



<b>GENERIC JOB HAZARD ASSESSMENT</b>
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Contact Name <u>Jakki Racey</u>	Contact Tel. No. <u>0345 0455225</u>
Directorate/Department Policy & Communities	Division/School/Section/Unit Libraries, Archives and Information
Applicant Surname .....	Job Ref. No. ....
First Name .....	
Job Title <u>DLA</u>	Place of Work <u>Applicable to all libraries</u>
Address of Work .....	

## TICK BOXES WHICH APPLY

**Location/Hours**

- Full time ☒
- Part time ☐
- Regular night work ☐
- Shift work ☐
- Unsocial hours (*specify overleaf*) ☒

**Physical Demands**

- Display screen equipment ☒
- Physically active ☒
- Prolonged standing ☒
- Regular lifting duties (*specify overleaf*) ☒
- Sedentary ☐
- Working at heights ☐
- Work in confined spaces ☐

**Occupational Driving**

- Light Service Vehicles ☐
- PSV/Minibus/HGV ☐
- Ground Maintenance Equipment ☐
- Cat. D/ or Equivalent ☐
- Car User (*specify overleaf*) ☒
- Travel within County ☒
- Travel out of County ☐

**Work Environment Exposure to:-**

- (*Specify overleaf*)
- Aggressive behaviour ☒
- Blood/Body Fluids ☒
- Chemicals ☐
- Contact with animals including bites e.g.  
Leptospira (Weils disease – rats) ☐
- Dust ☒
- Freezer Temperatures ☐
- Fumes ☐
- Invertebrate venoms e.g.insect bites/stings ☐
- Noise ☐
- Pests & Diseases e.g. plants or  
animal husbandry ☐
- Plant toxins ☐
- Radiation ☐
- Scabies ☐
- Tetanus ☐
- Traffic ☐
- Tuberculosis ☐
- Vertebrate venoms e.g.snake bites ☐
- Vibration/Vibrating machinery ☐
- Weather/outdoors including sun exposure ☐
- Working on uneven ground ☐

**Special Requirements**

- Hearing ☐
- Food Handler ☐
- Colour Vision ☐
- Good long sight vision ☐
- Working alone (isolated) ☒
- Working alone (but contact with others) ☒

...../ Continued overleaf

**Additional Hazards and/or other relevant information***Please specify*

Other (please specify)

Unsocial Hours - library is open out of office hours.

District Library Assistant may be called upon to travel to other libraries within the county for training or meetings.

There will be some shelving of books and other items above shoulder height.

Some repetitive hand and arm movements using hand-held barcode scanners, keyboards and security tag de-sensitising equipment.

Some lifting of books and pushing laden trolleys.

Working in Dusty environments.

Working Alone (isolated) Whittlesey Library is a single staffed Library

Working Alone (but contact with others)

Working with the general public

This is a generic job hazard assessment to identify the hazards associated with the work. Control measures are identified in the specific task risk assessments held by the Directorate/Unit where this job is based.

Name of Manager completing this form      Jakki Racey .....

Signature of Manager completing this form .....

Job Title of Manager completing this form      Area Library Manager .....

Date      24<sup>th</sup> February 2023 .....