

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRAS2	Date of Assessment: July 2023	Date of Review July 2024
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Task/Work Activity/Work Area Assessed: Office risk Assessment

People Involved in Making This Assessment: Town Clerk	Signature:
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General safety measures: -
Staff must adhere to lone working and office access protocols adopted April 23 when working from office

Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity

20 or 25 **High.** Unacceptable – Stop or activity until immediate improvements can be made.

10 to 16 **Medium.** Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.

5 to 9 **Low.** Adequate but look to improve by next review

1 to 4 **Very Low.** Residual risk is acceptable and no further action will be needed if control measures are maintained.

Score	Likelihood	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employees and visitors	Slips, trips, falls rom General movement around office and meeting room	Floor coverings kept in good condition, free of ridges, tears and unevenness Keep walkways clear at all times Keep floor areas clear of clutter					

		<p>Trailing cables should not be routed across walkways. As a temporary measure cable protectors must be used.</p> <p>Files, waste or furniture must not be stored even temporarily on busy walkways.</p> <p>All spills should be cleaned up immediately.</p>					
Staff . Visitors	<p>Office Machinery</p> <p>Mechanical hazards: Contacts with moving parts of machinery or hot surfaces.</p>	<ul style="list-style-type: none"> • Guards and covers secured • Maintenance carried out by authorised competent people. • Label any damaged / defective equipment – DO NOT USE. Arrange for repair / replacement • Paper cutter / guillotine must be securely guarded 					
Employees and visitors	<p>Injury from Electrical Hazards: direct contact with an electric source leading to risk of electric shock or burn or general fire risks</p>	<ul style="list-style-type: none"> • Electrical Equipment should be Portable Appliance Tested annually • Pre- use checks must be carried out for signs of damage and overloading. The outer casing of equipment must not be broken, cracked or split. Cables should not be split or expose internal wiring. Plugs must not be cracked or chipped. • No external electrical equipment to be used in office or meeting room with out permission of the Town Clerk • Damaged or defective equipment must not be used and should be labelled accordingly. This should be immediately reported to Town Clerk to arrange repair or replacement. 					
Employees and visitors	<p>Use, handling and storage of typical office chemicals i.e. photocopier toner powders,</p>	<p>No chemicals to be stored in office without a COSHH assessment.</p>					

	<p>correction fluids, screen cleaners etc.</p> <p>Very low risk of skin reaction or respiratory reaction due to low hazard potential and low quantities used.</p>						
Employees	<p>Use of Display Screen Equipment. Frequent users of DSE could potentially suffer discomfort to eyes, neck, back, upper limbs and mental tiredness.</p>	<p>Every DSE user should complete the online training module. On the Leap into Learning Programme</p> <p>Employees should report any early symptoms of aches or pains to the Town Clerk. who should ensure employees follow the guidance and apply training received in the adjustment of workstations and good ergonomics.</p> <p>Vision tests if required for frequent users of DSE should be arranged by contacting the Town Clerk and should be repeated every 2 years.</p>		<p>Refresher Staff training to be completed by 30.9.24</p>			
Employees and visitors	<p>Lifting and Handling of bulk stationary and other loads.</p> <p>Risk of muscular skeletal injury</p>	<p>Employees required to undertake the manual handling module on the leap into learning e platform.</p> <p>Storage areas are arranged so that heavy items are stored at waist height and are easy to reach.</p> <p>Files and bulk stationery orders should be split to ensure they are light enough to handle safely.</p>		<p>Refresher training to be completed by 30.9.24</p>			
Employees and visitors	<p>Access to storage at height</p> <p>Injury from Fall from height could result in a range of</p>	<p>Step Stools/ are available for access to storage at height and are kept in Town Council office</p>					

	injuries including potential major injuries.	<p>Employees are shown how to use the equipment safely upon induction by Town Clerk</p> <p>Regular visual inspections of equipment are undertaken</p> <p>Never use a desk chair or shelf to access items at height.</p> <p>The office will be arranged so that the least used lightest items are stored at height.</p>					
Employees	Dealing with difficult situations involving members of the public on work premises or away from the place of work. Risk of staff suffering verbal abuse, threat of or actual physical violence.	<p>Staff must adhere to the following protocols/policies</p> <p>office access</p> <p>lone working</p> <p>cash handling</p> <p>staff to undertake e learning personal safety module</p> <p>in a situation when the library is open and an employee may find themselves alone with a member of the public unknown to them, they must not be permitted in the Town Council office and all meetings should take place in the library interview room.</p> <p>All connecting doors between the office/ meeting room and the communal corridors must be kept locked when the library is open.</p> <p>Connecting door between the office and meeting room must be locked when meeting room is in use by outside organisation.</p>		All staff to undertake training by 30.9.24			

Employees	Injury from Use of filing cabinets/ storage racks. Toppling of cabinets or collapse of racking leading to a range of potential injuries.	<p>Staff to report any damage or defects in filing cabinets or racking equipment is Town Clerk</p> <p>Filing cabinets can become unbalanced and topple over if they are not used properly. Always fill the bottom drawer first and never open more than one drawer at a time.</p> <p>If there is an unbalanced cabinet in the office it should be reported to the Town Clerk</p>					
Employees and members of the public.	General working activities in offices. Risk from fire.	<p>All corridors must be kept free of combustible items or anything that could cause an obstruction</p> <p>Fire Break doors must not be open or locked when the building is in use.</p> <p>All staff must ensure that they are aware of where the alarm break glasses and fire extinguishers are located in the building</p> <p>One member of office staff must have up to date fire warden training</p> <p>All staff must ensure they are aware of the contents of the Fire Notice informing of what to do in the event of a fire and where to assemble following an evacuation.</p>		Town Clerk undertook Fire Warden training in 2023			
Employees	<p>Stress Psychological ill health related illnesses</p> <p>Physical ill health related symptoms</p>	<p>One to one supervisory meetings are used to identify and resolve potential stressors</p> <p>Employee are encouraged to undertake the stress awareness e-learning module</p> <p>Individual risk assessments are carried out where necessary.</p>					

Risk Assessment Review	Name	Date
Comments:	Penny O'Hagan	
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.		
Print Name:	Signature:	Date