

DALSTON PARISH COUNCIL



Job/Task:- RISK ASSESSMENT OF PARISH COUNCIL ASSETS

Forge Green Office

Persons Affected; Employees Contractors Public

Asset Number
DPC/016

Assessor B Craig

Specific Location Details

Date February 2018

Forge Green Office, Riverside, Dalston.

Risk Assessment Matrix

X	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

SEVERITY		LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
Injury	3	Possible
Serious Injury	4	Probable
Death	5	Almost Always

Standard Control Measures

No	Hazard	Risk	S	L	R	Control Measure	S	L	R
1	Working at Height	Falling from height resulting in injury Dropping of tools and equipment causing injury to third party Persons	4	3	12	Ensure Staff are adequately trained and informed in relation to Working at Height Regulations and that proper access equipment is used. A method statement may be required.	4	1	4
2	Trips and Falls	Risk of injury from trailing cables, untidy work area and insufficient workspace.	4	3	12	Ensure Floor coverings are maintained in good condition. Ensure cables etc do not present a hazard. Employ good housekeeping measures.	4	1	4
3	Electric Shock	Risk of Electric Shock from fixed installation and portable appliances. Electrical arcing leading to fire	5	4	20	Carry out regular inspection of Fixed Wiring and Statutory Testing of Portable Appliances in accordance with current Electrical Safety Regulations. Ensure circuits are not overloaded	5	1	5

Additional Site Control Measures
Carry out regular inspections and annual of workplace and ensure employees have adequate training
Carry out regular and annual inspections of workplace
Comply with Electrical Testing Requirements

No	Hazard	Risk	S	L	R	Control Measure	S	L	R	Additional Site Control Measures
4	Lone Working	Medical Emergencies leading to delayed treatment. Intruders and un-welcome guests	5	3	15	Clerk keeps Front Door locked when working alone. Lone working operatives should have access to First Aid facilities If Lone Working applies then the person should inform contacts of times and dates	5	1	5	Contact Details to be kept by all concerned
5	Fire	Death, Injury and destruction of documents and assets	4	3	12	Clerk to test Fire Alarm System as instructed	4	1	4	Presently rolling monthly tests on one detector and weekly visual check on extinguishers
6	Manual Handling	Self Training on Manual Handling to be undertaken	3	3	9	Clerk to study Manual Handling Regulations	3	1	3	Training record to be kept
7	Display Screen Equipment	Risk of posture problems and pain or other injuries due to overuse or the improper use or from poorly designed work stations or work environments	4	3	12	Training and assessment of workstations to ensure correct posture and to ensure that the correct equipment , furniture and work environment is provided. Regular Eye Tests should be provided by Parish Council	4	1	4	Training record to be kept
8	Gas and Gas Appliances	Risk of Fire, Explosion of Poisoning	5	3	15	Carry out Statutory testing and inspections in accordance with Gas Safety Regulations	5	1	5	Records to be kept
9	Cleaning Equipment, Toner and Printing Inks	Skin Burns, Eye Damage and irritation	3	3	9	Operatives to undertake proper training in accordance with the COSHH Regulations and any necessary assessments carried out by Clerk.	3	1	3	Clerk to assess need for training.

Person in charge of works
Dalston Parish Council

Signature

Bryan Craig

Date for Next Review DPC/016
February 2019