

OWSLEBURY & MORESTEAD PARISH COUNCIL



HOME OFFICE RISK ASSESSMENT

Adopted by the Council: 8 January 2024

Reviewed by the Council: 13 January 2025 & 12 January 2026

This document has been produced to enable the Parish Council to assess the risks that it faces and to demonstrate that adequate steps have been taken to minimise such risks. The Council is aware that although risks cannot be fully eliminated it has a strategy in place that provides a structured and focused approach to managing risk.

Risk is defined as something that will affect the Council's ability to achieve its objectives and meet its duties. Risk Management is a tool by which these risks can be identified and controlled.

Level Of Risk

L = Low M = Medium H = High

Subject	Risk	Level of Risk	Management/ Control of Risk	Action Taken
Display Screen Equipment (DSE)	Eye fatigue RSI Headaches Posture Problems	L	Do not work for periods of longer than one hour without taking regular breaks Ensure comfortable working position Ensure chair is correct height for desk and a foot rest is used if necessary	Take regular breaks and get eyes tested regularly. Use glasses where necessary
Electrical Equipment	Electric shocks Damage to equipment	L	Check wires on a regular basis Look for decolourisation around leads	Replace damaged wires/cables immediately

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			Check cables are secure All equipment PAT Tested once a year Defective equipment taken out of use safely and promptly replaced.	Do not use old ones and dispose of them responsibly
Slips, trips and falls	Injury, sprains, breaks	L	Keep work area tidy, especially floor Ensure there are no trailing cables	
Working environment	Headaches	L	Ensure adequate ventilation and comfortable temperature	
Fire	Loss of life Loss of equipment	L	Ensure smoke alarms work Have an electrical Fire Extinguisher in the house	Test smoke alarms regularly All worked saved to the Cloud
Security	Theft of equipment	L	Ensure computer is secure and is password protected	All worked saved to the Cloud