

Risk Assessment Employee Workplace

Company name: Sennen Parish Council

Assessment carried out by: Clerk & RFO

Date of next review: 11/2025

Date assessment was carried out: 11/2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
DSE risk (display screen equipment not correctly installed for user) - checking the screen is well positioned and properly adjusted - making sure lighting conditions are suitable	Clerk: Repetitive Strain Injury; neck/back injury; eye damage; wrist injury; figure injury;	DSE Checklist complete	Staffing Committee signed off DSE checklist	Clerk/Staffing Committee	New starter/ reviewed annually	✓
Injury Liability	Clerk/employer	Employee Liability Insurance in place	Clerk home insurer notified of Home Working	Clerk/Parish Council	Annually	✓

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Not Taking Breaks - tired eyes - discomfort - temporary short-sightedness - headaches	Clerk	Employee aware that taking breaks is important	Clerk taking regular breaks	Clerk	Daily	✓
Not being informed about: - good posture - adjusting chairs and other furniture - arranging desk space - adjusting screens and lighting to avoid reflections and glare - taking breaks - risk assessments - how to report problems	Clerk	Training: employee made aware of risks and how to report problems	Clerk supported by Staffing Committee to work safely and be provided with equipment and services to maintain good health at work	Clerk/Parish Council	New starter/ reviewed annually	✓