

Agenda Item No: **Report No:**
Report Title: **Risk Assessment – 4 Fisher St**
Report To: **Employment Committee** **Date:** **11 October 2010**
Ward(s) Affected: **All**
Report By: **Head of Business Services**
Contact Officer(s): **John Clark, Head of Business Services**

Purpose of Report:

To update the committee on the risk assessments for 4 Fisher St. as requested at the last meeting.

Officers Recommendation(s):

- 1 That report and attached risk assessment be noted.

Information

- 1 At your last meeting you resolved “that the Head of Business Services be requested to look further into Health and Safety Risk Assessments in place at 4, Fisher Street, Lewes, and provide a Report thereon to the next meeting.”
- 2 This arose as part of the discussions on the staff survey results and particularly a number of concerns that were raised by staff in 4 Fisher St. because at the time of the survey, building works were taking place in that building.
- 3 The contractor undertaking the building works had to supply a risk assessment for the job which was assessed as appropriate and satisfactory before awarding the contract. Some of it was necessarily directly related to the contractor’s own staff and working practices, but it did cover a number of issues that could have affected our staff e.g.
 - Dust
 - Hazardous Substances
 - Noise
 - Warning Signs
- 4 This system of risk assessments for major building works is standard practice and would apply to other buildings should the need arise.
- 5 Following the queries at the last meeting the general risk assessment for 4 Fisher Street has been reviewed and comments from staff are being sought. It is based on guidance from the Health and Safety Executive and is attached for information. Most of the items are common to all office buildings.

LEWES DISTRICT COUNCIL - RISK ASSESSMENT FORM (RA1) – Hazard Identification and risk evaluation

DEPARTMENT: 4 FISHER STREET – FINANCE AND IT SERVICES (DRAFT)	
ACTIVITY / TASK / AREA: GENERAL	
ASSESSED BY:	DATE:

Ref No	Hazard and Harm	Persons at Risk	Existing Controls	Severity	Likelihood	Risk Rating	Risk Level Low Medium High
1	FLOORS AND TRAFFIC ROUTES Sprains or fractures from slips trips and falls caused by loose floor coverings, trailing cables, obstructions or spillages	All staff , visitors and contractors	Good housekeeping standards maintained Trailing cables kept to a minimum, and away from pedestrian routes. Floors and stairs cleaned daily by contract cleaners. Staff instructed not to store files etc on floor where they would cause an obstruction. Repairs and maintenance problems discussed at weekly meetings and reported on Infolink to Property Services.	2	2	4	Low
2	MANUAL HANDLING (see separate assessment) Back injury caused by carrying heavy loads or bulky objects	All staff	Trolley/sack wheels to be used when transporting heavy items Boxes of paper to be broken down to place on storage shelves Heavy items to be stored at low level to minimise lifting Staff instructed not to attempt lifting loads that look or appear too heavy, but to seek assistance.	2	2	4	Low

Ref No	Hazard and Harm	Persons at Risk	Existing Controls	Severity	Likelihood	Risk Rating	Risk Level Low Medium High
3	DISPLAY SCREEN EQUIPMENT Use of computers may result in upper limb disorders, eye strain, or headaches.	All staff	All staff carry out a workstation self assessment, any problems identified discussed with Safety Officer. Free eye test provided on request, glasses provided if necessary. Instruction on workstation set up given on induction training. Desk and chairs meet current standards. Footrest, document holder, task lighting provided where required.	2	2	4	Low
4	ELECTRICAL EQUIPMENT Electric shock from faulty equipment	All staff	Sufficient sockets provided so that extension leads and doublers are unnecessary. 2 yearly inspection and testing of all portable appliances carried out by qualified electrician. 5 yearly inspection and testing of all fixed wiring by a qualified electrician. Visual check made of leads/plugs to portable equipment used outside the office before each use. Staff instructed that personal appliances may not be used in the office unless tested and certified by a qualified electrician.	5	1	5	Low
5	FIRE Smoke inhalation or burns	All staff, visitors, contractors	Fire risk assessment completed and recommendations implemented or planned for. Fire evacuation notices displayed in each room. Recorded checks of fire equipment, alarms, call points carried out monthly. Fire drills carried out twice a year (January &	5	1	5	Low

Ref No	Hazard and Harm	Persons at Risk	Existing Controls	Severity	Likelihood	Risk Rating	Risk Level Low Medium High
			July). All exits and escape routes clearly signed. Fire extinguishers tested by contractor annually. Fire alarms maintained and tested by contractor.				
6	HAZARDOUS SUBSTANCES (see separate assessment)	All staff	No hazardous substances are used within the department, any that were present have been replaced by safer alternatives. Contract cleaner's materials are locked away and not accessible to staff.	2	1	2	Low
7	SMOKING Exposure to second-hand smoke.	All staff and visitors	No smoking policy adopted in all council buildings	1	1	1	Low
8	HYGEINE AND WELFARE	All staff	Toilets supplied with hot and cold water, soap and towels or hot air drier, and provision for disposal of sanitary towels. Small kitchen provided for making tea and coffee, and fridge provided. Toilets and kitchen cleaned daily by contractor. Supply of chilled bottled water provided.	1	1	1	Low
9	OFFICE ENVIRONMENT General discomfort from extremes of heat and cold.	All staff	Building centrally heated, individual radiators can be turned on and off. All offices have opening windows to allow adequate ventilation. Fans are available in the summer if additional ventilation/cooling is required.	1	1	1	Low
10	OFFICE & HOME VISITS (Lone working) Physical and verbal abuse	Travelling out Officers	General office staff given details of visit before leaving with intended time of return. If visit overruns then general office contacted	5	1	5	Low

Appendix A

Ref No	Hazard and Harm	Persons at Risk	Existing Controls	Severity	Likelihood	Risk Rating	Risk Level Low Medium High
			with revised return time. Staff trained in handling aggression.				
11	RECEPTION INTERVIEW ROOMS Threatening behaviour and verbal abuse	Receptionists and Interviewing Officers	Staff trained in handling aggression. Security screens fitted at reception points and interview rooms. No unsecured items in reception which may be used as missiles. Panic alarm fitted to summon Police. All incidents recorded on violence at work form and investigated by Manager/Safety Officer	5	1	5	Low