

Risk Assessment Form

Location/Dept: Bilton Parish Office		Date Assessed: 12 th May 2026			Assessed by: Carris Mallinson		
Task/ Activity: General Office Working		Review Date: May 2026			Reference Number:		
Hazard/ Risk	Consequences	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Slips and Trips	Falls may cause injury.	Employees Visitors Contractors	Keeping area tidy. Office well lit. No cables trailing on floor. Office maintained each working day. Boxes and equipment put away.	3	1	4	Periodically check carpet for any pulling.
Manual Handling of paper, office equipment ect.	May risk injury or back pain if items handled incorrectly	Employees	Heavy items placed closer to the ground. Large equipment such as printer not to be moved. Only order paper as and when needed.	3	1	4	
Office Equipment – Printer, Laminator, guillotine, Heaters	Noise pollution can cause stress and distraction. Misuse of equipment can cause injury. Faulty devices can cause electric shock.	Employees	Faults promptly reported to Chair and relevant bodies.	2	1	3	
Display Screen Equipment	Risk of posture issues and back pain if office poorly designed. Headaches and eye strain can occur if lighting poor.	Employees	Office chair ensures good posture maintained. Office is well lit. Employees to take standing breaks and stretch.	2	1	3	Reassess risk whenever new office equipment is purchased.

Lone working	Risk of violence. Health and safety issues while alone.	Employees	Office door to remain locked. ID's of contractors to be checked. Regular check ins with councillors.	3	1	4	
Fire	Smoke inhalation, burns or fatality.	Employees & Visitors.	Fire doors regularly checked and kept clear. Any heaters in use switched off at the end of the working day. Combustible materials kept away from heaters and disposed of daily. Waste bins emptied on a regular basis	4	2	6	While there is a sprinkler system - consider purchase of fire extinguisher.
Electrical equipment	Electric shock, injury. Fire	Employees & Visitors	Liquid spills mopped up immediately. Any defects reported immediately, defective equipment taken out of use and promptly replaced. Sockets not overloaded.	4	2	6	To arrange review of PAT testing (Last PAT test in 2023)

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so