

Parish News Distribution Risk Assessment for Broomfield and Kingswood Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Covid 19	Transmission	Distributors	4	4	16	It is recommend that hand sanitiser is used by distributors regularly. Wash hands thoroughly once distribution is complete. Follow government guidance https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-for-the-public	4	4	16 (A)
2	Hygiene	Cuts, grazes, germs	Distributors	2	6	12	Treat any cuts and grazes immediately. Wash hands thoroughly once distribution is complete.	2	4	8 (A)
3	Slips, Trips, and falls	Slips strains, trips and falls	Distributors	6	4	12	Be alert to the risks of overgrown vegetation, low hanging branches and damage to and uneven roads and footpaths. Report any hazards to Hayley Parish Clerk.	6	2	12 (A)

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

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4	Lone working	Aggressive behaviour, conflicts, abuse	Distributors	2	4	8	Advise distributors wherever possible to distribute Parish News with someone else or notify someone of your whereabouts. Distributors should be adults only. Report any incidents to Hayley, Parish Clerk immediately and/or police. Always take a mobile phone when distributing.	2	4	8 (A)
5	Dogs	Aggression and bites	Distributors	6	6	36	Always look for 'beware of dog' signs. Do not put hands inside letterboxes. If in doubt do not deliver to that house and report concerns to Hayley, Parish Clerk.	4	4	16 (A)
6	Adverse Weather	Heat stroke, ice, snow, strong winds and heavy rain.	Distributors	4	6	24	Check conditions before leaving the house and make a judgement on safety. Dress appropriately. If in doubt, stop delivering, stay safe and finish delivery on another day.	4	4	16 (A)
7	Individual Capability	Health and injuries	Distributors	2	4	8	Individuals to only carry out delivery of what they can comfortably deliver. Any concerns to be discussed with Hayley, Parish Clerk.	2	4	8 (A)

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RISK ASSESSMENT CARRIED OUT BY: DATE: Signature:

RISK ASSESSMENT VALIDATED BY: MEMBERS OF BROOMFIELD AND *KINGSWOOD PARISH COUNCIL* DATE:

Signatures:

1.....

2.....

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4.....

5.....

6.....

7.....

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Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority.				
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.				
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required				

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