

Helmingham Parish Council Safety Risk Assessment Clerk

Document Control		
Adopted Date:	April 2024	Minute ref. 290424/26
Next Review date	May 2025	

Parish Clerk when working on foot	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).					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	MED	
					4	4	8	12	16	20		
					3	3	6	9	12	15	HIGH	
					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	
Hazard	Potential injury....	Initial Assessment			Control Measure					Residual Assessment		Monitoring and Further Action Required
Using electrical equipment for work at home-equipment supplied by the Parish Council (laptop and mono printer)	Ensure electrical equipment is turned off before it is checked Check that plugs are not damaged Check the domestic electrical systems are adequate for electrical equipment Check plugs are correctly wired and maintained Check that the outer covering of the cable or wire is gripped	1	5	5	Most of the faults that can cause harm can be prevented just by looking for any damage to the electrical equipment. The safe use of electricity at work is covered by the Electricity at Work Regulations 1989 Electrical equipment to be checked and certified (PAT testing annually)							

Helmingham Parish Council Safety Risk Assessment Clerk

	<p>where it enters the plug or the equipment</p> <p>Check that the outer cover of the equipment is not damaged, for example look for loose parts or screws</p> <p>Check leads, wires or cables for damage to the outer covering</p> <p>Check for burn marks or staining that suggests overheating</p> <p>Check that there are no trailing wires; if there are, tuck them out of the way, for example under a desk or table, to prevent accidents</p>				<p>Replace or repair electrical equipment that may cause harm or injury to the Clerk</p> <p>Employers Liability Insurance</p>				
Working with VDUs	Carry out regular checks	1	2	2	Office space/storage space must be sufficient to ensure safe working practices for the Clerk.				
Lone Working	<p>Visitors are discouraged from calling at the Clerks home unannounced – appointments to be made where possible.</p> <p>When key holder- arrange to be accompanied by a Councillor when opening the building and locking up after a meeting.</p>	1	5	5	<p>Training could be arranged for the Clerk, if necessary, on how to handle aggression.</p> <p>Assess safety of meeting then arrange to be accompanied or decline.</p> <p>Carry out annual risk assessments.</p> <p>Employers Liability Insurance</p>				

Helmingham Parish Council Safety Risk Assessment Clerk

	<p>Where appropriate arrange to be accompanied by a Councillor or Council employee to be present at appointments and site inspections.</p> <p>An alternative exit route is available in the event of foreseeable emergencies, e.g. fire, equipment failure, illness, accidents or threatening behaviour, carry mobile phone and inform Councillor or family member of unaccompanied lone visits.</p>								
Bank deposits/withdrawals	Clerk not to carry large amounts of cash, e.g. in excess of £250	1	5	5	<p>If cash is to be deposited/withdrawn from bank, the Clerk does not put themselves or the money at unnecessary risk.</p> <p>Employers Liability Insurance</p>				
Driving	<p>Plan journey</p> <p>Do not use mobile phone or other similar equipment whilst driving</p>	1	5	5	<p>Insurance covers for work as a clerk</p> <p>Insurance covers carrying of council property</p>				