

Asset	Hazard	Who might be at risk	Risk rating	Action required to reduce risk
Parish Clerk	Manual Handling Handling loads that are heavy, bulky, difficult to grasp, or unstable ie large/multiple files, storage containers, etc	Parish Clerk	L	Keeping the feet apart, bending the knees and keeping the back as straight as possible Keeping the load as close to the body as possible Keeping twisting of the torso to a minimum if turning to one side Lifting or carrying goods in small amounts Wrapping the load or using gloves if it has sharp edges Manual Handling at Work A Brief Guide HSE Publication 01/20 INDG143(rev4) provided to the Clerk Employers Liability Insurance
	Exposure to weather conditions Sunburn, hypothermia Lone working Trips/falls	Parish Clerk	M	Clerk responsible for making sure their clothes are appropriate for the prevailing weather conditions. Hi Vis vest to be provided and worn when working near to traffic. Mobile phone to be carried at all times. Parish Clerk to inform partner and or Chairman of the Parish Council of all visits start time, expected duration and location. Remain visible for as long as possible – try to avoid lengthy periods out of sight Employers Liability Insurance
	Working with Display Screen Equipment: Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and	Parish Clerk	L	Clerk to complete annual HSE DSE Checklist to ensure workstation is suitable and make adjustments where necessary.

	hands as well as fatigue and eye strain			
	Lone Working At Home - Risk of injury, or threat from visitors. Risk of fire, illness.	Parish Clerk	L	Visitors are discouraged from calling at the Clerks home unannounced – appointments to be made where possible. Clerks partner and or Chairman of the Parish Council to be made aware of all planned visits. A Councillor or Clerks partner is asked to be present at appointments. An alternative exit route is available in the event of foreseeable emergencies, eg fire, equipment failure, illness, accidents or threatening behaviour. Employers Liability Insurance
	Bank deposits/withdrawals – Risk of theft or attack from carrying large amounts of cash	Parish Clerk	L	Cash handling to be minimised where possible and amounts to be kept below £250 Employers Liability Insurance

Risk rating	
L	Low
M	Medium
H	High

RISK ASSESSMENT FOR:	Parish Clerk Risk Assessment for Barrow Cum Denham Parish		
Establishment: 12 th April 2021	Assessment by:	Signed:	Date:
1st Review Date Due :	Clerk Approval:	Signed:	Date: