

TRING TOWN COUNCIL: RISK ASSESSMENT						
Activity: General Office Work in the Market House			Assessment Date: 06/03/23-05/03/24		Review Date: March 2024	
Hazard	Risks Arising from hazards	Who is at risk	Existing controls	Further action required to reduce risk to an acceptable level	Target and by whom	Date completed:
Moving office equipment Manual handling of deliveries of paper, office equipment etc	Risk of manual handling injury	Staff carrying out the activity	Heavy equipment only moved infrequently Individual Risk Assessment will be carried out for any hazardous manual operations that cannot be avoided. Designated employees to undertake heavy manual handling - Town Warden (with the help of the outside worker if required).	Named staff to be designated to undertake these duties. All other staff to be advised they are not permitted to undertake manual handling duties Appropriate manual handling training to be provided to designated staff. Remind all other staff that they should not lift objects that look or appear too heavy to handle.	Clerk asap but within next 3 months	
Moving deliveries of photocopying paper	Risk of manual handling injury	Staff carrying out the activity	Infrequent movement of paper supplies	Named staff to be designated to undertake these duties. Appropriate manual handling training to be provided to these staff. All other staff to be advised they are not permitted to undertake manual handling duties	Clerk	

Use of Display Screen Equipment (DSE)	<p>Work-related upper limb disorders, injuries from poor posture, possible effects on eyesight</p> <p>Risk of posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.</p>	<p>All DSE users</p> <p>Workers who use DSE daily, for continuous periods of an hour or more.</p>	<p>All staff who use DSE are considered as “users” and therefore fall within the requirements of the relevant regulations. Memo written to all Staff are advised annually advising them of the possible risks and requested that they advise the Clerk of any poor health effects or related concerns. Foot and arm rests, anti glare screen covers and document holders are available on request.</p> <p>DSE training and assessments of workstation carried out by all new starters that use DSE for an hour or more. Actions carried out asap.</p> <p>Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting.</p>	<p>DSE self-assessment checklist to be distributed to all staff who are DSE users. Assessments to be collected and reviewed by Clerk to identify any additional action required (e.g. training requirements, use of footrests, re-organisation of workstations etc.)</p> <p>DSE training carried out on all staff that use DSE for hour or more (as no evidence carried out on induction)</p> <p>Assessment of workstation by all DSE users (more than 1 hour a day) as new computers since last one.</p> <p>Identified actions from self-assessment are followed up.</p> <p>Laptop users and homeworkers to be trained to carry out own DSE assessment for use away from office.</p> <p>Remind staff to:</p> <p>(i) take regular breaks away from computer.</p> <p>(ii) Inform their line manager of any pain they have that may be linked to computer use.</p>	<p>Clerk will arrange asap within next 3 months</p>	
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			<p>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen</p> <p>Shared workstations are assessed for all users.</p> <p>Work planned to include regular breaks or change of activity.</p> <p>Lighting and temperature suitably controlled.</p> <p>Blinds at window to control natural light on screen.</p> <p>Noise levels controlled.</p> <p>Eye tests provided on request, Council to pay for basic spectacles specific for regular users of visual displays.</p>			
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Use of electrical equipment	Potential risk of electric shock or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	All staff and visitors	<p>Staff trained to spot and report to the Clerk/ Town Warden or line-manager any defective plugs, discolored sockets or damaged cable/equipment.</p> <p>Defective equipment taken out of use safely and promptly replaced.</p> <p>Staff told not to bring their own electrical appliances, save phones, tablets and laptops but these must not be left on site once the employee leaves nor charged on site unless tested and evidence provided.</p> <p>Regular PAT Testing carried out.</p> <p>Regular 5 yearly checks of fixed wiring installation are carried out by a competent electrical contractor.</p>	<p>All staff are to be instructed to reminded:</p> <p>(i) to carry out a brief visual inspection of all equipment before use.</p> <p>(ii) to switch off electrical appliances at the end of the day.</p>	Clerk will arrange asap but within next 3 months	
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Asbestos Asbestos containing materials (ACMs) not detected in building. However there were two external areas that could not be inspected so could potentially contain asbestos.	Office staff are at very low risk. Even if asbestos is present it only carries a risk if fibers are released into air and inhaled.	Office staff - very low risk Maintenance workers are at most risk.	Contractors and others who might disturb the sites not inspected for asbestos, will be shown a copy of the asbestos survey to ensure safe working.	Show staff in particular Town Warden a copy of asbestos survey and highlight two areas not inspected (undercloaking and soffit) and that these would need inspecting prior to any works,) Any damage to these areas should also be reported.	Clerk will arrange asap but within next 3 months	
Floors, staircases, entrances/exits, etc	General slips, trips and falls	All staff and visitors	Reasonable housekeeping standards maintained. Cabinet drawers kept closed when not in use. Trailing cables from electrical equipment are minimal and managed where required. Floors, staircases etc cleaned once a week, repairs and maintenance carried out as necessary. Lighting has been provided on the main stairs.	Good housekeeping to be discussed with staff and hirers of council chambers. at staff meetings and regular inspections to be carried out by Town Warden.	Monthly Clerk will discuss with staff asap but within next 3 months	

Photocopier	Poor health due to build-up of excessive ozone	All staff using photocopier or working in close proximity	<p>Photocopier located in well ventilated room.</p> <p>The volume of photocopying carried out is minimal.</p> <p>New photocopiers have been purchased.</p> <p>Photocopier regularly serviced under a maintenance agreement.</p>	No further action is necessary.	N/A	N/A
Smoking	Risks from passive smoking	All staff and visitors	No smoking policy adopted throughout the building.	No further action is necessary.	N/A	N/A

Falling objects/use of step ladder	Striking injuries, falls	All staff	<p>Generally envelopes and brochures etc. stored lighter items stored on upper shelves. A small step ladder is available to access upper shelves where required.</p> <p>Changing light bulbs, clock and replacing batteries in fire alarms. Placing items in roof space.</p> <p>The Town Warden ladder is inspects the ladder inspected prior to each use.</p> <p>Ladder to be set up on firm, level ground with any 'stays' correctly positioned.</p> <p>Stepladders only used for low-level, short-duration work.</p> <p>Use of the step ladder is supervised.</p> <p>Contractors to be used for tasks which require specialist equipment/skills.</p>	<p>Town Warden to inspect the ladder prior to each use. Review to be carried out to ensure only lighter articles are stored on upper shelves. Use of step ladder to be supervised.</p> <p>No further action is necessary.</p>	<p>Monthly N/A</p>	N/A
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Use of cleaning substances	Risk of inhalation and splashes	Cleaner, Town Warden and Outside Worker	<p>Safer alternatives used wherever possible. In most cases, only substances without recognized hazard symbols on the label are used.</p> <p>No COSHH assessments carried out.</p> <p>All products are stored in a safe environment.</p>	<p>All products to be stored in a safe environment</p> <p>COSHH training to be undertaken by Clerk.</p> <p>COSHH assessment to be carried out.</p> <p>Cleaner/Town Warden/Outside worker to be provided with rubber gloves, eye protection and any other personal protective equipment (PPE) as identified as necessary from the COSHH assessment.</p> <p>Cleaner provided with information from the COSHH assessment in safe use of substances, including action to take in case of splashing or spillage.</p>	<p>On-going</p> <p>Clerk will arrange within next 6 months</p>	
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General hygiene and welfare	Various	<p>All staff</p> <p>Toilets upstairs joint responsibility of Council Chamber staff & upstairs tenants.</p> <p>Unisex toilets downstairs joint responsibility of information staff and downstairs tenants.</p>	<p>Toilets supplied with hot and cold water and soap/towels etc.</p> <p>Kitchen wash up area provided with drinking water.</p> <p>Work surfaces cleaned by staff daily. Fridge cleaned regularly, bins emptied etc twice a week by cleaner.</p>	<p>Council chamber staff to be regularly reminded to clean up kitchen area after use.</p> <p>No further action is necessary.</p>	<u>On-going</u>	
Environmental comfort factors	Various	All staff	<p>Building is kept reasonably warm and light, windows can be opened to provide fresh air and offices are not cramped.</p> <p>Fans are provided in all offices. No complaints from staff concerning personal comfort.</p>	No further action is necessary.		N/A

Fire	<p>General fire related risks</p> <p>If trapped fatal injuries from smoke inhalation/burns</p>	All staff and visitors and tenants	<p>A Fire Risk Assessment has been carried out by an independent provider</p> <p>Fire Alarm installed and tested by contractor on a 6 monthly basis.</p> <p>There is emergency lighting which is regularly tested.</p> <p>There are manual call points.</p> <p>Boiler serviced annually.</p> <p>Adequate fire extinguishers are provided and serviced annually, although staff have not been trained in their use.</p> <p>Smoke alarms are tested regularly.</p> <p>Access to exits and extinguishers are kept clear at all times.</p> <p>Waste bins are emptied twice a week by the cleaner.</p>	<p>Share Fire Risk Assessment with office employees and the other occupiers of the building.</p> <p>Ensure the actions identified as necessary by the fire risk assessment are done.</p> <p>Staff to be:</p> <ul style="list-style-type: none"> (i) reminded of fire assembly point (ii) Location and use of fire extinguishers. (ii) routes of escape including walk through of evacuation procedure. (iv) who is responsible for relevant equipment. (v) who is responsible for Health & Safety in specific areas. (vi) reminded that passageways and stairs should not be obstructed and to report if they are. <p>Fire drill procedures to be communicated to staff.</p> <p>Review of fire signage to be undertaken and updated as necessary.</p> <p>Premises inspections to include housekeeping considerations relating to fire safety.</p>	<p>Clerk will arrange asap but within next 3 months</p> <p>Clerk within 1 month (already ongoing)</p> <p>Clerk will arrange within next 3 months</p> <p>On-going</p> <p>Weekly</p>	
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			Local Fire Authority Fire certificate is not required.			
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<p>Personal safety/working alone</p> <p>Lone Working</p>	<p>Possible violent attack by member of the public, sickness or unforeseen injury</p>	<p>1.Clerk and Deputy Clerk (if the other one is out for any reason and when leaving evening meetings.)</p> <p>2. Information Office Staff.</p> <p>3. Cleaner in the evenings.</p>	<p>Clerk, Deputy Clerk and Information Officer provided with personal alarms.</p> <p>Information office opens to the main high street (visible and multiple exits) and shares space with shop which is usually manned if help needed for any reason.</p> <p>Alarm Mat in the entrance of the Council chamber to alert staff of the presence of members of the public.</p> <p>Other members of staff, in the same building, can easily be contacted by an extension number on telephone.</p> <p>Regular contact between staff members usually takes place throughout the day. Staff to inform third parties of proposed working hours.</p>	<p>Consider installing a yale lock on front door of Market House so door can be locked when staff alone.</p> <p>Check that lone workers have no medical conditions which may make them unsuitable for working alone.</p> <p>Remind staff affected of:</p> <ul style="list-style-type: none"> (1) Lone Working Policy (2) Provide with HSE Lone Working guidance. 	<p>Clerk will arrange asap but within next 3 months</p>	
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			<p>Contact 999 immediately if any concerns.</p> <p>Cleaner doesn't usually work very late and will be advised to lock the front door.</p> <p>Nobody carries out high risk activities in their roles but manual handling & working at heights should not take place whilst working alone.</p>			
First Aid provision		All staff	<p>Adequate first aid supplies provided.</p> <p>Appropriate training arrangements are made to ensure that there are an adequate number of first aiders.</p> <p>First aid boxes are provided.</p> <p>An accident record book is kept.</p>	<p>Training in emergency first aid should be available to all staff</p> <p>Remind staff:</p> <p>(i) to report to their line manager all accidents and injuries.</p> <p>(ii) the location of first aid kits.</p>	Clerk will arrange asap but within next 3 months	

Stress	Staff could be affected by factors such as lack of job control, bullying, not knowing their role, or adverse reaction to demands put on them	All staff	Staff understand what their duties and responsibilities are. Staff can talk to their managers if they are feeling unwell or uneasy about things at work. No bullying policy – staff/staff, Councillor/staff, by members of the public. Further information available in the Council's Health and safety policy.	Remind staff they can speak confidently to the manager (on a no-blame basis) if they are feeling unwell or ill at ease because of work.	Clerk will arrange asap but within next 3 months	
Working at height – filing on top shelves, putting up decorations	Staff use a step ladder to reach top shelves. Internal windows cleaned by a contractor using step ladder Falls from any height can cause bruising, fractures and broken bones.	All staff	Chairs are unstable. A step ladder or library step should be used to access high shelves.	Step ladders, library steps and step up in an accessible place for use when necessary Remind staff of rules regarding use of step ladder (above) and where to access both of these,	Clerk will arrange asap but within next 3 months	
Clerk's Comments: Examined and approved at Finance & Policy Committee on 6th March 2023 4th March 2024 Min number: 21347						