

# Risk assessment – Office Alarm

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**Company name:** Marden Parish Council

**Date of risk assessment:** February 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Control	Action by who?
Personal Safety – office based	Parish Clerk Deputy Clerk Other employees Councillors Visitors to Office	Panic alarms are fitted by both the Parish Clerk and Deputy Clerk's desks and are linked to the main alarm system resulting in alarm sounding outside of the building.	Annual maintenance to be undertaken	
Personal Safety – attending alarm	Parish Clerk Deputy Clerk Cllr Kate Tippen	See Lone Worker risk assessment	A key holder responding must attend with one other person, preferably another key holder/Cllr if possible. No entry to be made if it is thought an intruder is in the building. Police be phoned if this is the case.	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)