

**RISK ASSESSMENT FORM Staff Workplace**  
Annual approval by Council – January 2017

Potential Hazard	Who is likely to be injured?	How likely are the Risks?			Is the risk controlled? Existing controls, procedures.	What further action could be taken to reduce the risk?	Action to be taken by
		Very likely	Likely	Unlikely			
Workstation Repetitive strain injury Eye damage/VDU Screen	Clerk			<b>X</b>	Computer screen free from defect. Keyboard adequate. Good lighting. No glare. Adjustable chair, footrest. Eye test every two years. Annual inspection of office to be Carried out by Health & Safety Com.		
Accident occurring in office	Clerk Public Councillors			<b>X</b>	Flooring inspected regularly for defects. Filing cabinets closed when not in use and only one drawer open at one time. Windows checked regularly for defects. Equipment regularly checked for defects & annual inspection carried out by Health & Safety Committee. Electrical inspection annually by competent electrical engineer. Personal alarm  First Aid equipment & insurance cover provided		

<p>Lone Worker Assault</p>	<p>Clerk</p>			<p>X</p>	<p>Spy holes in doors. Entry system. Help can be summoned from neighbours/councillors/police</p> <p>Appointments by previous notification unless person known to Clerk.</p> <p>Outdoor lighting provided.</p> <p>Clerk works from home during hours of darkness when possible – home computer provided by Council.</p> <p>Clerk to be accompanied when closing meeting venues late at night</p> <p>Insurance cover in force</p>		
<p>Fire</p>	<p>Clerk</p>			<p>X</p>	<p>Fire precautions and equipment provided including fire alarm. Annual inspection to be carried out by Health &amp; Safety Committee</p>		

<p>Accident/Assault occurring out of office</p>	<p>Clerk</p>			<p>X</p>	<p>Protective Clothing to be worn if walking on Highway</p> <p>Clerk only ventures onto roads if absolutely necessary – S.C.C. requested to deal with problem.</p> <p>Alternative arrangements to be made for any out of office inspection/visit should the Clerk feel her safety could be in danger</p> <p>Clerk has personal alarm</p>		
<p>Date:</p>							