

Edenbridge Town Council Risk Assessment - Level 2 - Personnel				Risk Assessment (Original 2015) current review July 2022				Monitoring			Residual			Edenbridge Town Council Risk Assessment			Sheet 2			Target				
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Signature	Severity	Likelihood	Total	Linked Ref No.	Risk No	Hazard/Risk	Future Actions Identified & what has been done to improve	Date	Owner	Council Approval	Completed	Signature			
P0001	Mechanical	Contact with moving parts on machinery Personal damage from use of equipment	5	4	20	Open Spaces Risk Assessment Activities Risk Assessments Method statements Staff training Employers Liability Insurance Health surveillance Vibration and hearing tests Motor insurance	Annual	TC		3	2	6		P0001	Contact with moving parts on machinery Personal damage from use of equipment	Activities Risk assessments Under Review Method statements under development None identified but ongoing policy & procedure s improvement Periodic reviews/Issues & actions reported to Personnel Committee	23/01/2015 23/01/2015 Feb-21 27/07/2022	DC/HG DC/HG				Clerk		
P0002	Physical	Trip slips and falls	5	4	20	Clean spills immediately Deploy spills advisory signs Keep work areas clear of obstacles Wear sensible footwear/PPE		TC		3	3	9		P0002	Trip slips and falls	None identified but ongoing policy & procedure s improvement Areas kept clear - tidy office & clear desk practices / PPE increased Grounds & office (Covid PPE too)	Feb-21 27/07/2022					Clerk		
		Working at height	5	3	15	Open Spaces Risk Assessment Activities Risk Assessment Method statements Staff training	Annual			3	3	9			Working at height	Activities Risk assessments Under Review Method statements under development Training - 2020 Kitchen layout Own food / caterers	23/01/2015 23/01/2015	DC/HG DC/HG						
		Burns, scalded, cuts	4	3	12	Kitchen safety				2	2	4			Burns, scalded, cuts	Kitchen layout								
		Food poisoning	4	1	4	Food Handling Qualification Anti bacterial handwash Recorded fridge temperatures				2	2	4			Food poisoning									
P0003	Electrical	Shock	5	4	20	Five year Electrical Testing Pat Testing	Annual	TC		2	1	2		P0003	Shock	Periodic reviews - worknest H&S system PAT tesing now visual	27/07/2022					Clerk		
P0004	Chemical	Physical Injury to Staff Fire (also see P0011)	5	2	10	COSHH Register Visual check	Annual	TC		3	1	3		P0004	Physical Injury to Staff Fire (also see P0011)	COSH register - Office cleaning products (available supermarkets) Bleech - locked in cupboard Grounds - locked in cupboard - training								
P0005	Ergonomics	Physical Injury Health problems	3	3	9	Work station review Display screen review Eye test register Screen breaks Office Risk Assessment	Annual	TC		1	1	1		P0005	Physical Injury Health problems	Periodic reviews/Issues & actions reported to Council	27/07/2022					Clerk		
P0006	Manual Handling	Physical Injury Health problems	5	4	20	Manual Handling Training Manual Handling Assessments Activities Risk Assessments Method Statements Equipment provided (inc lift)	Annual	TC		5	3	15		P0006	Physical Injury Health problems	Manual Handling Assessments being reviewed Activities Risk assessments Under Review Method statements under development Periodic reviews/Issues & actions reported to Council	23/01/2015 23/01/2015 23/01/2015 27/07/2022	DC/HG DC/HG DC/HG			13/02/2015 13/02/2015	Clerk		
P0007	Legal Claim	Personnel (Security) Physical Injury to Staff Verbal abuse	5	4	20	Attack alarms Safe walking route Bank Office barrier Personal Safety Training Lone working policy	Annual	TC		5	2	10		P0007	Personnel (Security) Physical injury to Staff Verbal abuse	Periodic reviews/Issues & actions to Personeel Committee & Council Lone worker alarms & policy	27/07/2022							
P0008		Personnel (Employment issue)	5	3	15	External HR Advisors Employment policies Staff Handbook Training programme Personal liability insurance Volunteer insurance	Annual			5	2	10		P0008	Personnel (Employment issue)	Periodic reviews/Personnel Committee Worknest advise on HR issues Annual audit/viist with Worknest / IA also looks at internal procedures	27/07/2022					Clerk		
P0009	Reputation / Personal safety	H & S Breach	5	4	20	Health and Safety policy Annual External H & S Review Activities Risk Assessment Accident Book Provision of PPE First Aid Provision Annual Assessment Medical Health Review (Groundstaff)	Annual Annual			3	2	6		P0009	H & S Breach	Activities Risk assessments Under Review None identified but ongoing policy & procedure s improvement Periodic reviews/Issues & actions reported to Council Worknest H&S Clud system & twice yearly visits/annual audit Private Health Care for employees 2-yrs + employed Action : 3-day 1st aid at work training for groundstaff (6)	23/01/2015 Feb-21 27/07/2022	DC/HG			13/02/2014	Clerk		
P0010	Mental Health	Stress	5	4	20	Stress Policy Staff appraisals jobs reviews - ongoing Office Risk Assessment	Annual Annual Annual			4	2	8		P0010	Stress	Periodic reviews/ Personnel Committee Health Assured App for all staff & clirs (incs counselling facility) Good office relations & groundstaff Volunteers policy	27/07/2022					Clerk		
P0011	Physical injury / Building damage	Fire	5	2	10	Fire extinguishers Fire safety awareness training Fire alarms testing	Annual Weekly			2	2	4		P0011	Physical injury / Building damage	Good Fire testing & checks	27/07/2022							
														27.07.22	Summary of actions	3-day 1st aid at work training for groundstaff (6)								
															G0006 Manual Handling - scored 15 G0007&8 Legal claim - scored 10 P0010 Mental Health - scored 8	Maintain ongoing checks, policy, training Maintain ongoing checks, policy, procedures - reviews The unknown is residents, and new councillors. Work environment good, work load regular monitoring								