

Risk assessment of Council Offices and North Street Chamber

Ilminster Town Council

Reviewed – March 2023

Date approved - March 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General Housekeeping is carried out. All areas are well lit. Trailing leads or cables are moved or protected. Staff keep work areas clear, e.g. no boxes are left in walkways, deliveries stored immediately. Staff report spillages.	None at present.	N/A	To be reviewed by Town Clerk regularly.	Checked March 2023
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of papers.	Heavy items are stored at the appropriate height. Delivery persons are asked to deliver up the stairs. Staff are aware how to split heavy loads and make them easier to handle	None at present.	N/A	To be reviewed by Town Clerk regularly.	Reviewed March 2023.

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Working at height	Falls from any height can cause bruising and fractures	Stable platforms available for staff to store items on high shelves. Appropriate step ladder available for use if necessary.	Purchase a small office step.	Steps purchased. Step Ladder to be purchased (March 2023)	N/A	N/A
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 Line Managers who they can speak to confidentially. If they do not wish to speak to their Line Manager the Town Clerk will arrange someone else to act on his behalf. Any change is managed and communicated effectively.	Regular reviews with staff	All Line Managers.	Ongoing.	N/A
Computers, laptops and similar equipment	Staff risk posture problems, pain, discomfort or injuries eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments.	Equipment changed/replaced if user raises concern.	Ensure familiarity with risks of overuse and not taking regular breaks	Ongoing action.	Ongoing.	N/A
Lone working	Staff could suffer injury or ill health when working alone.	Lone working is to be avoided where practicable. If lone working unavoidable staff have to check in	Regular reminders to staff. Town Clerk monitors lone working.	Town Clerk to monitor. Office to remain closed to visitors if	Regularly.	N/A

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		regularly with another staff member to confirm ok.		only one person present		
Fire	Staff and visitors, including councillors to the office.	Staff awareness as part of the induction and ongoing annual review of the risk assessment.	Ensure that Fire Alarm is tested annually and Extinguishers are maintained in liner with the recommendations	Town Clerk/deputy clerk	Annually	
Gas appliance	Staff and visitors could suffer ill health from poorly maintained gas appliances.	The North Street property is rented consequently the landlord maintains the appliances. The old Magistrates Court requires and annual safety Certificate check to be done. Staff encouraged to report any problems.	Ensure Safety checks are in place	Town Clerk/Deputy Clerk to review.	Annual review.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/