

Barton Upon Humber Town Council

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LOCATION	The Assembly Rooms											
PERSONS AT RISK	Office workers											
ASSESSMENT TEAM	Vicky Haines and Carol Clark											
DATE OF ASSESSMENT	Mar-26											
PROPOSED DATE OF NEXT ASSESSMENT	Mar-27											
APPROVED BY	Chairman of the Finance & GP Committee											
DATE	30th March 2026											
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Initial Assessment			What additional controls are required?	Responsibility	Date	Residual Risk		
				Likelihood	Severity	Risk Level				Likelihood	Severity	Risk Level
Slips, trips, falls	Injury from falls	Staff, visitors, cleaners	Keep walkways clear, cable management, clean spills immediately, signage for wet floors	3	3	9	Regular housekeeping inspections and staff awareness reminders	Town Council	08/03/2026	2	2	4
Display Screen Equipment (DSE)	Office Staff	Eye strain, back pain, repetitive strain injuries	Adjustable chairs, monitor at eye level, DSE assessments, encourage breaks	4	4	8	Provide ergonomic training and workstation assessments	Town Council	08/03/2026	2	2	4
Manual Handling	Staff moving boxes, equipment	Back or muscle injuries	Training on safe lifting, use trolleys, avoid heavy loads	3	3	9	Relevant training	Town Council	08/03/2026	2	2	4
Fire	Everyone in building	Burns, smoke inhalation	Fire alarms, extinguishers, clear fire exits, evacuation plan, fire drills	2	5	10	Conduct weekly fire drills and regular fire equipment checks	Town Council	08/03/2026	1	5	5
Electrical equipment	Electric shock, fire	Staff	PAT testing, visual checks, avoid overloaded sockets	2	4	8	Staff training to report damaged equipment immediately	Town Council	08/03/2026	1	4	4
Stress and workload	Office Staff	Mental health issues, reduced productivity	Reasonable workloads, support from management, regular breaks	3	3	9	Introduce wellbeing meetings and stress risk assessment	Town Council	08/03/2026	2	2	4
Poor Lighting	Staff	Eye strain, headaches	Adequate overhead lighting and desk lamps provided	2	2	4	Replace faulty bulbs promptly	Town Council	08/03/2026	1	2	2
Poor Ventilation	Staff	Discomfort, fatigue	Windows can be opened, ventilation system maintained	2	2	4	Monitor air flow and maintain ventilation system	Town Council	08/03/2026	1	2	2
Emergency evacuation difficulties	Staff unable to exit safely during fire or emergency	Staff with mobility impairments, wheelchair users	Fire evacuation plan in place, fire wardens assigned	3	5	15	Create Personal Emergency Evacuation Plans (PEEPs), provide evacuation chairs, train staff	Town Council	08/03/2026	1	5	5
Fatigue caused by long periods of work	Reduced concentration, increased risk of mistakes or accidents	Staff members with MS	Breaks are to be encouraged	3	3	9	Flexible working hours, option for remote work, workload adjustments	Town Council	08/03/2026	2	2	4
Mobility or balance issues	Slips, trips, or falls	Staff members with MS	Clear walkways and standard office layout	3	3	9	Accessible workstation, ensure wider walkways and nearby facilities	Town Council	08/03/2026	2	2	4
Temperature sensitivity (heat can worsen symptoms)	Fatigue, dizziness, discomfort	Staff members with MS	Standard office ventilation	3	3	9	Provide desk fan, temperature control, option to move workstation	Town Council	08/03/2026	2	2	4
Visual disturbances or blurred vision	Difficulty using screens or reading documents	Staff members with MS	Standard computer equipment	3	3	9	Provide larger monitors, screen magnification software, adjustable brightness	Town Council	08/03/2026	2	2	4
Sensory overload (noise, lighting, busy office environment)	Anxiety, stress, reduced concentration	Staff with Autism	Standard office environment, the use of headphones, located in the darker part of the office	3	3	9	Monitor regularly	Town Council	08/03/2026	2	2	4
Sudden noises or busy environment triggering tics	Increased tics or distress	Staff with Tourette's syndrome	Standard office layout, breaks can be taken as and when required	3	3	9	Monitor regularly	Town Council	08/03/2026	2	2	4
Difficulty with sudden changes in routine	Anxiety or reduced productivity	Staff with Autism	Provide clear instructions, set procedures produce to assist with job task	3	3	9	Monitor regularly	Town Council	08/03/2026	2	2	4
Stress during emergency evacuations	Confusion, delayed evacuation	Staff with Autism	General evacuation procedure	3	5	15	Provide clear evacuation instructions and assign support person if required	Town Council	08/03/2026	1	5	5
Concentration difficulties in busy offices	Reduced work performance or increased stress	Staff with Tourette's syndrome and Autism	Standard office workspace	3	3	9	Allow flexible working, quiet workspace, or remote working where possible	Town Council	08/03/2026	2	2	4