

Stock Parish Council Risk Assessment

Member of Staff: Councillors and Clerk
Position and responsibilities:
Equipment Issued: Litter Pickers, gloves upon request, Hi Viz when appropriate
Frequency of Risk Assessment Each occasion when duties are undertaken.

What are the hazards?	Who might be harmed and how?	What are you doing already to control the risks?	What further action do you need to take to control the risks?	Action by who/when?
Slips and trips in registered office	Councillors Clerk and Visitors may be injured if they trip over objects or slip on spillages	General good housekeeping. No trailing leads or cables. Meeting areas are clear. All other working matters are carried out at agile working places During the use of extension cables, hazard warning tape or cones is used		Councillors and Clerk
Slips and trips in meeting rooms	Councillors, Clerk and Visitors may be injured if they trip over a trailing lead in meetings	Ensure that cables and leads are stowed under tables or covered with a mat or hazard tape		Councillors and Clerk
Defibrillators	Ensure that the units are working and replacement pads are available should the defibrillator be deployed	Checked by members of the Cricket and Football Clubs		Councillor and Clerk to check this is being undertaken
Lifting	Councillors and Clerk lifting heavy items delivered to the Stock Parish Council Officed and places of agile working.	Ensure that safe lifting procedure is followed		Councillors and Clerk
Using stairs to first floor office	Councillor, Staff, Visitors	Ensure that handrail is used		Councillors and Clerk
Lone Working	Councillors and Clerk	Ensure that a mobile telephone is carried at all time. Lone Working Policy is in place.		Councillors and Clerk

Covid 19 (Coronavirus) 2020 – separate Risk Assessment completed

signed

Date 8 July 2021
 Mrs N Caton
 Clerk to Galleywood Parish Council