



Midsomer Norton Town Council

Risk Assessment Form – Office Activities

Activity: Office Activities		Assessment Date: September 2024	Review Date: September 2025		
Hazard	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Trailing cables	Employee/Operative General Public Personal injury – slips, trips and falls	Desks located so as to avoid trailing cables. Use of extension leads avoided. Cable covers used. Adequate storage for stationary etc. Inspection of the office on a regular basis and records kept. Records of defect reports and action taken retained.	Medium	Appropriate equipment provided. Safe System of Work. Employees instructed on risks. Cabinet drawers kept closed when not in use. Floors cleaned regularly.	Low
Use of Display Screen Equipment	Employee/Operative Personal injury - Eyestrain/ muscle pains/stress.	See Display Screen Equipment Risk Assessment			

Falling objects/reaching high objects	Employee/Operative Personal injury – physical injuries	Suitable storage facilities provided. No high-level storage of items.	Medium	Appropriate equipment provided. Safe System of Work. Employees instructed on risks.	Low
Manual handling	Employee/Operative Personal injury - Strains	Small, lightweight equipment. Suitable storage facilities provided Equipment bulk stationery only moved infrequently. Employees provided with manual handling training.	Medium	Appropriate equipment provided. Safe System of Work. Employees instructed on risks.	Low
Hazardous substances/chemicals	Employee/Operative General Public - visitors/contract cleaners Personal injury – burns, rashes, eye injuries	Non or least hazardous substances used where possible. Hazard data sheets provided. COSHH assessments completed / obtained. Use of PPE provided, with use enforced and replaced as required.	Medium	Use of PPE provided. Chemicals supplied by competent suppliers. Employees trained in use of chemicals. Hazardous chemicals in office restricted, mainly cleaning materials. Access to storage facilities limited to authorised Employees.	Low
Lone working	Employee/Operative General Public Personal injury	See Lone Working Risk Assessment			

Fire	Employee/Operative General Public Personal injury	Fire extinguishing equipment available and well maintained (recorded). Exit signs clearly visible. Fire evacuation drills carried out and recorded. Emergency lighting installed, maintained and recorded. No smoking policy within confines of building. Electrical equipment and installations inspected and well maintained (recorded). Employees trained in safe use of extinguishers. Limited storage of flammable substances. Formal, recorded inspection of the premises on a regular basis.	Medium	Appropriate equipment provided. Safe System of Work. Employees instructed on risks.	Low
Assessor's signature: Date:		Clerk's signature Date:			