

## EARNLEY PARISH COUNCIL

### Risk Assessment

Office - 26 Hornbeam Walk, Bracklesham, Chichester West Sussex, PO20 8FN

#### General Risk Assessment Checklist

##### Identifying the Hazards

- Slip, trip or falling hazards
- Electrical Hazard
- Fire Hazard
- Ventilation
- Manual Handling
- Inability to deliver service

##### Identifying those at Risk

- Clerk
- Parish Council
- Parish Councillors

##### Assessing the Risk

The extent of the Risk arising from the hazards identified must be evaluated and existing control measures taken into account. The Risk is the likelihood of the harm, potentially arising from the hazard, being realised. The following should be taken into account:

- Information, instruction and training
- Adequate, approved, safe systems of work, industry standards and good practice
- Whether or not existing controls meet legal minimum standards

Whether or not the existing controls have reduced the risk as far as a reasonably practicable.

**Further action necessary to control the risk**

Classify risks into high, medium and low. For each hazard consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce the risks to a reasonable level, so that harm is unlikely. Use personal protective equipment as a last resort where there is nothing else you can reasonably do. List all the remaining risks and what action you propose taking to eliminate or reduce them. Consider the following:

- Consider preventing access to the hazard
- Organise work procedures to reduce exposure to the hazard

Subject	Who might be at risk	Risk rating	Existing Controls, precautions arrangement procedures	Are existing controls adequate Yes/No	If no what additional controls, precautions, arrangements, procedures are required	Action to be taken	Target Date
Public Liability	Parish Clerk & Cllrs		Insurance	Yes			
Accidents & First Aid	Parish Clerk & Cllrs	L	<ul style="list-style-type: none"> <li>• Accident Form</li> <li>• First Aid Kit in kitchen &amp; vehicle</li> <li>• Accident Form to be completed and reported to the Full Council</li> <li>• First Aid Training</li> </ul>	Yes		<ul style="list-style-type: none"> <li>• First Aid Training completed 28/09/2023</li> </ul>	Refresher training due Sept 2026

Fire Hazard	Parish Clerk & Cllrs	L	<ul style="list-style-type: none"> <li>No smoking policy</li> <li>Integrated smoke detectors</li> </ul>	Yes		1 <sup>st</sup> of each month test smoke detectors	
Ventilation	Parish Clerk & Cllrs	L	<ul style="list-style-type: none"> <li>Fumes getting into work area through open windows/vents</li> </ul>	Yes	Shut window/vents if car left running in adjacent drive		
Electrical Hazard	Parish Clerk & Cllrs	L	<ul style="list-style-type: none"> <li>Do not overload plugs, extension or multi sockets</li> <li>Visual inspection of cables</li> </ul>	Yes			
Slips, Trips and Falls	Parish Clerk & Cllrs	L	<ul style="list-style-type: none"> <li>Floor free from obstruction</li> </ul>	Yes			
People, lone working	Parish Clerk & Cllrs	M	<ul style="list-style-type: none"> <li>Beware of aggressive and difficult people</li> <li>Withdraw rather than face conflict</li> <li>Have a mobile phone</li> </ul>	Yes			
Computer	Parish Clerk, Parish	M	<ul style="list-style-type: none"> <li>Password Protected</li> </ul>	Yes			

	Council & Cllrs		<ul style="list-style-type: none"> <li>• Security Data Ensure security programme up to date</li> <li>• Back up Data - Files stored on cloud &amp; backed up to hard drive</li> <li>• Asset Register - Maintained</li> </ul>				
Council Records	Parish Clerk & Cllrs	M	<ul style="list-style-type: none"> <li>• Retention of Documents Policy</li> <li>• Current files stored at the home of the Clerk</li> <li>• All records are kept in a filing cabinet (not fireproof)</li> <li>• Historical Records including, minute books stored at West Sussex Records Office</li> </ul>	Yes			

Manual Handling	Parish Clerk & Cllrs	M	<ul style="list-style-type: none"> <li>• Work station - inspect furniture for signs of wear and tear.</li> <li>• Assess the weight of any load before handling. Extreme care to be taken, use good lifting practices and share load with an appropriate number of people</li> </ul>	Yes			
Hot drinks	Parish Clerk & Cllrs	L	Care to taken when serving hot drinks	Yes			
Food	Parish Clerk & Cllrs	L	Ensure good hygiene practise are followed when preparing food.	Yes		Notify use of nuts	
Office Inspection	Parish Clerk & Cllrs	L	Annual Inspection	Yes			

Date of Review: 31<sup>st</sup> March 2026

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