

Risk assessment – Peel House Reception

Whittlesey Town Council

Assessment carried out by: Sue Piergianni

Date of next review: January 2023

Date assessment was carried out: January 2022

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
Slipping if floor wet	Staff and public	Wet signs deployed	Mop any wet areas	All Staff	immediately	Ongoing
Electric Doors	Staff & Public	Turn doors off	Call out engineers	The Clerk	Asap	Ongoing
COVID – Too many people in the small reception area, may increase the spread this.	Staff & Public	Reduce the amount of people allowed into reception. Ensure all are wearing masks	Ensure all staff and Councillors are aware only 1 in reception unless together. Signage on the door advises only one in.	The Clerk	Immediately	yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/