

**Dated September 2018**

## Risk Assessment

**Branston and Mere Parish Council.**

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33	Volunteer Activities	Risk to safety of volunteers assisting the handymen or called upon as part of the Community Emergency Team.	Safety briefings, PPE Issued, First Aid Training.Extremely rare occurrence for volunteers to work alongside the handymen. Unnecesary now we have two.		L	H		Clerk & handyman	As required.	Yes	Yes
34	Clerk's Activities	Clerk meeting parishioners one to one	Second person informed of meeting and if deemed appropriate a chaperone will be in attendance		L	M		Clerk	As required	Yes	Yes
35	IT Equipment	Use of DSE	DSE Workstation check carried out Jan 2025 Correct monitor risers and chairs purchased in jan 2025		L	L		Clerk	Ongoing	Yes	Yes
36		Electrocution	Annual PAT testing		L	H		Clerk	Annual inspection	Yes	Yes
37		Vibration	PPE Issued with current and future equipment meeting vibration standards/requirements		L	M		Handyman & Clerks	As required	Yes	Yes
	Assets										
38	Street Furniture	Loss or damage.	Covered by Insurance		M	L		Clerk & Council	Annual in May	Yes	Yes
		General deterioration	In house maintenance		M	L		Handyman & Clerks	On going	Yes	Yes
39	Play Equipment.	General deterioration	Annual inspection	Inspected annually	M	M		Handyman & Clerks	Annual - August	Yes	Yes
			In house checks & maintenance	Logged by handymen							
			Asst Clerk attended RoSPA training 2024								
40		Play areas Safer surfaces - Risk of trips	Monthly checks undertake by handymen. Risks mitigated through appropriate action		H	M		Handyman & Clerk	On going	No	Yes
41	Pavilion	Injury to the General Public	Professional Annual and regular in house checks & maintenance		L	H		PI & Handyman /Clerks	Annual & Quarterly	Yes	Yes
42		Fire	Annual inspection of Fire Extinguishers.	Annually	L	H		Clerk	August	Yes	Yes
43		Electrocution	Annual Electrical Inspections of equipment conducted. (PAT)	Annually	L	H		Clerk	Nov	Yes	Yes
			5 year inspection of system						18 July 1905	Yes	Yes
			Annual Boiler service						Nov	Yes	Yes
44	Astro Court	Injury to the General Public	Covered by Insurance		M	M		Clerk and Handyman		Yes	Yes
			Professional quarterly service & annual inspection	Ongoing quarterly checks through Tech Surfaces					Quarterly		Yes
			In house checks	Weekly					weekly		Yes



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