FULFORD PARISH COUNCIL

Fulford Parish Council Office and Visitors Risk Assessment

Hazard and risk	People at Risk	Fulford Parish Council Controls	Additional
Office environment - Slips, trips and falls	Employees/Contractors/Public/Visitors	• Floors, walkways and entrances kept clear. • Any spillages dealt with promptly. • Cables kept tidy and routed to avoid creating trip hazards. • Defects reported and repaired as soon as practical. • Good housekeeping maintained.	
Stairs and steps - Slips, trips and falls	Employees/Contractors/Public/Visitors	• Stairs and steps kept clear of obstructions. • Adequate lighting provided. • Handrails used where provided. • Defects reported and repaired as soon as practical.	
Doors and access - Injury/Unauthorised access	Employees/Public/Visitors	• Visitors are asked to report to the appropriate member of staff. • Visitors are not permitted into restricted areas unless authorised. • Doors and access points are kept in good working order. • Any concerns about security are reported promptly.	
Visitors - Accident/Injury	Visitors/Employees	• Visitors are made aware of relevant arrangements on arrival. • Visitors are supervised where appropriate. • Visitors are not permitted to access hazardous areas or equipment. • Emergency procedures are explained where appropriate. • Any accident or incident involving a visitor is reported.	
Fire - Fire/Smoke/Burns/Injury	Employees/Contractors/Public/Visitors	• Fire exits and escape routes kept clear. • Fire doors are not wedged open. • Fire alarm and emergency arrangements are maintained. • Staff are aware of evacuation procedures. • Visitors are directed to the assembly point in an emergency. • Fire-fighting equipment is maintained as required.	
Electrical equipment - Electric shock/Fire	Employees/Contractors/Public/Visitors	• Electrical equipment is visually checked before use. • Damaged plugs, cables or equipment are removed from use and reported. • Electrical equipment is not used where there is evidence of damage. • Portable electrical equipment is maintained/tested as appropriate. • Sockets are not overloaded.	
Office equipment - Injury/Entrapment/Burns	Employees/Contractors/Public/Visitors	• Office equipment used in accordance with manufacturers' instructions. • Staff advised to report defective equipment. • Visitors are not permitted to operate equipment unless authorised. • Equipment is positioned securely and safely.	
Display Screen Equipment / workstation - Musculoskeletal injury/Eye strain	Employees	• Workstations arranged to allow a comfortable working position. • Employees encouraged to take regular breaks or changes of activity. • Chairs and desks adjusted appropriately. • Employees advised to report discomfort or concerns. • DSE assessment undertaken where required.	
Manual handling - Strain/Back injury	Employees/Contractors	• Avoid lifting unnecessarily. • Heavy or awkward items should be moved using suitable equipment or assistance. • Staff advised on safe lifting techniques. • Items stored so that they can be accessed safely.	
Hot drinks / kitchen facilities - Burns/Scalds/Slips	Employees/Contractors/Public/Visitors	• Hot drinks carried carefully. • Kettle and other appliances kept in good condition. • Spills cleaned up promptly. • Visitors kept away from hot equipment where appropriate. • Kitchen area kept clean and tidy.	
First aid - Illness/Injury	Employees/Contractors/Public/Visitors	• Suitable first-aid arrangements provided. • First-aid kit maintained and checked regularly. • Staff know how to summon assistance. • Accidents and incidents are recorded and reviewed where appropriate. • Emergency services contacted where required.	
Lone working - Violence/Accident	Employees	• Employees advised of safe lone-working procedures. • Employees should not place themselves at unnecessary risk when dealing with members of the public. • Emergency contact with the Police where necessary. • Separate lone-working assessment to be followed where applicable.	
Aggressive or abusive behaviour	Employees	• Employees advised not to engage in confrontational situations. • Employees may withdraw from a situation where they feel threatened.	

Hazard and risk	People at Risk	Fulford Parish Council Controls	Additional
- Violence/Stress/Injury		• Large or potentially disruptive groups should not be approached alone. • Emergency contact with the Police where necessary. • Incidents reported to the Parish Council.	
Cleaning products / hazardous substances - Skin irritation/Injury	Employees/Contractors/Visitors	• Cleaning products kept in suitable containers and stored safely. • Products used in accordance with manufacturers' instructions. • Visitors prevented from accessing cleaning products. • Spillages dealt with promptly.	
Confidential documents / data - Loss or unauthorised access	Employees/Public/Visitors	• Confidential documents kept securely. • Visitors should not have access to confidential paperwork or computer systems. • Documents disposed of securely when no longer required. • Staff reminded of confidentiality requirements.	
Weather / external access - Slips/Trips/Falls	Employees/Contractors/Public/Visitors	• External access routes kept reasonably clear and safe. • Wet or icy conditions monitored where appropriate. • Defects or hazards reported and actioned as soon as practical. • Visitors advised of any temporary hazards.	