

WRITTLE PARISH COUNCIL – PARISH OFFICE HIRE RISK ASSESSMENT

Writtle Parish Council is committed to protecting the safety and health of its employees, members, contractors, visitors and other third parties in relation to its activities, so far as is reasonably practical. Its policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and contractors and to provide such information, training and supervision as is needed for this purpose. It is committed to continuous review and improvements of its management and health and safety, considering new legislation and changes in work practices. The policy will be amended as changes arise. All employees, members and contractors are to make a positive contribution to health and safety matters and will be actively involved in policy matters, practices and procedures.

The allocation of duties for health and safety and the implementation processes for these are set out within this policy and risk assessment document. Writtle Parish Council will use suitable methods to communicate health and safety to all relevant personnel and all employees, members and contractors are required to read and understand this policy which is provided to them at their appointment.

Responsibility for ensuring this policy is put into practice: Clerk

Risk assessment form

Activity / location /area: Parish Office

Assessment date: 8 June 2026

Review date: 8 June 2027

First Aid Box and Accident Book are Located: Parish Office (First Aid) and Office Cabinet (Accident Book)

Hazard and risk	People at risk and how	Our current controls	Our future controls	Action by whom?	Action needed by?
Slips, trips and falls	Staff Visitors Contractors May be injured if falling over objects or slipping on surfaces	- Floors are kept clear of debris (e.g. trailing leads, boxes etc) and surfaces kept in good repair. - Handyman regularly clears leaf litter outside building to reduce likelihood of slipping. - Floors are kept clean with weekly office cleans. - All areas are well-lit and any lighting issues are dealt with ASAP. - Deliveries are dealt with promptly. - Spills in tiled area of kitchen are dealt with at the time.	Monitoring of areas to ensure being kept clean and clear	Staff / clerk	Ongoing

Hazard and risk	People at risk and how	Our current controls	Our future controls	Action by whom?	Action needed by?
Fire	Staff Visitors Contractors Delivery drivers If trapped, could suffer smoke inhalation / burns	Separate fire risk assessment in place to manage any risks associated with fires (Morgan Fire Protection). Logbook in place.	As required by fire risk assessment	Clerk	Ongoing
Manual handling of paper, office equipment, chairs etc	Staff risk injuries or back pain from handling bulky/heavy objects, e.g. paper delivery, moving piles of chairs	- Paper is delivered in small quantities and stored at ground level. - Chairs are moved individually when required.	Remind staff to be cautious when considering handling and moving heavy objects	Staff / Clerk	Ongoing

Hazard and risk	People at risk and how	Our current controls	Our future controls	Action by whom?	Action needed by?
Electrical	Staff and visitors could get electrical shock or burns from using faulty equipment; electrical faults can lead to fires	• Staff are aware of the requirement to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. • Staff aware of location of fuse box and how to switch off electricity supply in case of emergency. • Annual PAT testing is undertaken by outside contractor on all electrical equipment used. • Faulty equipment taken out of use immediately and replaced promptly. • Staff and visitors do not bring in own appliances etc • Regular EIC reports are carried out by external contractor.	Last PAT test 21/10/25 to 21/10/26 EIC required 10/05/28	Staff / Clerk	Annually
Legionella	Users at risk of Legionnaires Disease or Pneumonia potentially fatal illnesses	• Water temperatures tested on a monthly basis making sure cold water is below 20c and hot water is above 50c. A logbook is kept. • Infrequently used outlets are flushed frequently to prevent growth of bacteria. • Tanks are cleaned and disinfected as advised by Fielding Environmental Ltd. • There is a separate risk assessment for Legionella.		Clerk/RFO	Monthly Weekly
Asbestos	Staff at risk if fibres released into air and inhaled	• Building does not contain asbestos, as built in 2012.	No further action required		

Hazard and risk	People at risk and how	Our current controls	Our future controls	Action by whom?	Action needed by?
Stored chairs falling	Staff Visitors Contractors Could be injured by falling chairs stacked in meeting room	- Chairs are kept to a quiet end of the room where no staff sit. - Stacks are kept low to reduce risk of toppling.	Monitor current arrangements if office rearrangement occurs or when open to members of the public	Staff / Clerk	Ongoing / as required
Hazardous substances	Staff Visitors Contractors Cleaning substances stored in staff/disabled toilets may spill, causing respiratory issues or allergic reactions Cleaning products and soap in office/toilet may cause allergic reactions	- External cleaning contractor conducts own COSHH risk assessment. - Staff do not handle cleaning chemicals. - Large lockable cabinet in disabled toilet to store chemicals.	Replace soap/antibacterial wipes if staff develop irritation	Staff / Clerk	Ongoing / as required

Risk assessment (AIRBORNE DISEASES)

Activity: Staff returning to Parish Office			Assessment date: 8 June 2026	Review date: 8 June 2026	
Hazard and risk	People at risk	Our current controls	Our future controls	Action by whom?	Action needed by?
Contracting or spreading airborne diseases by not washing hands or not washing them adequately	Staff Visitors Contractors	- Handwashing facilities are provided upon entry into the meeting area (water, soap and paper towels.) - Hand sanitiser available. - Additional hand washing facilities provided in disabled/staff toilet (water, soap, hand dryer).	Ongoing monitoring and supervision to ensure controls are being followed Hand washing facilities are replenished by cleaning contractors (toilet) and WPC (main area)	Clerk	Ongoing
Getting or spreading airborne diseases in commonly used or high traffic areas	Staff Visitors Contractors	- Kitchen area is used by all staff and antibacterial wipes are provided to wipe down commonly touched areas (kettle, cupboard door) - Medical-grade air filter in operation while the office is in use and made available to hirers. - Disabled/staff toilet has mechanical ventilation. - Non-fire doors can be left open to reduce contact with doors and improve ventilation.		Clerk	Ongoing

Hazard and risk	People at risk	Our current controls	Our future controls	Action by whom?	Action needed by?
Getting or spreading airborne diseases by not cleaning surfaces, equipment and workstations	Staff Visitors Contractors	- Each member of staff has their own laptop and working area so spreading is limited and staff are responsible for cleaning their own area. - Professional cleaners' clean office area weekly and disabled/staff toilet daily. - Quarterly deep cleaning of office area and toilet is taken out by cleaning contractor. - Antibacterial wipes are provided for staff use for equipment, door handles, light switches and other frequently used surfaces. - Surfaces are kept clear to minimise contamination and aid cleaning.	Ongoing monitoring of surfaces to ensure still clear of clutter	Clerk	Ongoing
Poorly ventilated spaces leading to risks of airborne diseases spreading	Staff Visitors Contractors	Sufficient ventilation is provided by medical-grade air filter in operation whilst office is in use.		Clerk	Ongoing
Assessor's signature:			Signed off by:		
Date:			Date:		