



Health and Safety Risk Assessment for Volunteers and Staff (Parish Council)

1. Scope and Purpose

- To ensure the safety and well-being of all volunteers and staff while carrying out parish council duties.
- To comply with health and safety legislation.
- To identify hazards, assess risks, and implement controls.

2. Identify Activities and Hazards

Activity	Potential Hazards
Manual handling (lifting, moving equipment)	Back injuries, strains, sprains
Working at heights (e.g., putting up decorations, tree work)	Falls, serious injury
Use of tools and machinery (lawnmowers, hedge trimmers)	Cuts, amputations, noise-related damage
Working outdoors in various weather conditions	Heatstroke, sunburn, hypothermia, slips
Lone working (e.g., opening/closing facilities)	Personal security risks, accidents unnoticed
Driving for parish duties	Road traffic accidents
Use of computers and office equipment	Repetitive strain injuries, eye strain
Handling chemicals (cleaning products, pesticides)	Chemical burns, respiratory issues
COVID-19 / Infectious disease risks	Infection transmission
First aid emergencies	Delays in treatment, inadequate response

3. Assess Risks

Hazard	Risk Level (High/Medium/Low)	Existing Controls
Manual handling injuries	Medium	Training on safe lifting techniques
Falls from height	High	Use of appropriate ladders, PPE, and training
Tool and machinery injuries	High	PPE, machinery maintenance, and user training
Weather-related illnesses	Medium	Access to shade, breaks, hydration advice
Lone working	Medium	Lone working policy, regular check-ins
Driving accidents	Medium	Driver training, vehicle maintenance, insurance

Hazard	Risk Level (High/Medium/Low)	Existing Controls
Repetitive strain and eye strain	Low	Ergonomic assessments, regular breaks
Chemical exposure	Medium	COSHH assessments, proper storage and PPE
Infectious diseases	Medium	Hygiene protocols, vaccination advice, PPE
First aid delays	Medium	Trained first aiders available on site

4. Risk Control Measures

Risk	Control Measure	Responsible Person	Deadline
Manual handling	Provide manual handling training; use equipment (trolleys)	Supervisor	ASAP
Working at height	Use safe ladders, harnesses; train on ladder safety	Facilities Manager	ASAP
Machinery use	Provide PPE (gloves, ear defenders); regular maintenance	Supervisor	Ongoing
Weather risks	Provide water, shaded rest areas; monitor weather forecasts	Supervisor	Ongoing
Lone working	Establish check-in system (phone/app); issue alarms	Clerk	ASAP
Driving	Ensure valid licenses; vehicle checks; journey planning	Clerk	Ongoing
Office ergonomics	Ergonomic workstation assessments; encourage breaks	Clerk	Ongoing
Infectious	Provide hand sanitizers; follow current guidance diseases	Clerk	Ongoing
First aid	Maintain trained first aiders; keep first aid kits stocked	Clerk	Ongoing

5. Training and Communication

- Provide health and safety induction policies for all volunteers and staff.
- Regular refresher sessions on manual handling, machinery use, and first aid.
- Share policies on lone working, driving.

6. Monitoring and Review

- Regularly review risk assessments at least annually or after incidents.
- Encourage reporting of hazards or near misses.
- Update procedures based on new guidance or changes in parish activities.

