

Risk assessment – Parish Office

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: MARDEN PARISH COUNCIL

Date of risk assessment: February 2023

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Control	Action by who?
Slips and Trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out All areas are well lit Trailing leads or cables are moved or protected Staff keep work areas clear, eg no boxes left in walkways, delivers stored immediately Staff mop up spillages		Clerk / Deputy Clerk
Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects eg deliveries of paper.	Trolley used to move heavy items where appropriate Heavy items are stored/accessible at the appropriate height Staff are aware/trained on how to split heavy loads and make them easier to handle Use steps when obtaining items from height Enrol the help of others if transporting/erecting / dismantling heavy items	Staff to undertake manual handling training if applicable	Clerk/ Deputy Clerk
Working at Height	Falls from height can cause bruising and fractures.	office staff do not undertake any work at heights.		
Health of Workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to line manager or Cllr if they are feeling unwell or ill at ease about things at work. Change is managed and communicated effectively Regular appraisals are held with staff members by Councillors. Clerk manages and assesses new work roles.	Provide details of the Employee Assistance Programme (EAP) to be made to all staff via Peninsula	Clerk Cllrs

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Control	Action by who?
Computers, laptops and similar equipment	Staff risk 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.	Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases). Ensure chairs and desk set up is correct for the user.	Annual Display Screen Equipment assessment to be undertaken or when any changes occur.	Clerk Cllr
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	See separate Fire Risk Assessment		
Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. All electrical equipment in office is PAT tested on an annual basis and any defective wiring etc is reported immediately and taken out of use.	Any training undertaken for new members of staff or when new equipment is being used	Clerk Deputy Clerk

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office.	When leaving office on MPC business staff leave details with other office staff, Chairman of Vice-Chairman and give a contact number. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. Caretaking staff inform the office where they are working. Chairman/Vice-Chairman to be made aware if staff are working alone.		Clerk Deputy Clerk Caretakers Cllr		