

Risk Assessment for Clerk's Home Office

Hazards	Who might be harmed	Control Measures	Further Action	Action	Date
Slips and trips	Clerk or visitors	General good housekeeping Area well lit Trailing leads or cables kept to a minimum and well protected Work areas kept clear Spillages mopped up	Continue with current control measures	Clerk	01.04.2021
Manual Handling:	Clerk	Heavy items are stored/accessible at an appropriate height Assistance sought if lifting heavy or bulky items	Safe handling techniques to be used	Clerk	01.04.2021
Working at height	Clerk	Steps or ladder to be used when working at height	Continue with current control measures	Clerk	01.04.2021
Mental/Physical health of workers	Clerk	Annual appraisal Debrief with Chair following contact with difficult member of public	Continue with current control measures	Clerk	01.04.2021
Use of computer/laptop and other equipment	Clerk	DSE assessment carried out annually Work planned to include change of activity or regular breaks Appropriate lighting	Continue with current control measures	Clerk	01.04.2021
Fire	Clerk and visitors	Smoke alarms to be tested regularly Escape routes kept clear	Continue with current control measures	Clerk	01.04.2021
Lone Working	Clerk	Lone Working Policy implemented	Continue with current control measures	Clerk	01.04.2021

Date: May 11<sup>th</sup> 2021

Review Date: May 2022