

GLAPWELL PARISH COUNCIL

RISK ASSESSMENT

Activity: **Work in Parish Council Buildings and Assets.**

Hazard	Hazard Effect	Severity	Probability	Risk	Control Measures	Residual Risk
Slips, Trips or Falls.	Staff and Users could suffer injury e.g. sprains or fractures.	Moderate	Possible	M	Maintain good standard of housekeeping. Trailing cables to be avoided. Damaged floor coverings to be reported and repaired immediately. All floors to be kept free from obstructions and adequate lighting provided. All spills to be mopped up immediately.	Low
Manual Handling – carrying, lifting and moving heavy loads e.g. furniture.	Staff could suffer back pain and injury.	Moderate	Likely	M	All staff to be trained in correct manual handling techniques. Untrained staff to contact Centre Manager to arrange for items to be removed. Trolleys or appropriate staff numbers to be used to move heavy objects. High level storage to be used for light objects only.	Low
Computer Usage.	Users may suffer from repetitive strain disorders, back problems, eyestrain and headaches.	Minor	Likely	M	VDU workstation checklist to be undertaken by all users prior to initial usage and forwarded to the IT Manager. Any problems identified by the self assessment should prompt a full assessment by the IT Manager who will arrange for the necessary remedial action to be taken. All staff to have regular breaks from the computer. Training to be provided as necessary for all new software.	Low

Electrical – heaters lighting, fans, kettles photocopiers, extension leads and the like.	Staff and Users could suffer electrical shock or burns.	Serious	Unlikely	M	All office equipment to be used in accordance with manufacturers instructions and staff trained in the correct operation by the Centre Manager. PAT testing to be carried out every 12 months. All defective plugs and cables to be reported to the Centre Manager for repair or replacement. The use of extension cables to be avoided wherever possible. No personal electrical equipment to be used unless authorised by the Centre Manager. Kettles/water heaters to be positioned so spills cannot contact electricity supply equipment. All liquid spills to be mopped up immediately.	Low
Fire	Staff and Users could suffer from smoke inhalation and/or burns if trapped in the Centre.	Major	Unlikely	M	Staff induction to include fire evacuation procedures, means of escape and how to raise the alarm. Periodic fire evacuation practice to be carried out. All fire exits to be kept clear at all times. All fire extinguishers and other fire fighting equipment to be checked and/or tested annually. All heaters to be sited away from combustible materials and switched off when areas are left unattended. All combustible waste to be removed on a regular basis.	Low
Lone Working.	Staff.	Minor	Possible	L	Telephone contact available at all times and all contact numbers to be posted on noticeboard. Arrangements implemented to notify a competent person of all out of hours working in the Centre. No unauthorised persons to be allowed access to the Centre.	Low
Falls from Height.	Staff.	Serious	Unlikely	M	Stepladders, kick stools and the like to be available on site at all times. Equipment to be formally checked annually for defects and by the user prior to each use. All staff to be trained in the correct use of all access equipment.	Low

Environmental Hazards. a) thermal comfort.	Staff and Users may feel too hot/cold causing general discomfort.	Minor	Unlikley	L	Temperatures to be controlled by appropriate use of existing heating system. All rooms to have adequate ventilation.	Low
b) space.	Staff and Users may suffer contact with fixtures and fittings if there is inadequate space.	Minor	Very Unlikely	L	Ensure layout of furniture and equipment in rooms provides sufficient circulation space. Individual space requirements should be re-considered when any additional equipment or furniture is acquired.	Low
c) lighting.	Staff and Users may suffer eye strain if lighting is insufficient or incorrect.	Minor	Very Unlikely	L	Lighting levels to be sufficient for the rooms, appropriate for the tasks undertaken and glare to be minimised. Local lighting to be provided for close work where necessary. All light switches to be easily accessible and unobstructed.	Low
Hygiene & Welfare.	Staff and Users could experience general discomfort.	Negligible	Very Unlikely	L	Toilets and washing facilities are regularly inspected to avoid any deficiencies. All spills in Kitchen and Toilet areas to be regularly cleaned. Ensure kitchen and Toilet facilities are cleaned regularly and prior to all functions. No smoking policy to be implemented and maintained.	Low
Chemical e.g. cleaning materials any photocopiers and ozone producing appliances.	Staff	Negligible	Very Unlikely	L	All proprietary chemicals and substances to be used entirely in accordance with the manufacturers instructions. All spills to be cleared up immediately. Ensure adequate ventilation in all areas of usage. Provide disposable gloves which must be worn if directed by manufacturers instructions.	Low

Legionnaires Disease and control of legionella - Health and Safety at Work Act (1974).	Disease, illness with potentially fatal consequences. Closure of all subject premises.	Major	Possible	H	Detailed site specific surveys of all hot and cold water systems to be undertaken by Specialists. Specialist to produce site specific reports identifying a) The sources of risk b) A scheme for preventing or controlling the risk c) A system for implementing, managing & monitoring all precautions taken d) A method of accurately recording all precautions e) A person to take managerial responsibility	Low
Exposure to Asbestos Control of asbestos regulations 2012	Disease, illness with potentially fatal consequences	Major	Possible	M	Professional site survey of all areas of council property to be undertaken by Specialists. Specialist to produce site specific reports identifying a) The sources of risk b) A scheme for preventing or controlling the risk c) A system for implementing, managing & monitoring all precautions taken d) A method of accurately recording all precautions e) A person to take managerial responsibility Contractors to be required to sign asbestos register before commencing work.	Low
Final Assessment	By Ensuring all Control Measures are implemented the Overall Risk for Work in the Parish Council Buildings and Assets can safely be considered as:-					Low

Name : Nicki Senior

Position: Clerk

Date 24th February 2022

Review February 2023