

STEYNING PARISH COUNCIL

RISK ASSESSMENT FOR CARETAKER ROLE AND DUTIES

Introduction

The objective of this risk assessment was to identify any potential hazards or risks to Caretakers employed by Steyning Parish Council.

Process

This assessment was undertaken using guidance provided in the Health and Safety Executive document – Risk Assessment, a brief guide to controlling risk in the workplace <http://www.hse.gov.uk/pubns/indg163.htm>

To identify potential hazards the Clerk and Caretakers reviewed the list of duties (attached), noting how the duties were carried out and discussed any potential risks faced in executing the role and performing the duties.

Previous incidents were discussed, noting who could be harmed and how. For each identified hazard, controls have been introduced to manage those risks and hazards.

Potential Hazard	Who is at Risk?	Current actions To manage risk	Further Actions	By Whom	When	Completed
Slips and trips	Caretakers at risk of injury caused by a trip or slip	Sensible working practices are adopted. Work is carried out in good light and in acceptable weather conditions if working outside. A 'wet floor' sign is used when floors are being cleaned.	<i>HSE Preventing Slips and Trips at Work Guidance</i> provided. All Caretakers to read and sign. An accident record book is held in the Deputy Clerk's office, to record incidents and ensure that they do not happen again.	Clerk and Caretakers	In place	
Electric cables		All trailing cables are taped to the floor.				
Working at height	Caretakers at risk of injury caused by a fall from height.	Caretakers use steps and ladders for overhead work. Ladders are checked prior to use. Caretakers work in pairs with one at the foot of the ladder if necessary. Caretakers do not use a step ladder unless there are others present in the building.	A case by case review should be undertaken for any out of the ordinary jobs that require work at heights above 2.5m <i>HSE Working at Height Guidance HSE Safe use of Ladders and Stepladders Guidance</i> provided. All Caretakers to read and sign.	Clerks or Councillors	Every occasion In place	
Safe use of chemicals	Risk of injury due to unsafe use of chemicals.	Caretakers should be aware of instructions and COSH guidance. Chemicals to be stored in a locked cupboard, within storage boxes to contain spillage. Flammable materials should not be kept in	<i>HSE COSHH Guidance – Storing Chemical Products (small scale) HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.</i> A Caretakers Products COSHH Guide is held in the office.	Clerk and Caretakers	In place	

<p>Exposure to bacteria</p> <p>Exposure to loud noises</p> <p>Risk of damage to clothing</p>	<p>Risk of illness caused by exposure to bacteria.</p> <p>Risk of injury to hearing caused by excessive noise.</p> <p>Risk of damage to clothing when working.</p>	<p>the Steyning Centre, but in locked storage outside of the building. Rooms should be ventilated when paint or products are being used. Heavy duty gauntlets, protective apron, goggles and mask to be used when using extra strength chemical products.</p> <p>Rubber gloves to be used at all times when using everyday cleaning chemicals and particularly when cleaning WC's.</p> <p>Ear defenders to be worn when using loud machinery.</p> <p>Boiler suits to be worn when cleaning outside of building or when appropriate.</p>	<p>All Caretakers to read and sign.</p> <p>Protective clothing and equipment provided.</p> <p>Obtain further protective aprons.</p>	<p>Deputy Clerk / Caretakers</p>		
<p>Manual handling</p>	<p>Risk of injury from handling heavy or bulky items.</p>	<p>Caretakers should not attempt to lift heavy items alone. Caretaker should not lift above head height, any items above 2kg.</p>	<p>Remind Caretakers of the need to be careful and not to move large or heavy items alone. <i>HSE Manual Handling at Work Guidance</i> provided. All Caretakers to read and sign.</p>	<p>Clerks or Councillor</p>	<p>Every occasion</p> <p>In place</p>	
<p>Stress</p>	<p>A caretaker could be affected by factors such as poor time management, work load control, bullying, not knowing or understanding his role.</p>	<p>Correct employment policies are in place. Caretakers feel able to discuss concerns with Clerks and Councillors. The Deputy Clerk monitors workload and time spent on each duty through a list system which is reviewed and signed off daily, weekly and monthly.</p>	<p>Remind the Caretakers that they can talk to Clerks or Councillors informally regarding any concerns.</p> <p>Annual appraisal will present a formal opportunity for Caretakers to express any work-related concerns.</p>	<p>Clerk and Councillors</p>	<p>In place</p>	
<p>Electrical</p>	<p>Caretaker could be injured by faulty</p>	<p>Caretakers are aware of the need to check for visual signs of hazards, for example</p>	<p>All equipment is PAT tested annually.</p>	<p>Electrician</p>	<p>July</p>	

	electrical equipment or inappropriate use of equipment.	damaged leads.	Caretakers are reminded of safe working practices.	Clerk	In place	
Travel	Caretakers sometimes need to be mobile.	On occasion, Caretakers use their own vehicles to travel between sites and to transport tools and materials.	An annual check should be made to ensure that a proper driving license is held and that the vehicle has appropriate MOT and insurance.	Deputy Clerk	Jan 2015	
Lone working	Caretakers sometimes work alone and could be vulnerable.	A visitor to the Steyning Centre could become aggressive or difficult and the caretaker might need to summon help.	Access to land phones is available in the offices. Telephone numbers of wardens and Police are posted. Caretakers carry mobile phones while at work. Personal alarms are held in offices and can be carried by the Caretaker.		In place	
Fire Alarm or Security Alert	Risk of injury due to fire or an intruder in the building.	A Caretaker could fail to acknowledge the emergency and put himself, or a visitor to the Steyning Centre, at risk.	Caretaker should recognise different alarms and respond appropriately. Security Alarm – ADT are automatically alerted and will ring the Deputy Clerk or Caretaker out of hours. If there is evidence of an intruder, a staff member must not enter the building unless accompanied by a Police Officer. Fire Alarm – Fire & Rescue Services are automatically summoned. Staff and visitors must vacate the building immediately, checking all rooms and closing doors. All persons must assemble in the designated Fire Assembly Point. No person should re-enter the building until it has been deemed safe to do so by a Fire Safety Officer. A Fire drill shall take place three times a year, to practice safe and speedy evacuation of the building.	Caretaker Deputy Clerk Deputy Clerk Clerk	In place In place In place In place	

A copy of the Steyning Parish Council Health and Safety Policy is held in the Deputy Clerk's Office – All Caretakers to read and sign.

Clerk/risk assessments/caretakers RA/reviewed & agreed 01.12.15