

Buxhall Parish Council Safety Risk Assessment Parish Clerk

Document Control		
Adopted Date:	18 March 2024	Minute ref. 180324/27
Next Review date	March 2025	Minute ref. tbc

Parish Clerk	Severity: 1. Slight (minor injury, first aid required). 2. Moderate (minor injury, first aid/medical attention). 3. Serious (injury, medical attention, 7 day absence). 4. Major (serious injury/death). 5. Catastrophic (number of casualties/deaths).	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;">Severity</td> <td style="text-align: center;">LOW</td> <td rowspan="6" style="padding: 5px; vertical-align: middle;"> (1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible </td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">Probability</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> <td style="text-align: center;">25</td> <td style="text-align: center;">MEDIUM</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">12</td> <td style="text-align: center;">16</td> <td style="text-align: center;">20</td> <td style="text-align: center;">HIGH</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> <td style="text-align: center;">12</td> <td style="text-align: center;">15</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td></td> </tr> </table>								Severity					LOW	(1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible			1	2	3	4	5		Probability	5	5	10	15	20	25	MEDIUM	4	4	8	12	16	20	HIGH	3	3	6	9	12	15		2	2	4	6	8	10		1	1	2	3	4	5	
		Severity					LOW	(1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible																																																				
		1	2	3	4	5																																																						
Probability	5	5	10	15	20	25	MEDIUM																																																					
	4	4	8	12	16	20	HIGH																																																					
	3	3	6	9	12	15																																																						
	2	2	4	6	8	10																																																						
	1	1	2	3	4	5																																																						
Hazard	Potential injury....	Initial Assessment			Control Measure	Residual Assessment			Monitoring and Further Action Required																																																			
		Probability	Severity	Risk		Probability	Severity	Risk																																																				
		Probability	Severity	Risk		Probability	Severity	Risk																																																				
Working with Visual Display Units	Upper limb disorders i.e. repetitive strain injury Tired eyes	1	2	2	Ensure a good workplace design Take regular breaks Have regular eye tests	1	2	2																																																				
Using electrical equipment for working at home (equipment		2	3	6	Ensure no trailing wires and tuck any out of the way i.e. under a desk Check for damage to leads. wires and cables Ensure equipment is turned off when not in use	1	3	3	Electrical equipment to be checked and certified (PAT testing annually). Visually checking before turning on any equipment The Electricity at Work Regulations 1989 covers the safe use of electricity at work.																																																			

Buxhall Parish Council Safety Risk Assessment Parish Clerk

supplied by the Parish Council)					Checks plugs are not damaged and are correctly wired and maintained				
Driving	Injury by accident	2	5	10	Plan journey Do not use mobile phone whilst driving	2	5	10	Insurance covers for working as a Clerk and carrying Council property
COVID 19	Contact with person who has COVID 19 Contact with persons who may have been exposed to COVID 19	2	4	8	Employees are to quarantine themselves in accordance with government guidance while further advice is sought from Public Health England/Wales local Health Team who will take over the risk assessment.	1	4	4	
Heavy goods lifting		2	4	8	Do not attempt to carry anything heavy Keep the feet apart, bend the knees and keep back as straight as possible Keep the load close to your body Lifting goods in small amounts	1	4	4	
Carrying out routine risk assessments	Exposure to weather conditions Trips/falls	2	3	6	Wear clothing and footwear suitable for the weather conditions. Carry mobile phone at all times. Wear high visibility clothing at all times	1	4	4	Clerk to be issued with fluorescent clothing Employers liability insurance Clerk to wear appropriate clothing for weather
Lone working		2	3	6	Visitors are discouraged from calling at the Clerk's house unannounced Where appropriate arrange to be accompanied by a Councillor or	1	4	4	

Buxhall Parish Council Safety Risk Assessment Parish Clerk

					Council employee at appointments and site inspections				
--	--	--	--	--	--	--	--	--	--