

## Haughley Parish Council – Clerk Risk Assessment For Period 31 March 2023 to 1 April 2024

*The Health and Safety at Work etc. Act 1974 (HSWA) places duties on employers, self-employed people and employees. Under HSWA, employers have a duty to protect the health, safety, and welfare of their employees, including homeworkers. Most of the Regulations made under the HSWA apply to homeworkers as well as to employees working at an employer's workplace. These include, for example, the Management of Health and Safety at Work Regulations 1999 (MHSWR), the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulation 1992, the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). Under the Management of Health and Safety at Work Regulations 1999, employers are required to do a risk assessment of the work activities carried out by homeworkers. Completing a risk assessment involves identifying the hazards relating to the homeworkers' work activities and deciding whether enough steps have been taken to prevent harm to them or to anyone else who may be affected by their work. A risk is the chance, great or small, that someone will be harmed by a hazard. A hazard is anything that may cause harm.*

Hazards	Control Measures	Remarks/Action
<ul style="list-style-type: none"> <li>• Handling loads that are heavy, bulky, difficult to grasp, or unstable i.e., large/multiple files, storage containers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping the feet apart, bending the knees and keeping the back as straight as possible</li> <li>• Keeping the load as close to the body as possible</li> <li>• Keeping twisting of the torso to a minimum if turning to one side</li> <li>• Lifting or carrying goods in small amounts</li> <li>• Wrapping the load or using gloves if it has sharp edges</li> <li>• Using a table or bench</li> </ul>	<ul style="list-style-type: none"> <li>• This could involve using a trolley to allow the load to be moved easily.</li> <li>• When lifting is necessary, good techniques can help reduce the risks.</li> <li>• Guidelines for handling and moving goods are covered by the Manual Handling Operations Regulations 1992.</li> <li>• Employers Liability Insurance</li> </ul>
<ul style="list-style-type: none"> <li>• Carrying out routine risk assessments of play areas and full annual risk assessment of parish</li> <li>• Exposure to weather conditions sunburn, hypothermia</li> <li>• Lone working</li> <li>• Trips/falls</li> </ul>	<ul style="list-style-type: none"> <li>• Summer hats</li> <li>• Lightweight fluorescent tabard to be worn in summer</li> <li>• Warm clothing and fluorescent tabard worn in winter</li> <li>• Fluorescent tabard to be worn at all times when working or walking on or close to traffic</li> <li>• Mobile phone to be carried at all times</li> <li>• Remain visible for as long as possible – try to avoid lengthy periods out of sight</li> <li>• Suitable footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to be issued with fluorescent tabard</li> <li>• Clerk to provide suitable headwear subject to the weather</li> <li>• Employers Liability Insurance</li> </ul>

<ul style="list-style-type: none"> <li>Using electrical equipment for work at home- equipment supplied by the Parish Council (laptop and mono printer)</li> </ul>	<ul style="list-style-type: none"> <li>Ensure electrical equipment is turned off before it is checked</li> <li>Check that plugs are not damaged</li> <li>Check the domestic electrical systems are adequate for electrical equipment</li> <li>Check plugs are correctly wired and maintained</li> <li>Check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment</li> <li>Check that the outer cover of the equipment is not damaged, for example look for loose parts or screws</li> <li>Check leads, wires or cables for damage to the outer covering</li> <li>Check for burn marks or staining that suggests overheating</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Most of the faults that can cause harm can be prevented just by looking for any damage to the electrical equipment.</li> <li>The safe use of electricity at work is covered by the Electricity at Work Regulations 1989</li> <li>Electrical equipment to be checked and Certified (PAT testing annually)</li> <li>Replace or repair electrical equipment that may cause harm or injury to the Clerk</li> <li>Employers Liability Insurance</li> </ul>
<ul style="list-style-type: none"> <li>Working with VDUs</li> </ul>	<ul style="list-style-type: none"> <li>Carry out regular checks as per attached checklist</li> </ul>	<ul style="list-style-type: none"> <li>Office space/storage space must be sufficient to ensure safe working practices for the Clerk.</li> </ul>
<ul style="list-style-type: none"> <li>Lone Working</li> </ul>	<ul style="list-style-type: none"> <li>Visitors are discouraged from calling at the Clerks home unannounced – appointments to be made where possible.</li> <li>When key holder arranges to be accompanied by a Councillor when leaving the building and locking up after a meeting.</li> <li>Where appropriate arrange to be accompanied by a Councillor or Council employee to be present at appointments and site inspections.</li> <li>An alternative exit route is available in the event of foreseeable emergencies, e.g., fire, equipment failure, illness, accidents or threatening behavior, carry mobile phone and inform Councillor or family member of unaccompanied lone visits.</li> </ul>	<ul style="list-style-type: none"> <li>Training could be arranged for the Clerk if necessary, on how to handle aggression.</li> <li>Assess safety of meeting then arrange to be accompanied or decline.</li> <li>Carry out annual risk assessments.</li> <li>Employers Liability Insurance</li> </ul>
<ul style="list-style-type: none"> <li>Bank deposits/withdrawals</li> </ul>	<ul style="list-style-type: none"> <li>Clerk not to carry large amounts of cash, e.g. in excess of £250</li> </ul>	<ul style="list-style-type: none"> <li>If cash is to be deposited/withdrawn from bank, the Clerk does not put themselves or the money at unnecessary risk.</li> <li>Employers Liability Insurance</li> </ul>
<ul style="list-style-type: none"> <li>Driving</li> </ul>	<ul style="list-style-type: none"> <li>Plan journey</li> <li>Do not use mobile phone or other similar equipment whilst driving</li> </ul>	<ul style="list-style-type: none"> <li>Insurance covers for work as a clerk</li> <li>Insurance covers carrying of council property</li> </ul>

<p><b>Coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>• Contact with person suffering from Coronavirus</li> <li>• Contact with person(s) who may have been exposed to coronavirus</li> </ul>	<ul style="list-style-type: none"> <li>• Employees (Clerk) who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance while further advice is sought from the Public Health England/Wales local Health Protection Team. This will take over the risk assessment process from that point.</li> <li>• Other persons (Clerk) who may have been exposed to coronavirus will be instructed to quarantine themselves in accordance with the government guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance has been issued and updated by the Government and other competent authorities or bodies on numerous occasions</li> </ul>
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<p>Chairman Signature:</p>	<p>Date:</p>
<p>Clerk Signature:</p>	<p>Date:</p>