



TODMORDEN TOWN COUNCIL

Office Risk Assessment May 2022

Risk Assessment Review	
Date	Reviewed by

This risk assessment is due to reviewed every 12 months or when anything changes.

PREMISES PARTICULARS

Name of Site: Todmorden Community College

Address: Todmorden Community College, Burnley Road, Todmorden OL14 7BX

Tel No: 01706 318132

Use of Premises: Todmorden Town Council Offices

Senior Manager of Site: Naomi Crewe, Town Clerk & RFO

GENERAL STATEMENT OF POLICY

Statement:

It is the policy of Todmorden Town Council to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The Council will provide and maintain safe working conditions, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The Council will give a high level of commitment to health and safety and will comply with all statutory requirements.

Name _____ Signed _____ Date _____

RISK RATING

Who?	Severity Rating	Likelihood
S – Staff P – Public B – Both	1 – Minor Injury 2 – First Aid Needed 3 – Three Day Injury 4 – Serious Disability 5 – Death	1 – Very Unlikely 2 – Less Likely Than Not 3 – 50:50 4 – More Likely Than Not 5 – Almost Inevitable.

SUMMARY RISK ASSESSMENT

Item	Severity	Likelihood	Score
Todmorden Community College	3	2	6

OFFICE RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing to minimize the risk?
Slips and trips	Both - may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> - General good housekeeping is carried out. - All areas well lit, including stairs. - No trailing leads or cables. Staff are keeping work areas clear, eg no boxes left in walkways, deliveries stored immediately.
Confidential information	Both - may be at risk of disclosure of confidential information	<ul style="list-style-type: none"> - All confidential information is all locked up and stored away. - No visitors are allowed in the offices without supervision.

Computer workstation	Both - may be at a risk from - Working for prolonged periods without change of posture or sufficient break. - poor posture may be adopted when using Display Screen Equipment (DSE)	<ul style="list-style-type: none"> - Where desktops, laptops and notebooks are used as a significant part of day-to-day work, a Computer Equipment assessment is carried out. - Work should be planned to include regular breaks from the computer.
Electrical safety	Both - could suffer electrical shock or burns if using Damaged portable electrical appliances, their cables, plugs e.g. lamps, fans, photocopier, extension leads, PC etc.	<ul style="list-style-type: none"> - All portable electrical equipment is tested for electrical safety at correct intervals and labelled with the date of the test. - Electrical cables and plugs should be regularly visually inspected by the user for damage. <p>Any defective equipment should be reported immediately</p>
Manual Handling	Both - may be at a risk from Back strain / injury Personal injury Cuts/ Lacerations/ Damage to property / equipment	<ul style="list-style-type: none"> - Ensuring all staff work in a safe way and have H & S Policy - Staff are made conscious of members of the public being around when they are working - Staff are instructed on the correct lifting procedures
Working at height Filing on top shelves, etc	Both - Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> - Staff have access to a step ladder and are trained in how to use it for working at height. - Internal windows cleaned by contractor using a stepladder
Stress	Staff All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> - Staff understand what their duties and responsibilities are. - Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. - 'No bullying' policy.
Asbestos Asbestos-containing materials (ACMs) are resented in some partition	Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk	<ul style="list-style-type: none"> - Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. - Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. - Staff told to report any accidental damage immediately.

walls, doors and Pipes		<ul style="list-style-type: none"> - Condition of partition walls, doors and pipes checked periodically.
Lone working	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	<ul style="list-style-type: none"> - Staff write visit details in office diary and give a contact number. - Staff not returning to the office after a visit call in to report this. - Staff member who is locking up check all areas, including toilets, before locking up at night.
Use of Electrical equipment e.g. PC, printer, lamp, fan, heater, kettle, photocopier, shredder, extension leads	Both <ul style="list-style-type: none"> - could suffer electrical shock or burns if equipment is faulty 	<ul style="list-style-type: none"> - All office equipment used in accordance with the manufacturer's instructions and staff trained in its use by Town Clerk - Portable Appliance Testing (PAT) is carried out in accordance with Statutory requirements - Defective plugs, cables equipment etc reported to Town Clerk for repair/replacement. - Sufficient power sockets provided to reduce need for extension cables. - Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured - Kettle/water heater positioned so water spills cannot contact electricity supply or equipment - Liquid spills mopped up immediately, paper towels provided in the office
Environmental hazards - thermal comfort	Both <ul style="list-style-type: none"> - may feel too hot/cold or suffer other general discomfort 	<ul style="list-style-type: none"> - Building temperatures kept as reasonable as possible with supplementary heating/cooling available when necessary - Office is adequately ventilated
Environmental hazards - space	Both <ul style="list-style-type: none"> - contact with furniture if insufficient space to move around 	<ul style="list-style-type: none"> - Space provided is sufficient to enable free movement around the office, and for carrying out tasks - Individual space requirements are re-considered when additional equipment furniture is acquired
Environmental hazards - lighting	Both <ul style="list-style-type: none"> - may suffer eyestrain if lighting is insufficient or of the wrong type 	<ul style="list-style-type: none"> - Lighting levels sufficient for the room, tasks undertaken, and glare is minimised - Window blinds fitted where necessary to adjust lighting levels - Local lighting (e.g. lamps) is provided for close work where necessary - Light switches are easily accessible, and lights are switched off when the room is vacated

Environmental hazards - Hygiene & welfare	All staff & others could experience general discomfort	<ul style="list-style-type: none"> - Toilets supplied with hot/cold water, soap and towels, any deficiencies are reported to Town Clerk - Refreshment area available with drinking water and other facilities which is cleaned daily
Chemical e.g. photocopier toner/ ozone production, cleaning materials	Staff	<ul style="list-style-type: none"> - Toner changed in accordance with manufacturers instructions. - Disposable vinyl gloves worn when skin contact with toner is likely e.g. when changing cartridges - Proprietary chemicals/substances used as directed by the manufacturer - All spills are cleared up immediately and waste appropriately disposed of - Heavily used photocopiers situated in well ventilated areas.
Unfamiliarity with premises	Both	<ul style="list-style-type: none"> - Contractors and staff induction at the outset - Safety briefing to visitors on arrival