



Dormington and Mordiford Group Parish Council



RISK ASSESSMENT		The Clerk/RFO Activities					
LOCATION		Within the Parish of Dormington and Mordiford					
Summary of activity Assessment of hazards associated with the role of the Clerk/RFO							
HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Lone Working	• Harm from others • Injury from slips, trips and falls etc • Getting lost • Car breakdown • RTA	The Clerk/RFO	• Always make sure visits are done in daylight hours • Be aware of surroundings at all times. • Clerk to inform PC as well as family via whatsapp of the activity, the time frame and the location • Go with someone else if possible • Clerk to risk assess the activity to ensure it can be safely done while lone working • Meet any one unknown in public if possible	2	3	6	Clerk/RFO
Manual Handling	• Musculo-skeletal disorders	The Clerk/RFO	• Avoid heavy loads/twisting/straining • Use a barrow truck if necessary • Deliveries should be assessed to ascertain if the lift is a one or two person lift • Any items of significant weight should be kept on floor level.	1	3	3	Clerk/RFO
Hazards associated with working at a desk	• Back and neck problems • Repetitive strain • Eye strain	The Clerk/RFO	• Carry out a VDU assessment and complete any actions from it • Take regular breaks • Ensure office chair is up for the job	1	1	1	Clerk/RFO & line manager
Unknown visitors to the Clerk's home	• Harm from others	The Clerk/RFO	• Avoid meetings at the Clerk's home, but if a meeting can not be avoided, inform the PC of the meeting details and report back once the meeting is over. • An uninvited guest should not be let into the property.	1	4	4	Clerk/RFO

Meeting with contractors	• Harm from others • RTA • Unsafe parking • Slips, trips & falls due to uneven surfaces	The Clerk/RFO	• Tag meetings onto Parish Council meetings where there are plenty of other people present • Do not have meetings in the Clerk's home • Meet in a central location in the parish, in a public place like Mordiford School carpark • If meeting grave diggers at the Burial Ground, inform the PC via Whatsapp of the meeting details and report back once the meeting is over. Also inform the family of location etc. • Meet online instead if possible or just have a phone call.	1	4	4	Clerk/RFO
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RISK ASSESSMENT FOR:	ASSESSMENT UNDERTAKEN BY:	LAST UPDATED ON:
Dormington and Mordiford Group Parish Council	NAME: Emma Donovan DATE: 02/05/25	DATE: DATE: DATE:

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Likelihood of occurrence	1	Unlikely	May occur less than once in a lifetime	1	2	3	4	5
	2	Possible	May occur less than once a year	2	4	6	8	10
	3	Occasional	May occur two- three times per year	3	6	9	12	15
	4	Likely	Will occur more than three times per year	4	8	12	16	20
	5	Very likely	Probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.