

Edenbridge Town Council Risk Assessment - Level 2 - Personnel												
Risk Assessment current review October 23						Monitoring			Residual			
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments
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 Liabilty Insurance Health surveillance Vibration and hearing tests Motor insurance	Annual	TC	3	2	6	
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	
		Working at height	5	3	15	Open Spaces Risk Assessment Activities Risk Assessment Method statements Staff training	Annual		3	3	9	
		Burns, scaled, cuts	4	3	12	Kitchen safety			2	2	4	
		Food poisoning	4	1	4	Food Handling Qualification Anti bacterial handwash Recorded fridge temperatures			2	2	4	
P0003	Electrical	Shock	5	4	20	Five year Electrical Testing Pat Testing	Annual	TC	2	1	2	
P0004	Chemical	Physical Injury to Staff Fire (also see P0011)	5	2	10	COSHH Register  Visual check	Annual	TC	3	1	3	
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	
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) Working in pairs - avoid lone working esp when moving stuff	Annual	TC	5	2	10	
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 Reduced office opening hours / and lock door	Annual	TC	5	1	5	
P0008		Personnel (Employment issue)	5	3	15	External HR Advisors	Annual		5	1	5	As of Sept 23

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						Employment policies							
						Staff Handbook							
						Training programme							
						Personal liability insurance							
						Volunteer insurance							
P0009	Reputation / Personal safety	H & S Breach	5	4	20	Health and Safety policy	Annual		3	2	6		
						Annual External H & S Review	Annual						
						Activities Risk Assessment							
						Accident Book							
						Provison of PPE							
						First Aid Provision Annual Assessment							
						Medical Health Review (Groundstaff)							
						Staff first aid training 3-yrly						April 23 done	
P0010	Mental Health	Stress	5	4	20	Stress Policy	Annual		4	2	8		
						Staff appraisals	Annual						
						jobs reviews - ongoing							
						Office Risk Assessment	Annual						
						Mental Health App							
P0011	Physical injury / Building damage	Fire	5	2	10	Fire extinguishers	Annual		2	2	4		
						Fire safety awareness training							
						Fire alarms testing	Weekly						