TATWORTH AND FORTON PARISH COUNCIL RISK ASSESSMENT

Approved and Adopted by Full Council 5th November 2026, Minute No 204/26

OFFICE RISK ASSESSMENT						
Hazards	**Who could be harmed and how?**	**What you are already doing**	**What further action do you need to take**	**Who needs to carry out the action**	**When is action needed by?**	**Done**
Slips and Trips	Staff and Visitors may be injured if they trip over objects or slip on spillages	• Good general housekeeping • All areas well lit • No trailing leads or cables • Staff keep their work areas clear, eg no boxes left in walkways, deliveries stored immediately	Be aware and maintain existing standards	All staff	Monthly check	
Manual Handling of papers, office equipment, etc	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper	• Remind staff that they should not try to lift objects that look or appear too heavy to handle	Clerk	Ongoing		

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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	• Window exit available • Fire blanker and extinguisher in place	Clerk			
Working at height	Falls from any height can cause bruises or fractures	• Stepladder available	Clerk	Ongoing		
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	• Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cables/equipment • Defective equipment taken out of use safely and promptly replaced • Staff told not to bring in their own appliances, such as	Ensure safety check done annually	Office Admin		

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		toasters, fans, etc				
Display Screen Equipment (DSE)	Staff risk posture problems and pain, discomfort and injuries, eg to their hands/arm, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if lighting is poor	• Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen • Shared workstations are assessed for all users • Work planned to include regular breaks or change of activity	• Clerk to monitor to ensure staff continue to get breaks away from their computers • Check that identified actions from self-assessments are followed up as soon as possible • Tell staff that they are to inform their manager of any pain they have that might be linked to VDU use • Remind laptop users to carry out regular DSE assessments to			

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		• Lighting and temperature suitably controlled • Adjustable blinds at window to control natural light on screen • Eye tests provided for those who need them, dutyholder to pay for basic spectacles for VDU use (or portion of costs in other cases) • Laptop users trained to carry out own DSE assessments for use away from the office When at office laptop to be used with docking station and screen, keyboard and	avoid problems and identify any issues			

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		mouse				
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc	• Staff understand what their duties and responsibilities are • Staff can talk to the Clerk if they are feeling unwell or ill at ease about things at work • "No bullying" policy	• Remind staff that they can speak confidentially to the HR Committee (on a no-blame basis) if they are feeling unwell or ill at ease because of work	Clerk	Ongoing	
Lone working	Staff could suffer injury or ill-health	Emergency contact numbers known				
Date for review of assessment:						
Assessor's signature:				Assessment approved by:		