

# GLAPWELL PARISH COUNCIL

## RISK ASSESSMENT

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

| <b>Hazard</b>  | <b>Hazard Effect</b>   | <b>Severity</b> | <b>Probability</b> | <b>Risk</b> | <b>Control Measures</b>   | <b>Residual Risk</b> |
|--|--|-----------------|--------------------|-------------|---|----------------------|
| 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.<br>Damaged floor coverings to be reported and repaired immediately.<br>All floors to be kept free from obstructions and adequate lighting provided.<br>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.<br>Untrained staff to contact Facilities Coordinator to arrange for items to be removed.<br>Trolleys or appropriate staff numbers to be used to move heavy objects.<br>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 Facilities Coordinator<br>Any problems identified by the self assessment should prompt a full assessment by the Facilities Coordinator who will arrange for the necessary remedial action to be taken.<br>All staff to have regular breaks from the computer.<br>Training to be provided as necessary for all new software. | Low                  |

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| 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.<br>PAT testing to be carried out every 12 months.<br>All defective plugs and cables to be reported to the Facilities Coordinator for repair or replacement.<br>The use of extension cables to be avoided wherever possible.<br>No personal electrical equipment to be used unless authorised by the Facilities Coordinator.<br>Kettles/water heaters to be positioned so spills cannot contact electricity supply equipment.<br>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.<br>Periodic fire evacuation practice to be carried out.<br>All fire exits to be kept clear at all times.<br>All fire extinguishers and other fire fighting equipment to be checked and/or tested annually.<br>All heaters to be sited away from combustible materials and switched off when areas are left unattended.<br>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.<br>Arrangements implemented to notify a competent person of all out of hours working in the Centre.<br>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.<br>Equipment to be formally checked annually for defects and by the user prior to each use.<br>All staff to be trained in the correct use of all access equipment.   | Low |

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| Environmental Hazards.<br>a) thermal comfort.                                     | Staff and Users may feel too hot/cold causing general discomfort.                           | Minor      | Unlikely      | L | Temperatures to be controlled by appropriate use of existing heating system.<br>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.<br>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.<br>Local lighting to be provided for close work where necessary.<br>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.<br>All spills in Kitchen and Toilet areas to be regularly cleaned.<br>Ensure kitchen and Toilet facilities are cleaned regularly and prior to all functions.<br>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.<br>All spills to be cleared up immediately.<br>Ensure adequate ventilation in all areas of usage.<br>Provide disposable gloves which must be worn if directed by manufacturers instructions. | Low |

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| 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.<br>Specialist to produce site specific reports identifying<br>a) The sources of risk<br>b) A scheme for preventing or controlling the risk<br>c) A system for implementing, managing & monitoring all precautions taken<br>d) A method of accurately recording all precautions<br>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.<br>Specialist to produce site specific reports identifying<br>a) The sources of risk<br>b) A scheme for preventing or controlling the risk<br>c) A system for implementing, managing & monitoring all precautions taken<br>d) A method of accurately recording all precautions<br>e) A person to take managerial responsibility<br>Contractors to be required to sign asbestos register before commencing work. | Low |
| <b>Final Assessment</b>  | By Ensuring all <b>Control Measures</b> are implemented the <b>Overall Risk for Work in the Parish Council Buildings and Assets</b> can safely be considered as:- |       |          |   |  | Low |

**Name: Nicki Senior**  
**Position: Clerk**  
**Date 04/03/21**

**Review March 2022**