Henley Parish Council Safety Risk Assessment Parish Clerk

Document Control										
Adopted Date:	6 March 2023	Minute ref. 060323/42								
Next Review date	March 2024	Minute ref.								

Parish Clerk	Severity:						Severity						LOW	(1-4): M	1-4): May be ignored	
	 Slight (minor injury, first aid req Moderate (minor injury, first aid Serious (injury, medical attentio Major (serious injury/death). Catastrophic (number of casualt 			/medical attention). n, 7 day absence).				1 2 3 4			5			. May be ignored		
								5	10	15	20	25	MED	UM (5-9): Control measures Required	
								4	8	12		20	HIGH	(10+): [Design out if possible	
								3	6	9	12	15		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	
								2			8	10				
							1	1	2	3	4	5				
													+			
		_	Initial Assessment										Resid			
Hazard	Potential injury	Probability	Severity	Risk	Control M	Sontrol Measure A						Monitoring and Further Action Required				
		Probability	Severity	Risk							Probability	Severity	Risk			
Working with	Upper limb disorders i.e.	1	2	2	Ensure	a good w	orkn	lace	desi	gn		1	2	2		
Visual Display Units	repetitive strain injury	-	_	_	Take re	gular bre gular eye	aks		ucsi	ь''		-	_	_		
	Tired eyes															
Using electrical equipment for working at home (equipment supplied by the Parish Council)		2	3	6	out of the Check for cables	no trailin ne way i. or damag equipme se	e. ur e to	der a lead	a de s. w	sk ires a	nd	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.	

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					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	