











Risk assessment for : Caldicot Town Council

Risk assessment name	Basic Office	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	18/05/23	Review period	Annually
Approved by		Review date	17/05/24
Approved date		Reference	RA 001















Description

This Risk Assessment covers office activity at Caldicot Town Council

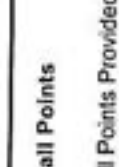

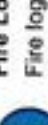








Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Access doors Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.</p>	 <p>Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p>  <p>Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks</p>	<p>1 x 2</p>  <p>Low</p>
 <p>Challenging Behaviour (Potential of Assault) Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	<p>All staff</p> <p>How? Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	 <p>Access Into The Premises Is Controlled Access into the premises is controlled so no unauthorised persons can enter.</p>  <p>CCTV installed CCTV installed for training, supervision & security purposes</p>  <p>Visitor Rules System Operated Visitor Rules System Operated</p>	<p>1 x 3</p>  <p>Medium</p>














Basic Office
















Risk assessment for : Caldicot Town Council

<p>Hazard</p>	<p>Who could be harmed and how?</p>	<p>Existing controls</p>	<p>Risk rating (L x S)</p>
<p> Display Screen Equipment Risk of Repetitive Strain Injury, Eye Strain & other Work Related Upper Limb Disorders</p>	<p>All staff How? Risk of Repetitive Strain Injury, Eye Strain & other Work Related Upper Limb Disorders</p>	<p> Adequate Breaks Taken By DSE "Users"  DSE - Suitable Chair Provided At The Workstation Suitable seating is provided at the workstation  Eye tests Eye and eyesight tests and examination on taking up post and at regular intervals not exceeding 2 years provided to all users, with glasses provided where necessary for working with display screen equipment.  Footrests Provided When Required By DSE Users Footrests provided when required by DSE Users  Display screens provided with height and position adjustability to suit user Screens are positioned so that they are free from glare.  DSE Training Given Users are provided with information & trained with regards to the requirements of workstation set-up  Workstation Assessment Display screen assessments are carried out by suitably trained and competent person(s) every 3 years or sooner if changes occur.</p>	<p>1 x 2  2 Low</p>
<p> Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>All staff How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p> Electrical Fixed Mains Wiring Inspection Performed Fixed mains wiring inspection carried out to the requirements of BS 7671  Electrical Sockets Not Overloaded Electrical Sockets Not Overloaded  Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances</p>	<p>1 x 3  3 Medium</p>












Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Fire</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p> Fire Alarms and equipment maintained, serviced & tested by competent persons Regular checks are undertaken to ensure that alarms and equipment remain suitable for use.</p> <p> Fire Exits & Fire Exit Signage Maintained Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.</p> <p> Fire Extinguishers Provided In Areas of High Risk Fire extinguishers provided in areas of higher risk due to the work activity (e.g. welding booths).</p> <p> Fire Marshals In Place The appointment of fire marshals and appropriate training given</p> <p> Fire Training Carried Out Fire training (including evacuation) carried out at induction and refreshed periodically</p> <p> Fire Emergency Call Points Provided Fire Emergency Call Points Provided</p> <p> Fire exits unobstructed Periodic checks are undertaken to ensure that fire exits remain free from obstructions.</p> <p> Fire Log Book In Place Fire log book records alarm/emergency lighting testing c/w other fire provision monitoring & testing</p> <p> Fire Risk Assessment In Place A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p> <p> Regular Fire Drills Undertaken Regular Fire Drills Undertaken</p>	<p>1 x 3</p> <p></p> <p>Medium</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Gas Appliances: Risk of injury, fire & explosion from incorrect usage and/or poorly maintained gas appliances.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Risk of injury, fire & explosion from incorrect usage and/or poorly maintained gas appliances.</p>	<p> Carbon Monoxide Gas (CO) Detector Fitted Carbon Monoxide (CO) detector fitted with the fuel burning devices to alert of malfunction.</p> <p> Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> <p> Only Gas Safe Engineers Used To Maintain Equipment All installation, repair and maintenance work is carried out by Gas Safe registered engineers</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Manual Handling Of Office Materials Risk of injury whilst undertaking the manual handling of materials & hazards along the route</p>	<p>All staff</p> <p>How? Risk of injury whilst undertaking the manual handling of materials & hazards along the route</p>	<p> Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> <p> Split Loads To Reduce The Manual Handling Risks Loads are split into lighter load weights to reduce manual handling risks</p>	<p>1 x 2</p>  <p>Low</p>
 <p>Office Storage Risk of injuries associated with poor positioning & stocking/overstocking of office storage systems</p>	<p>All staff</p> <p>How? Risk of injuries associated with poor positioning & stocking/overstocking of office storage systems</p>	<p> Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p>	<p>1 x 1</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All staff, Contractors, Members of the public, visitors How? Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	 <p>All aisles and gangways kept clear All aisles and gangways kept clear to avoid slips and trips</p>  <p>Trailing Wires/Cables Made Safe To Prevent Trips Leads & extension cables are routed and/or secured/taped to minimise trip risks</p>	<p>1 x 3  Medium</p>
 <p>Poor Housekeeping Area/activity may be subject to poor housekeeping, increasing risk of other hazards occurring (i.e. slips, trips and falls)</p>	<p>All staff, Contractors, visitors Staff and visitors How? Poor cable management and cluttered desk areas can lead to restricted walkways and escape routes, people can trip on these items causing cut, bruises, musculoskeletal and other serious injuries.</p>	 <p>All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p>  <p>Good Housekeeping Observed All personal belongings are stored in the cloakroom area or placed carefully under your desk to one side as not cause a hazard. Loose and trailing cables should be removed or suitable covers fitted. Desk area should be kept clean, tidy and free from clutter.</p>  <p>Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p>  <p>Spillages cleaned up immediately All spillages in kitchens and at work station should be cleaned up immediately, any electrical equipment affected by the spill should be isolated from the electrical supply.</p>	<p>1 x 3  Medium</p>
 <p>Poor Lighting Risk of injury during access & egress due to poor lighting.</p>	<p>All staff, Contractors, Members of the public, visitors How? Risk of injury during access & egress due to poor lighting.</p>	 <p>Reporting Procedures Followed Poor lighting levels should be reported to the office manager or supervisor.</p>  <p>Suitable & Sufficient Internal Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>  <p>Routine Maintenance Undertaken Damaged lighting or poorly lit areas should be identified and a suitable maintenance regime put in place.</p>	<p>1 x 3  Medium</p>


Risk assessment for : Caldicot Town Council







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Work Equipment (Office) Risks associated with the use of office equipment</p>	<p>All staff</p> <p>How? Risks associated with the use of office equipment</p>	<p> All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> <p> Electrical Cable Management In Place Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks</p> <p> Individual DSE Assessment Carried Out Each workstation has had an adequate assessment of equipment, working practices, environment etc.</p> <p> DSE Training Given Users are provided with information & trained with regards to the requirements of workstation set-up</p> <p> Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances</p> <p> Only Competent Persons Can Operate The Equipment Only designated personnel are allowed to use the work equipment</p>	<p>1 x 2</p> <p>2</p> <p>Low</p>
 <p>Work Equipment (Shredding/Recycling Machinery) Risk of injuries associated with the use of shredding/re-cycling equipment</p>	<p>All staff</p> <p>How? Risk of injuries associated with the use of shredding/re-cycling equipment</p>	<p> Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances</p> <p> Only Competent Persons Can Operate The Equipment Only office personnel can operate the equipment.</p> <p> Fixed Guards In Place At All Times - Paper Slot < 6 mm Fixed guards in place at all times & regularly checked</p>	<p>1 x 2</p> <p>2</p> <p>Low</p>

Risk assessment for : Caldicot Town Council


















Risk assessment name	Car Park & External Areas	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	18/05/23	Review period	Annually
Approved by		Review date	17/05/24
Approved date		Reference	RA 002



Workspace(s)	Description
 Access / Egress	This Risk Assessment is for carparking and external areas at Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Adverse Weather Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	All staff, Contractors, Members of the public, visitors How? Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  CCTV installed CCTV installed for training, supervision & security purposes </div> <div style="width: 45%;">  Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting provided for the workplace activities </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  Pathways Treated Pathways treated with rock salt to reduce the risk of slips as required </div> <div style="width: 45%;">  Weather Conditions Checked & Planned For Weather conditions are considered, planned for and suitable clothing and equipment are provided. </div> </div>	1 x 2  Low

Risk assessment for : Caldicot Town Council


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p> People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff, Contractors, Members of the public, visitors How? Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p> All Staff Trained in Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Spillages Cleaned Up Immediately</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p> <p> Weather Conditions Checked & Planned For (e.g. Gritting) Weather conditions are considered, planned for and walkways/traffic routes gritted & made safe</p>	<p>1 x 2  Low</p>
<p> Vehicle Movement Risk of injury through coming into contact with vehicles</p>	<p>All staff, visitors How? Risk of injury through coming into contact with vehicles and plant moving around the area.</p>	<p> CCTV installed for training, supervision & security purposes</p> <p> Pedestrian Pathway Provided For Traffic Management Pedestrian pathways are provided and used as part of the Traffic Management Plan</p> <p> Vehicle Park Has Suitably Marked Out Parking Bays Vehicle Park Has Suitably Marked Out Parking Bays</p> <p> Controlled Entry To Authorised Persons Controls are in place so only authorised persons can enter the area</p> <p> Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting provided for the workplace activities</p>	<p>1 x 3  Medium</p>
<p> Vehicle Movement (Reversing) Risk of injury/collisions etc. associated with reversing vehicles in the working area.</p>	<p>All staff, visitors How? Risk of injury/collisions etc. associated with reversing vehicles in the working area.</p>	<p> Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting provided for the workplace activities</p> <p> Vehicle Park Has Suitably Marked Out Parking Bays Vehicle Park Has Suitably Marked Out Parking Bays</p>	<p>1 x 3  Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Waste Removal Activities Risk of injury/ill health whilst carrying out waste removal activities</p>	<p>All staff</p> <p>How? Risk of injury/ill health whilst carrying out waste removal activities</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Correct Disposal Contaminated Material/Waste Contaminated material is disposed of in accordance with current guidelines.</p> </div> <div style="width: 45%;">  <p>Waste Bins Are Provided Within The Premises Waste Bins Are Provided Within The Premises</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <p>Regular Waste Collection & Duty Of Care Notes Kept Regular waste collections are made and the Duty Of Care Notes are kept for at least 2 years</p> </div> </div>	<p>1 x 2</p>  <p>Low</p>

Further control measures

None required

Risk assessment for : Caldicot Town Council

















Risk assessment name	Cash Handling	 General
Assessor name	Sarah King	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay	
Assessment date	18/05/23	Annually
Approved by		17/05/24
Approved date		RA 003




Description
This risk assessment is for cash handling at Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

Risk assessment for : Caldicot Town Council




 <p>Assault /Aggressive behaviour Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	<p>All staff</p> <p>How? Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	<p> Alternate Methods Of Banking Used Customers are encouraged to use non cash transactions where possible.</p> <p> Cash Handling Procedures Procedures to ensure safe, regular processing of cash from the premises & that cash stored in a secure area where only authorised person are permitted. Money is carried in discrete bags which do not draw attention to the contents. Banking is conducted on different days and times.</p> <p> CCTV installed and monitored with clear signs Appropriate CCTV in place which is monitored and signs displayed to advise others of its use.</p> <p> First Aid Procedures First aid arrangements in place.</p> <p> Lone Working Is Avoided/Kept To A Minimum Lone Working Is Avoided/Kept To A Minimum</p> <p> Lone Working Policy Lone work policy produced and implemented.</p> <p> Provision Of Written Safe Systems of Work In Place Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p> <p> Supervision Provided For The Task Supervision provided for the task</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Driving At Work Risk of injury/ill-health whilst driving at work</p>	<p>All staff</p> <p>How? Risk of injury/ill-health whilst driving at work</p>	<p> Driving Risk Assessment - Driver Considerations Competent drivers with the appropriate licence and level of insurance cover used</p> <p> Driving Risk Assessment - Vehicle Considerations Correct vehicle type, kept roadworthy C/w regular checks as to condition</p> <p> Driving Risk Assessment - Journey Considerations Consider traffic conditions, weather, lighting, road surface, length of journey, rest stops etc.</p> <p> Mobile phones are not used whilst driving Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment</p>	<p>1 x 3</p>  <p>Medium</p>

Risk assessment for : Caldicot Town Council














Risk assessment name	Cleaning General Office Building	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	18/05/23	Review period	Annually
Approved by		Review date	17/05/24
Approved date		Reference	RA 006

Description











This risk assessment is for undertaking site cleaning duties at Caldicot Town Council

Hazard	 Cleaning Activity (Chemical Usage) Risk of injury/ill-health due to exposure to harmful chemicals	Who could be harmed and how? All staff How? Staff may suffer ill health or injury due to exposure to harmful chemicals	Existing controls  CoSHH Assessments Communicated & Training Provided Suitable chemicals are selected for the task, COSHH assessments are communicated, and all staff are trained.	Risk rating (L x S) 1 x 2  Low
			Surfaces Not Left With Excess Cleaning Chemicals Minimal product is used to prevent residue being left on surfaces	

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electricity (General) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>Cleaner</p> <p>How? Injury may occur due to contact with live electrical components</p>	<p> Chemicals Not Sprayed Near Electrical Equipment Care is taken not to spray chemicals on or near electrical equipment</p> <p> Electrical Fixed Mains Wiring Inspection Performed Fixed mains wiring inspection carried out to the requirements of BS 7671</p> <p> Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances</p>	<p>1 x 3</p> <p> 3</p> <p>Medium</p>
 <p>Manual Handling Activities (General) Risk of injury whilst undertaking general manual handling activities.</p>	<p>All staff</p> <p>How? Injury may occur due to poor manual handling technique</p>	<p> Good Manual Handling Techniques/Postures Used All staff are provided training on safe lifting techniques and recommended postures</p> <p> Manual Handling Training Given All relevant employees have received specific manual handling training for the work environment</p>	<p>1 x 2</p> <p> 2</p> <p>Low</p>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of hazards that can cause slips.</p>	<p>All staff</p> <p>How? Injury may occur due to slipping on wet/contaminated surfaces</p>	<p> Spillages Cleaned Up Immediately Any water or chemical spillages are cleaned up immediately</p> <p> Visual Inspection Of Work Area Floor Staff conduct a visual inspection of the work area floor before starting each task to identify any slip hazards</p>	<p>1 x 2</p> <p> 2</p> <p>Low</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 People Movement (Risk of Trips & Falls) Risk of injury due to a variety of hazards that can cause trips & falls	All staff How? Injury may occur due to tripping on objects left in walkways or other areas	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  Awareness of Environment Workers are trained and remain aware that low furniture and other trip hazards may be present </div> <div style="width: 45%;">  Changes in Level and Steps Changes in level and steps are approached with caution if using/manoeuvring cleaning equipment </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  Visual Inspection of Work Area A visual inspection of the work area is made to identify and avoid any trip hazards such as wires or loose carpet tiles </div> </div>	1 x 2  Low
 Working On Site Risk of injury/ill health etc. due to the lack of safety awareness of unfamiliar surroundings.	Cleaner How? Injury may occur due to lack of safety awareness of unfamiliar surroundings	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  All Employees Receive Specific Induction Training All employees receive specific induction training upon commencement of work at the site </div> <div style="width: 45%;">  Fire Assembly Point Known Staff are aware of the place of safety in the event of a fire or another emergency situation </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  Fire Exits & Fire Exit Signage Staff familiarise themselves with the fire exits and routes of escape </div> </div>	1 x 2  Low

Further control measures

None required

Risk assessment for : Caldicot Town Council












Risk assessment name	Cleaning High Risk Areas (RED - Urinals, Toilets, Washroom Floors etc.)		Assessment type	General
Assessor name	Sarah King		Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		Review period	Annually
Assessment date	18/05/23		Review date	17/05/24
Approved by			Reference	RA 007
Approved date				














Workspace(s)	Description
Processing	This Risk Assessment is an example only and must be reviewed/amended to suit your own business practices and working environment.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
















Risk assessment for : Caldicot Town Council

<p style="text-align: center;"></p> <p>Bio-Hazards: Risk of ill health/disease/death due to exposure to infectious agents/pathogens from bodily fluids</p>	<p>Cleaner</p> <p>How? Ill health/disease/death may occur due to exposure to infectious agents/pathogens from bodily fluids</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;"></p> <p>Cover All Cuts And Open Wounds. Keep cuts and open wounds covered to prevent access to contaminants</p> <p style="text-align: center;"></p> <p>Gloves Worn - EN 374-3 Gloves complying with EN 374-3 are worn when required to reduce contact of contaminants with the skin</p> <p style="text-align: center;"></p> <p>Method Statements for Task In Place Method statements are in place detailing how to deal with bio-hazards safely and effectively.</p> <p style="text-align: center;"></p> <p>Protective Clothing Must Be Worn Protective clothing is worn to reduce contact of contaminants with skin</p> <p style="text-align: center;"></p> <p>Suitable Waste Receptacles Provided Sanitary Purposes. Biohazardous waste is removed to suitable waste receptacles to prevent further contamination.</p> </div> <div style="width: 48%;"> <p style="text-align: center;"></p> <p>Eye Protection Worn Eye protection is worn when necessary to prevent against splashes and droplets contacting the eyes</p> <p style="text-align: center;"></p> <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> <p style="text-align: center;"></p> <p>Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.</p> <p style="text-align: center;"></p> <p>Suitable Sanitiser Used Only suitable sanitisers is used that fully remove bacteria & compliant with BS EN 1276 or BS EN 13697</p> </div> </div>	<p style="text-align: right;">1 x 2</p> <p style="text-align: center;"></p> <p style="text-align: right;">Low</p>
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Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Chemicals Used In The Cleaning Activity Risk of injury/ill-health due to exposure to harmful chemicals</p>	<p>Cleaner How? Injury and ill-health may occur due to exposure to harmful chemicals</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>All Chemical Containers Properly Labelled. All substances hold a clear and legible label of instructions.</p> </div> <div style="width: 50%;">  <p>Chemical/CoSHH Assessments Communicated CoSHH assessments have been communicated to relevant employees with a record of acknowledgement kept.</p> </div> <div style="width: 50%;">  <p>Employees Trained in Chemicals/CoSHH Procedures. Employees have been trained in how to use the chemicals and in the safe system of work.</p> </div> <div style="width: 50%;">  <p>Gloves Worn - EN 374-3 Gloves complying with EN 374-3 are worn to reduce chemical to skin contact</p> </div> <div style="width: 50%;">  <p>Spillages Cleaned Up Immediately. Spillages of chemicals are cleaned up immediately to reduce the risk of slips and further contamination of work area.</p> </div> </div> <div style="display: flex; flex-wrap: wrap; margin-top: 20px;"> <div style="width: 50%;">  <p>Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> </div> <div style="width: 50%;">  <p>Chemicals Correctly Stored Chemicals correctly stored in accordance with the supplier & MSDS information</p> </div> <div style="width: 50%;">  <p>Eye Wash Station Provided Eye wash station provided for first aid treatment for debris/dust etc. in eyes.</p> </div> <div style="width: 50%;">  <p>Safety Data sheets. All Data sheets are up to date, current, and accessible to staff</p> </div> </div>	<p>1 x 2</p>  <p>Low</p>







Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>Cleaner</p> <p>How? Injury and death may occur due to contact with faulty equipment, live electrical components or improper use.</p>	<p> Electrical Faults Reported Immediately Any electrical faults noticed by cleaning staff are reported immediately</p> <p> Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances both provided by the premises and supplied by cleaning company</p> <p> Electrical Fixed Mains Wiring Inspection Performed Evidence of a fixed wiring inspection is provided by the owner of premises before cleaning contract is undertaken.</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Manual Handling Of Waste Bags Risk of injury whilst undertaking the manual handling of tall, awkward & unwieldy loads.</p>	<p>Cleaner</p> <p>How? Injury may occur while undertaking the manual handling of tall, awkward & unwieldy loads.</p>	<p> Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> <p> Suitable & Sufficient Internal Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p> <p> Split Loads To Reduce The Manual Handling Risks. Loads are split into lighter load weights to reduce manual handling risks.</p>	<p>1 x 2</p>  <p>Low</p>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff</p> <p>How? Injury may occur due to a variety of access/egress hazards (wet floors, chemical spillage etc) that can cause slips.</p>	<p> Spillages Cleaned Up Immediately Spillages are cleaned up immediately to prevent slipping</p> <p> Wet Floors Are Taken Out Of Traffic Routes During cleaning operations, wet surfaces are kept from traffic routes by barriers and/or signage</p> <p> Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks</p>	<p>1 x 2</p>  <p>Low</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All staff</p> <p>How? Injury may occur due to a variety of access/egress hazards (trailing cables, loose tiles etc) that can cause trips & falls</p>	<p> All aisles and gangways kept clear All aisles and doorways kept clear to avoid slips and trips</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p> <p> The Use Of Trailing Cables Is Avoided/Minimised The use of trailing cables is avoided/minimised</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p> Sensible Footwear Policy In Force Selecting the correct shoes c/w a suitable sole is important in preventing slips in the workplace.</p> <p> Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks</p>	<p>1 x 2</p> <p></p> <p>Low</p>
 <p>Very Hot Water > 44 deg C Risk of injury due to scalding from contact with uncontrolled hot water with temperatures > 44 deg C</p>	<p>Cleaner</p> <p>How? Scalding and skin damage may occur due to contact with uncontrolled hot water with temperatures > 44 deg C</p>	<p> Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.</p>	<p>1 x 2</p> <p></p> <p>Low</p>

Risk assessment for : Caldicot Town Council


Hazard  <p>Work Equipment & Cross-Contamination. Risk of ill-health due to poor hygiene controls and cleaning down procedures.</p>	Who could be harmed and how? All staff, Members of the public How? Ill health may occur due to poor hygiene controls and cleaning down procedures.	Existing controls <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Cleaning of Equipment on Task Completion Mops and cloths are cleaned on completion of task and allowed to dry</p> </div> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <p>Colour Coding Of Cleaning Equipment Used - Red Cleaning equipment is colour coded in terms of risk areas:- RED - Higher Risk Areas</p> </div> <div style="width: 45%;">  <p>Information, Instruction And Training Given On Hygiene & Colour Coding. Information, instruction and training to be provided to staff on the importance of good hygiene.</p> </div> </div>	Risk rating (L x S) 1 x 2  Low
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Further control measures

None required









Operating procedures

Refer to supporting evidence sheet attached - Section 6







Risk assessment name	Display Screen Equipment	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	19/05/23	Review period	Annually
Approved by		Review date	18/05/24
Approved date		Reference	RA 009

Description


This Risk Assessment is for use of display screen equipment by designated users at Caldicot Town Council


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Display Screen Equipment, Use of DSE/computer equipment.	All staff How? Risk of eye strain, musculoskeletal injury to back, neck and shoulders and RSI / CTS .	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Adequate leg room Adequate leg room provided under desk to ensure correct sitting posture.</p> </div> <div style="width: 50%;">  <p>Adequate lighting provided Screens are positioned to prevent glare. Natural lighting is provided where possible however additional lighting may be used, if necessary.</p> </div> <div style="width: 50%;">  <p>All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Avoid Trailing Cables Display screen equipment is set up to avoid trailing cables that may pose a risk of injury from tripping over cables.</p> </div> <div style="width: 50%;">  <p>Breaks taken Staff instructed to take regular breaks spread over a 1-hour period during continuous keyboard work.</p> </div> <div style="width: 50%;">  <p>DSE - Suitable Chair Provided At The Workstation Suitable seating with 5 leg base, height adjustable lumbar support and adjustable seat height is provided at the workstation to enable sufficient support and correct posture.</p> </div> </div>	1 x 2  Low





Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> DSE assessment Each workstation has had an adequate assessment i.e. an examination of equipment, working practices, environment etc.</p> <p> DSE Equipment Fit For Purpose Equipment routinely checked to ensure that it fit for purpose and that the user is satisfied. Where laptops are used for any extended length of time users are provided with a laptop riser and separate keyboard and mouse.</p> <p> DSE training Users are provided with basic information and trained accordingly with regard to the requirement of the Display Screen Equipment Regulations to allow them to make adjustments to their own workstations. Induction training is given to all DSE users. Users are made aware of the potential hazards and should report any concerns immediately to their line manager.</p> <p> E-Learning Training Undertaken Suitable e-learning training is undertaken from the Alias Platform</p> <p>Eye tests Eye and eyesight tests and examination on taking up post and at regular intervals not exceeding 2 years provided to all users, with glasses provided where necessary. Those experiencing headaches or eye strain are advised to have their eyes tested.</p> <p> Footrests Provided When Required By DSE Users Where an employee's feet cannot reach the floor when seated, footrests are provided to ensure correct posture and feet / legs are supported to reduce strain on the legs.</p> <p> Laptops and tablets Laptops and tablets are not left on combustible or hot surfaces where there may be a risk of over heating.</p>	














Risk assessment for : Caldicot Town Council

Risk assessment name	Driving At Work	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	18/05/23	Review period	Annually
Approved by		Review date	17/05/24
Approved date		Reference	RA 005














Workspace(s)	Description
 Outside Area	This Risk Assessment is for driving on Council business

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Adverse Weather Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	All staff How? Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	 Do Not Start Journey If Weather Conditions Are Severe Journeys are not to be made if weather conditions make it dangerous to do so.  Weather Conditions Checked & Planned For Weather conditions are considered, planned for and suitable clothing and equipment are provided.	1 x 3  Medium

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p style="text-align: center;"></p> <p>Driving At Work - Driver Considerations Risk of Injury/Ill-health whilst driving at work (Driver considerations)</p>	<p>All staff, Members of the public</p> <p>How? Risk of Injury/Ill-health whilst driving at work (Driver considerations)</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p> Alcohol and drugs policy in place Drivers aware of requirements relating to driving while under the influence of alcohol or drugs</p> <p> Driver Has Valid Insurance Cover In Place The driver has a valid insurance certificate in place to cover the use of the vehicle</p> <p> Mobile Phone Used In Emergencies Mobile phone to be used for emergency contacts to ensure that there are no health & safety issues.</p> <p> New & Expectant Mother Risk Assessment Carried Out New & Expectant Mother Risk Assessment Carried Out</p> <p> Only Competent/Licensed Drivers Drive The Vehicles Only licensed personnel with sufficient information, instruction & training can drive the vehicles.</p> <p> Vehicle Speed Limits Adhered To Drivers to drive within the indicated speed limit for the type of road/access route</p> </div> <div style="width: 50%;"> <p> Driver Adheres To Road Traffic Act/Highway Code Driver adheres to the regulations/rules required by the Road Traffic Act & The Highway Code</p> <p> Keys Removed From Unattended Vehicles Keys are removed from unattended vehicles to prevent unauthorised use</p> <p> Mobile phones are not used whilst driving Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment</p> <p> No Alcohol Or Drugs No worker is allowed to work under the influence of alcohol or non-prescription drugs.</p> <p> Regular Breaks Taken Regular breaks taken in accordance with Company Driving Policy & Highway Code guidance</p> </div> </div>	<p style="text-align: center;">1 x 3  Medium</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Driving at Work - Journey Considerations Risk of injury/ill-health whilst driving at work (Journey considerations)</p>	<p>All staff, Members of the public</p> <p>How? Risk of injury/ill-health whilst driving at work (Journey considerations)</p>	<p> Sat-Nav Used Satellite navigation to be used as required</p> <p> Weather Conditions Checked & Planned For Weather conditions are considered, planned for and suitable clothing and equipment are provided.</p> <p> Vehicle Park Has Suitably Marked Out Parking Bays Vehicle Park Has Suitably Marked Out Parking Bays</p> <p> Work Is Postponed In Adverse Weather Conditions Work shall be postponed if weather conditions endanger health or safety</p>	<p>1 x 3</p> <p> 3</p> <p>Medium</p>
 <p>Driving at Work - Vehicle Considerations Risk of injury/ill-health whilst driving at work (Vehicle considerations)</p>	<p>All staff, Members of the public</p> <p>How? Risk of injury/ill-health whilst driving at work (Vehicle considerations)</p>	<p> First Aid Kit Carried In The Vehicle A first aid kit is carried in the vehicle for first aid requirements away from the workplace.</p> <p> Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> <p> Vehicle Engines Turned Off Whilst Parked To reduce the amount of fumes in the working area, vehicle engines are required to be turned off</p> <p> No Smoking Signage Displayed In Smoke-Free Vehicle No Smoking Signage Displayed In Smoke-Free Vehicle</p> <p> Vehicle Breakdown Procedure In Place Breakdown and recovery service card issued to vehicle drivers</p>	<p>1 x 3</p> <p> 3</p> <p>Medium</p>

Operating procedures

Best Practice Considerations...

Plan your route...keep a map in the vehicle
 Check if the place you are visiting has parking...if not, try and use a manned, well-lit car park
 Check you have enough fuel
 Check basic vehicle maintenance (e.g. oil, water, tyre pressures etc.)
 Check vehicle breakdown cover and keep the number with you
 Check you have something in the vehicle to keep you warm (e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather)
 Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
 Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
 Keep any valuables, including handbags, mobile phones and laptops out of sight as they can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
 Do not leave luggage or documents on display within your vehicle
 Ensure parking ticket(s) are on display...unless it is not a requirement of the car park facility
 When returning to your vehicle, immediately lock the doors and drive off promptly



Supporting evidence

[Driving licence check information.pdf](#)











18/05/23 - 96603 kb

Risk assessment for : Caldicot Town Council

Risk assessment name	Facilities Management - External Areas	Assessment type	General
Assessor name	Sarah King	Affected site(s)	Bowling Green, play ground areas, sports fields and copse
Assisted by	Tim Lay		
Assessment date	19/05/23	Review period	Annually
Approved by		Review date	18/05/24
Approved date		Reference	RA 011

Workspace(s)	Description
 Access / Egress  Outside Area	This Risk Assessment is for externally managed areas under the control of Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Adverse Ground Conditions Potential of vehicles, individuals, equipment and plant being unstable or striking users of the open spaces.</p>	<p>All users of the open spaces.</p> <p>How? Struck by mobile plant</p>	<p> Surface damage All vehicle and pedestrian routes are regularly checked for damage and maintained by approved contractors who work to Risk Assessments and Method Statements (RAMS) that are submitted to the council before works begin</p> <p> Uneven or damaged areas Uneven or damaged areas are repaired as soon as is reasonably practical. Where necessary, poor or damaged areas may need to be barriered off. Maintained by approved contractors who work to Risk Assessments and Method Statements (RAMS) that are submitted to the council before</p>	<p>1 x 3</p>  <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Anti-social gatherings on playing fields, cemetery, toilet block car park Danger from anti-social behaviour	All users of the spaces How? Danger of violence and aggression from anti-social behaviour	 Control of access Access to areas are prohibited and access gates locked overnight / during the hours of darkness. Locations around the sites and on the access road there is CCTV coverage.	1 x 3  Medium
 Building Maintenance for the council building Potential of accidents/incidents in and around the area	All staff, Contractors, Members of the public, visitors How? Potential of accidents/incidents in and around the area due to damage to the building or loose items falling or catching people	 Approved Contractors only Only those contractors who have been approved are permitted onto site. The approval will cover the presentation of suitable and sufficient Health and Safety Documentation as well as adequate liability insurance.  Contractor Rules System Operated Contractor will be monitored whilst on site.	1 x 3  Medium
 Inadequate and Poor Security Inadequate and poor security in the external areas	All staff, Members of the public, visitors How? Potential for violence aggression in open spaces	 CCTV installed CCTV installed and signs displayed around the site. Regular monitoring of media prior to erasure. This covers council building, playing fields, toilet block, etc. (Allotment and cemetery not covered)	1 x 3  Medium


Risk assessment for : Caldicot Town Council

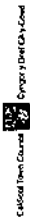
Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Overgrown Foliage Lack of maintenance of the trees, bushes, lawns etc.	Contractors, Members of the public How? Injury from falling branches, cuts etc from overgrown hedges, slips/trips/falls due to uneven or overgrown walkway or grassed areas	 Gardening, Tree work, Ground work Activity Risk Assessments Completed by Competent Contractors Overgrown foliage and other gardening activities risk assessed by approved contractors who submit their Risk Assessments and Method Statements (RAMS) prior to work commencing	1 x 3  Medium

Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 Overgrown Foliage	Ensure all grounds maintenance contractors are vetted and records of insurances and health and safety documentation are kept up to date.	Sarah King	30/06/23	N/A

Risk assessment for : Caldicot Town Council











Risk assessment name	Homeworking	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay	Review period	Annually
Assessment date	19/05/23	Review date	18/05/24
Approved by		Reference	RA 010



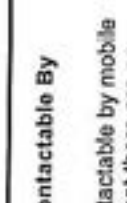







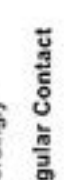





Description
This Risk Assessment is for staff undertaking limited homeworking for Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)










Risk assessment for : Caldicot Town Council

 <p>Display Screen Equipment Use of display screen equipment such as laptops</p>	<p>All staff</p> <p>How? DSE users can suffer aches and pains in the neck, shoulders, back or arms, as well as fatigue and eyestrain</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Adequate Breaks Taken By DSE "Users" Adequate breaks taken by DSE "Users"</p> </div> <div style="width: 50%;">  <p>DSE - Suitable Chair Provided At The Workstation Suitable seating is provided at the workstation</p> </div> <div style="width: 50%;">  <p>DSE Training Given Users are provided with information & trained with regards to the requirements of workstation set-up</p> </div> <div style="width: 50%;">  <p>Footrests Provided When Required By DSE Users Footrests provided when required by DSE Users</p> </div> </div>	<p>1 x 2</p>  <p>Low</p>
 <p>Electricity (Potential Fire Risks) Risk of fire due to faulty equipment, overloaded circuits or improper use.</p>	<p>All staff</p> <p>Members of the household</p> <p>How? Risk of fire due to faulty equipment, overloaded circuits or improper use.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances supplied by the company</p> </div> <div style="width: 50%;">  <p>Electrical Sockets, Multi-plugs & Leads Not Over-loaded Multi-gang extension sockets and adaptors are not over-loaded due to fire risk</p> </div> </div>	<p>1 x 3</p>  <p>Medium</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Lone working The health, safety & welfare of Lone/Home Workers could be compromised without an assessment of risk.</p>	<p>All staff</p> <p>How? The health, safety & welfare of Lone/Home Workers could be compromised without an assessment of risk.</p>	<p> Home Worker Risk Assessment Is Carried Out specific Home Worker risk assessment is carried out and appropriate control measures applied accordingly</p> <p> Lone Workers In Regular Contact With Supervisor Lone Workers are in in regular contact with their Supervisor</p> <p> Lone Workers Contactable By Mobile Phone Lone Workers contactable by mobile phone to ensure that there are no health & safety issues.</p> <p> Reporting Procedures Followed Reporting Procedures Followed</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Members Of The Household Risk of injuries associated with other members of the household plus access to sensitive documentation</p>	<p>Members of the household</p> <p>How? Risk of injuries associated with other members of the household plus access to sensitive documentation</p>	<p> Sensitive Documentation Is Kept Secure Sensitive documentation is kept secure and is in electronic format only when working at home</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All staff</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p> Trailing Wires/Cables Made Safe To Prevent Trips Leads & extension cables are routed and/or secured/taped to minimise trip risks</p> <p> The Use Of Trailing Cables Is Avoided/Minimised The Use Of Trailing Cables Is Avoided/Minimised</p>	<p>1 x 2</p>  <p>Low</p>

Risk assessment for : Caldicot Town Council

Hazard  Poor Housekeeping Risk of injury during access & egress due to the obstruction of traffic routes	Who could be harmed and how? All staff How? Risk of injury during access & egress due to the obstruction of traffic routes	Existing controls  All Office Equipment Stored Correctly All office equipment stored correctly and good housekeeping maintained  Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task	Risk rating (L x S) 1 x 2  Low
Work Equipment (Office) Risks associated with the use of office equipment 	Operators How? Risks associated with the use of office equipment	 Office Equipment Fit For Purpose Equipment routinely checked to ensure that it fit for purpose and that the user is satisfied  Only Competent Persons Can Operate The Equipment Only personnel with sufficient information, instruction and training can operate the equipment.	1 x 2  Low
		 Office Equipment Taken & Used At Home Office equipment can be taken from the Office and used at home if practicable	

Further control measures

Hazard 	Action required Ensure that homeworkers assessments are undertaken	Assigned to Sarah King	Planned completion date 30/06/23	Trainee N/A
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Risk assessment for : Caldicot Town Council

10/07/23













Risk assessment name	Lone Working	Assessment type	General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay	Review period	Annually
Assessment date	19/05/23	Review date	18/05/24
Approved by		Reference	RA 008
Approved date			

Description
 This Risk Assessment is for limited lone worker activity at Caldicot Town Council








Hazard Fire Caused by naked flame, faulty electrical equipment or systems, arson, explosion or chemical means.	Who could be harmed and how? All staff How? Risk of serious injury, burns or fatality	Existing controls <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p>Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> </div> <div style="width: 50%;"> <p>Fire Exits & Fire Exit Signage Maintained Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.</p> </div> <div style="width: 50%;"> <p>Fire Risk Assessment in Place A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p> </div> <div style="width: 50%;"> <p>Routine Fire Alarm Testing Routine Fire Alarm Testing</p> </div> </div>	Risk rating (L x S) 1 x 3 3 Medium
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Lone Working

Risk assessment for : Caldicot Town Council

<p>Hazard</p>  <p>Interface With Customers/Members of the Public Risk of injury due to assault and/or verbal abuse from members of the public.</p>	<p>Who could be harmed and how?</p> <p>All staff</p> <p>How? Risk of injury due to assault and/or verbal abuse from members of the public.</p>	<p>Existing controls</p>  <p>CCTV installed CCTV installed for training, supervision & security purposes</p>  <p>Personal Safety - Egress/Escape Route Awareness Staff to position themselves, where the door/escape route is behind them.</p>	<p>Risk rating (L x S)</p> <p>1 x 3</p>  <p>Medium</p>
<p></p> <p>Lone workers are those who work by themselves without close or direct supervision. Danger of accident or injury.</p>	<p>All staff</p> <p>How? Risk of serious injury if performing hazardous duties or exposure to violent / aggressive behaviour</p>	<p> Emergency Plan/Procedures Are In Place An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p> Lone Working Is Avoided/Kept To A Minimum Lone Working Is Avoided/Kept To A Minimum</p> <p> Young Person's Risk Assessment Carried Out Young Person's RA is carried out c/w the company's induction & information on their specific role.</p> <p> Lone Workers Contact System If locking up the site alone text to Mayor or Deputy once the site is secure and you are in locked stationary car. Contact numbers in place for emergency situations.</p> <p> New & Expectant Mother Risk Assessment Carried Out</p>	<p>1 x 2</p> <p>2</p> <p>Low</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING Manual handling activities, including lifting, lowering, pushing, pulling or carrying. Risk of injury due to sprain or strain.</p>	<p>All staff How? Risk of serious physical injury</p>	 <p>Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING</p>	<p>1 x 1  Low</p>
 <p>Violence at Work Risk of physical injury and mental distress due to violence at work</p>	<p>All staff How? Risk of physical injury and mental distress due to violence at work</p>	 <p>Personal Safety/Security Procedures in Place Personal security measures are in place and all employees are trained in accordance with them. With access control in place for the whole building and the manned office</p>  <p>Reporting Procedures Followed Reporting Procedures Followed</p>	<p>1 x 3  Medium</p>

Further control measures




None required

Risk assessment for : Caldicot Town Council














Risk assessment name	Opening and Closing Premises		Assessment type	General
Assessor name	Sarah King		Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		Review period	Annually
Assessment date	18/05/23		Review date	18/05/24
Approved by			Reference	RA 004
Approved date				

Description









This Risk Assessment is for opening and closing Caldicot Town Council Premises

Hazard	 Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.	Who could be harmed and how? All staff How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.	Existing controls  Electrical Fixed Mains Wiring Inspection Performed Fixed mains wiring inspection carried out to the requirements of BS 7671	Risk rating (L x S) 1 x 3  Medium
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Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Lone working The health, safety & welfare of Lone Workers could be compromised without an assessment of risk.</p>	<p>All staff</p> <p>How? The health, safety & welfare of Lone Workers could be compromised without an assessment of risk.</p>	<p> CCTV installed CCTV installed for training, supervision & security purposes</p> <p> Opening / Closing site Occasional lone worker opening and closing - text to Mayor or Deputy once site is secure</p> <p> Opening Closing Site late (after evening council meetings) No lone working or locking up permitted and at least 2 team members will be on site to close the premises</p>	<p>1 x 3 </p> <p>Medium</p>
 <p>People Movement (Risk of Slips, Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<p>All staff</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<p> Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> <p> Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>	<p>1 x 2 </p> <p>Low</p>
 <p>Poor Lighting Risk of injury during access & egress due to poor lighting.</p>	<p>All staff</p> <p>How? Risk of injury during access & egress due to poor lighting.</p>	<p> External Lighting Provided External Lighting Provided</p> <p> Routine Checking of E Lighting Routine Checking of E Lighting</p>	<p>1 x 2 </p> <p>Low</p>

Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Threat from Public Risk of injury and distress to victims and to those assisting victims of violent conduct.	All staff How? Risk of injury and distress to victims and to those assisting victims of violent conduct.	 CCTV where available must be operational  Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting provided for the workplace activities	1 x 3  Medium
 Work Equipment - Roller Shutter Doors Risk of injury due to the collapse of structures due to mis-use or poor maintenance	All staff How? Risk of injury due to the collapse of structures due to mis-use or poor maintenance	 Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.  Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements	1 x 3  Medium

Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 Work Equipment - Roller Shutter Doors	Check to ensure that the roller shutter doors are maintained	Sarah King	30/06/23	N/A