via main entrance and 3 other gates Many staff are qualified first aiders	Event Organiser/Stewards to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment, including collapse These could happen during installation or during the event	Members of Public Volunteers HTC staff	Ensure equipment is well maintained and in a good state of repair.	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Possible sickness or injury	Members of Public Volunteers HTC staff	Many staff attending are qualified first aiders Police attending	Organiser to check emergency services all in place
Crowd management Crushing – possible injuries if numbers are excessive	Members of Public Volunteers HTC staff	Organiser and volunteers to monitor crowd numbers and divert to other parts of park if necessary. Total numbers on bandstand to be limited to Mayor and performers. Fire Assembly point in Lidl Carpark to be used if numbers become dangerously high Queue management for children who wish to sit in the sleigh with Santa- marshals	Organiser
Vehicle movement	Members of Public Volunteers HTC staff	Vehicles to move only under direction of marshals	Organiser
Bad weather	Members of Public Volunteers HTC staff	In the event of significant weather, extreme winds and storm conditions 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.	Organiser

Halstead Town Council

Events in Public Gardens Risk Assessment 2026 (prepared by the Town Clerk)

hazard	Who might be harmed	Action to control hazard	Who
Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access / egress routes and pedestrian areas / caused by icy weather conditions	Members of Public Volunteers HTC staff	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency exit via main entrance and 3 other gates First aid staff in gardens	Event Organiser/Stewards to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment, including collapse	Members of Public Volunteers HTC staff	Ensure equipment is well maintained and in a good state of repair. First aid staff present pa system to be erected and handled by trained staff	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Possible sickness or injury	Members of Public Volunteers HTC staff	First aid staff in gardens Police attending	Organiser to check emergency services all in place
Crowd management Crushing – possible injuries if numbers are excessive	Members of Public Volunteers HTC staff	Organiser and volunteers to monitor crowd numbers and divert to other parts of park if necessary. Total numbers on bandstand to be limited to Mayor and performers. Fire Assembly point in Lidl Carpark to be used if numbers become dangerously high First aid staff in gardens	Organiser
Vehicle movement	Members of Public Volunteers HTC staff	Vehicles to move only under direction of marshals	Organiser
Rubbish	HTC staff	All rubbish to be collected during and at the end of the event by Council staff and to be bagged up for collection	HTC
Bad weather	Members of the public Volunteers HTC staff	In the event of significant weather, extreme winds and storm conditions 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. .	

Revised Sarah Greateorex September 2026.....DateReview September 2027

Risk Assessment Halstead Town Council Financial transactions - Controls to eliminate risk to staff or mishandling

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
INCOME RECEIVED Cash Handling Emptying car park machines and taking cash to bank	Staff by the car park machines or bank	• Cash boxes from car park machines removed by 2 members of staff, and then transferred by vehicle to the office for counting. • Cash counted by car park staff in upstairs room, checked by Administrator or town clerk and totals entered onto paying-in book • Cash stored in safe overnight • Cash loaded into suitcase for payment into bank • Two members of staff take cash to the banking hub in Halstead. • Cash paid into bank at different times each day • Income posted on Rialtas	Car park attendants Town Clerk Admin Officer Bookkeeper
Cash received Cheques no longer accepted	Administration officers/Town clerk	▪ If received in person, numbered receipt given to customer ▪ Cash entered on Cash sheet by Admin officer ▪ Cash placed in cash box and stored in safe overnight • Cash banked with car park cash • Income posted on Rialtas	Administration officers/ Town Clerk Bookkeeper
Credit or debit card transactions	Admin officers/Town clerk	▪ Listed on separate cash sheet ▪ Income posted on Rialtas	Admin officers/ Town Clerk Bookkeeper
DD/ credits.	Bookkeeper	▪ Income posted on Rialtas	Bookkeeper
PAYMENTS MADE No cheques used	Clerk	▪ Monthly BACS payments ▪ Remittance advice automatically produced ▪ Payments authorised at monthly Council meeting ▪ Online banking – clerk posts payments which are then authorised by councillor signatory – risk to council finances if signatories not re-elected. Special resolution needed in that case ▪ All payments made by direct transfers ▪ No member of staff can make online payments alone	Bookkeeper Clerk Signatories
Salaries	Clerk	▪ Payroll package used to produce a monthly summary of net pay, tax/NI and pension payment ▪ Amounts for salaries, HMRC and pensions paid by BACS by clerk and one signatory (Barclays Payflow no longer exists)	Clerk
Card payments	Clerk	▪ Clerk uses debit card linked to Clerk's account to make online purchases. These are included on the monthly payments list to be approved	Clerk
Direct debits	Council	▪ Authorised annually by council and only to statutory bodies	
All transactions	General public	▪ All staff handle all information in accordance with GDPR regulations and details of cards are destroyed once used. No payment details are stored in the office.	Clerk

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Revised SG September 2026

.....Review September 2027

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 annually	Town Clerk
Environmental Comfort Factors Hot Weather. Cold Weather. Wet Weather. Meal / Rest breaks.	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 - In the event of significant weather, extreme winds and storm conditions 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 the office covered by HTC insurance should be closed. .	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. - Office staff working alone in the office should lock themselves in, and allow access only to those known to them - Panic button installed in Finance office which links directly to the nearest police car 2 internal offices lockable from inside and keys kept in doors	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 when necessary 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. - Clerk, Administrator and caretaker recently first aid trained 10/2025 - first aid boxes up to date - All incidents recorded in accident book	Town Clerk
Falling Objects	All staff	Light materials only stored on upper shelves.	

Halstead Town Council Risk Assessment Use of Boomlift for Christmas lights erection

Hazard	Who might be harmed	Action to control hazard	Who
1. Weather conditions	operators	Do not use boomlift in windy or stormy or snowy conditions. In the event of significant weather, extreme winds and storm conditions 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 activity covered by HTC insurance should be cancelled. Check for overhead wires in area of operation Check boomlift in good working order before starting work Use boomlift only on level ground with no holes or soft earth, to prevent tip-over Wear protective harness, hard hat, gloves and hi-vis vest. Have no more than the legal number of operators on the platform Check area for other machinery and pedestrians. All operators must have completed a full training course to use the boomlift Operators must not use with ladders, nor must they hold on to objects around them at height. Boomlift must not be moved if the platform is raised.	operators
2. Electrocution	operators		operators
3. Safety of machine	operators		operators
4. Tip-over	operators		operators
4. Fall	operators		operators
5. Collision	operators		operators
6. Lack of training	operators		HTC
7. Use of machine for a different purpose	operators		operators