

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	5	4	20	Open Spaces Risk Assessment	Annual	TC	3	2	6	
		Personal damage from use of equipment				Activities Risk Assessments						
						Method statements						
						Staff training						
						Employers Liability Insurance						
						Health surveillance						
						Vibration and hearing tests						
						Motor insurance						
P0002	Physical	Trip slips and falls	5	4	20	Clean spills immediately		TC	3	3	9	
						Deploy spills advisory signs						
						Keep work areas clear of obstacles						
						Wear sensible footwear/PPE						
		Working at height	5	3	15	Open Spaces Risk Assessment	Annual		3	3	9	
						Activities Risk Assessment						
						Method statements						
						Staff training						
		Burns, scaled, cuts	4	3	12	Kitchen safety			2	2	4	
		Food poisoning	4	1	4	Food Handling Qualification			2	2	4	
						Anti bacterial handwash						
						Recorded fridge temperatures						
P0003	Electrical	Shock	5	4	20	Five year Electrical Testing	Annual	TC	2	1	2	
						Pat Testing						
P0004	Chemical	Physical Injury to Staff	5	2	10	COSHH Register	Annual	TC	3	1	3	
		Fire (also see P0011)										
						Visual check						
P0005	Ergonomics	Physical Injury	3	3	9	Work station review	Annual	TC	1	1	1	
		Health problems				Display screen review						
						Eye test register						
						Screen breaks						
						Office Risk Assessment						
P0006	Manual Handling	Physical Injury	5	4	20	Manual Handling Training	Annual	TC	5	2	10	
						Manual Handling Assessments						
		Health problems				Activities Risk Assessments						
						Method Statements						
						Equipment provided (inc lift)						
						Working in pairs - avoid lone working esp when moving stuff						
P0007	Legal Claim	Personnel (Security)	5	4	20	Attack alarms	Annual	TC	5	1	5	
		Physical injury to Staff				Safe walking route Bank						
		Verbal abuse				Office barrier						
						Personal Safety Training						
						Lone working policy						
						Reduced office opening hours / and lock door						As of Sept 23
P0008		Personnel (Employment issue)	5	3	15	External HR Advisors	Annual		5	1	5	

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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						