

# Office Risk Assessment

## Fishbourne Parish Council

Date of risk assessment: 21 May 2019

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
Slips and trips	Clerk and visitors may be injured if they trip over objects.	General good housekeeping is carried out. Office well lit. Clerk keeps work areas clear, eg deliveries stored immediately. Filing cabinet drawers shut immediately after use.				
Manual handling of paper, office equipment etc	Clerk may be injured lifting heavy objects eg. boxes of paper, boxes of dog bags.	Store boxes on floor level	Split heavy boxes into smaller components as they are delivered.	Clerk	From now on	
Display Screen Equipment and workstation	Clerk may suffer problems with posture or arm/wrist injury from overuse or badly designed workstation. Headaches/ eyestrain can occur if lighting/ screen brightness is poor.	Workstation is assessed to ensure correct posture and arm position. Reassessment to be carried out if new equipment is acquired. Position of workstation avoids glare from window. Work includes regular breaks from seat and screen. Lighting and temperature controlled.	Check that any actions from self-assessment is followed up.	Clerk	From now on	
Working at height using high shelves	Falls from heights can result in bruising / sprains or fractures	Staff use a step stool to access high shelving No heavy objects are stored at height	None			
Stress	Clerk may be affected by factors such as bullying, confusion as to role	Clerk understands role and undergoes training when necessary Clerk can talk to chairman or councilors if there are any problems. Protocol on bullying	None			

Electrical	Clerk could suffer electrocution from faulty electrical equipment or from using electrical equipment incorrectly	Clerk carries out regular visual inspection of electrical equipment and addresses any problems immediately. The shredder is unplugged if it needs to be unjammed TFC carries out regular PAT testing of all office equipment				
Fire	If trapped, clerk and visitors could suffer burns, smoke inhalation or fatal injury	Clerk knows evacuation procedure and will escort visitors out				
Lone working	Clerk could suffer ill health whilst working alone	TFC staff to check office before locking up at night Clerk always has light on in office to indicate she is there.				

**Assessment review date: 05/20**

**Signed:** *Geoff Hand*      **Chairman**

**Date: 21 May 2019**

**Minute Reference: 19/67.2**