



RISK ASSESSMENT (HS09)

Title:	Council Offices Risk Assessment	Description of Works:	Office, Meeting Room & Use of Equipment	
Reviewed by:	Russell Cavanagh	RA Reference & Revision:	WSS/BTC/CO/RA	01
Location:	Chapel Road, Burnham-on-Crouch, Essex CM0 8JA	Date:	02/06/2021	

People Affected by Works			
Staff	X	Managers	X
Public	X	Young Persons	
Visitors	X	Others	

Likelihood (L)	Risk (L x S)			Severity (S)
Frequent	5	X	5	Fatality
Probable	4	X	4	Major Injury
Occasional	3	X	3	7 Day/LTI Injury
Possible	2	X	2	Minor Injury
Improbable	1	X	1	No Injury

Risks above 6 are not acceptable; control measures must be implemented to reduce risks to below 6.

No	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	LS		L	S	RS
1	Slips, Trips and Falls	Sprains; Strains; Fractures	2	3	6	<ul style="list-style-type: none"> Implementation of workplace inspections to identify potential trip hazards and remove where possible Where it is not possible to remove trip hazards, they should be suitably identified with signage placed to give notification of the presence of trip hazards Spillages MUST be cleaned up and the floor dried immediately with safety signage displayed if necessary Flooring and stairway inspections to be completed on workplace inspections checksheet Cable management system in place (i.e. cable ties). 	1	3	3





2	Fixed Electrical Installation	Electrocution; Ignition/Fire/Death	2	5	10	<ul style="list-style-type: none"> • Fixed electrical systems present within the building will be subject to Fixed Installation Testing conducted at 5 year intervals by a competent electrician • All items noted on the fixed installation test report should be closed out within a timely manner. All personnel should ensure that they utilise all fixed installations in the manner they were designed to be used to not add any additional risk (such as using multiple socket adapters etc.) • Fire detection systems in place with regular testing and inspections (see fire logbook) • Emergency lighting system available with monthly testing and annual servicing programme in place • Adequate firefighting equipment available to assist evacuation in the event of a fire • Fire safety signage displayed • Fire evacuation procedure in place and displayed • Fire evacuation procedure issued to meeting room hirers along with instruction at time of booking. 	1	5	5
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3	Manual Handling Operations	Musculoskeletal Injuries	2	3	6	<ul style="list-style-type: none"> • Mechanical handling equipment used where possible • Where necessary materials to be reduced to manageable sizes and carried by a sufficient number of staff • Size of load to be broken down/made smaller where possible • Routes to be checked before transporting for any potential hazards • All waste to be transported to designated area in manageable loads in readiness for removal • Staff to receive manual handling training (see staff training records). 	1	3	3
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4	Fire	Severe Injury; Death; Damage to Property	2	5	10	<ul style="list-style-type: none"> • An up to date 'suitable and sufficient' Fire Risk Assessment must be in place within the building at all times, ensuring that it conforms to all requirements of the Regulatory Reform (Fire Safety Order) 2005 (RRFSO) and contains all information regarding fire sources, fire spread and evacuation arrangements etc. (Please refer to Tandem Fire Risk Assessment) • Fire detection systems in place with regular testing and inspections (see fire logbook) • Emergency lighting system available with monthly testing and annual servicing programme in place • Adequate firefighting equipment available to assist evacuation in the event of a fire • Fire safety signage displayed • Fire evacuation procedure in place and displayed • Fire evacuation procedure issued to meeting room hirers along with instruction at time of booking. 	1	5	5
5	Faulty Equipment	Personal Injury	2	3	6	<ul style="list-style-type: none"> • Equipment checks to be completed as part of the workplace inspections process • Faulty equipment to be removed from use and decommissioned with access prevented • Equipment which is faulty to be logged and quickly repaired or replaced. 	1	3	3





6	Lone Working	Inability to contact help in the event of emergency	3	3	9	<ul style="list-style-type: none"> • Council to develop and enforce a Lone Workers policy • Staff training to include policy and emergency procedures (see staff training records) • An assessment must be made considering medical eligibility to lone work for all relevant staff • The decision to lone work must be made by the workers themselves; monitoring procedures must be in place such as periodic checks or internet-based login methods • Such procedures may include: - Only agreed tasks to be undertaken • Avoid high risk activities (e.g. working at height) • Mobile phone available; notify manager of intention to work outside regular hours • Reduce time spent working alone so far as is reasonably practicable • Ensure a colleague, partner, friend etc. is aware you are working alone and who to contact in the event of overdue contact • Notify staff on site of location/estimated duration of task if working on site remote from others • Access to site controlled e.g. through coded/locked doors etc. 	1	3	3
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7	Portable Electrical Appliances	Electrocution; Ignition/Fire/Death	2	5	10	<ul style="list-style-type: none"> • See controls for Fixed Electrical Installation • All portable appliances are to be subject to regular Portable Appliance Testing at the desired frequency (as detailed within the Code of Practice for In-service Inspection and Testing of Electrical Equipment), conducted by a competent trained individual • All portable electrical appliances are to be labelled and recorded on a PAT register • Staff to undertake electricity at work training; this training includes the safe use of portable electrical appliances and pre-use visual checks (see staff training records). 	1	5	5
8	Legionella (within hot and cold water systems).	Legionellosis; Illness/Death	2	5	10	<ul style="list-style-type: none"> • Legionella Risk Assessment completed by a competent water specialist with assessment and L8 logbook retained on site • Actions and recommendations completed as per Legionella Risk Assessment with records retained • Legionella management plan in place with up-to-date records of controls, such as flushing, temperature testing and descaling process • Competent advice on the management of Legionella obtained via Health & Safety Consultants. 	1	5	5





9	Asbestos	Asbestos Related Diseases; Illness/Death	2	5	10	<ul style="list-style-type: none"> Asbestos Survey completed by a competent Asbestos specialist with the survey retained on site Asbestos Management plan in place, maintained and up to date All Asbestos Containing Materials (ACMs) are labelled Asbestos Survey is available to contractors/sub-contractors working on site. 	1	5	5
10	Kitchen Equipment. Preparing Hot Food/drinks	Burns/Scolds	2	3	6	<ul style="list-style-type: none"> Portable Electrical Appliances PAT tested and labelled Duty of care upon individuals to be responsible for safety of themselves and others No horseplay by staff when in the kitchen or around hot drinks. 	1	3	3
11	Gas Boiler	Release of Gas/Fire Causing Injury/Death	2	5	10	<ul style="list-style-type: none"> Gas Safe service completed on an annual basis by a competent engineer with records maintained Gas valve labelled to identify isolation point British Gas emergency contact telephone number displayed for staff in the event of a gas leak Area directly below/around the boiler to be kept free of combustible materials. 	1	5	5





12	First Aid	Lack of Access to Appropriate First Aid	3	3	9	<ul style="list-style-type: none"> • First aid signage displayed informing staff/public how to access first aid and who to contact • First aid kit available on site • First aid kit checked weekly with records maintained and up to date • Emergency contact telephone number for Burnham-on-Crouch Town Council displayed on site. 	1	3	3
13	Use of Display Screen Equipment (DSE)	Musculoskeletal Disorders; Back and/or Upper Limb Disorders (RSI). Visual Fatigue & Mental Stress.	3	4	12	<ul style="list-style-type: none"> • Designated DSE users complete individual risk assessments, see DSE workstation & user assessments • Workstations set up correctly and comfortable for staff use • Acceptable environmental conditions provided • DSE training provided for all DSE users (see staff training records). 	1	4	4

