

Henley Parish Council Safety Risk Assessment Parish Clerk

					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	
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 Council employee at appointments and site inspections	1	4	4	