

05 October 2023

Risk rating	1	2	3	low
	4	5	6	medium
	7	8	9	high



ACTIVITY	RISKS	LIKLIHOOD	IMPACT	RATING	MITIGATION	RESPONSIBILITY
newsletters delivered to centre	heavy packages, personal injury if lifted	2	3	6	arrange for delivery when office is open, request courier to place on office floor.	CHPC Officer present
pack into 3 area batches	heavy packages, personal injury if lifted	2	3	6	prepare 3 area packages working off the floor	Comms WP Councillor
	cuts from handling paper	1	2	2	wear gloves or take extra handling care	Comms WP Councillor
arrange for collection at Parish office by area co-ordinators	none identified					Comms WP Councillor
deliver to area co-ordinator	heavy packages, personal injury if lifted	2	3	6	divide into packs not exceeding 10kg	Comms WP Councillor
area co-ordinator collects package from office	heavy packages, personal injury if lifted	2	3	6	divide into packs not exceeding 10kg	area co-ordinator
area co-ordinator prepares street batch	cuts from handling paper	1	2	2	wear gloves or take extra handling care	area co-ordinator
street delivery round collected from area co-ordinator	none identified					volunteer
area co-ordinator delivers to street delivery round volunteer	none identified					area co-ordinator
volunteers prepares street delivery round	out alone	3	2	6	take mobile phone on delivery round	volunteer
delivery to addresses	unsuitable conditions, injury from slipping of falls in slippery conditions or in the dark	3	2	6	deliver in conditions normally chosen for a comfortable and safe walk, take mobile phone	volunteer
	walking on street with traffic, injury	2	3	6	plan route to avoid busy roads, take extra care if unavoidable	volunteer
	accessing the address, hazards on private property	2	2	4	avoid property if access appears unsafe	volunteer
	catching fingers in letterbox	3	2	6	feed newsletter into letterbox avoiding catching hands.	volunteer
confirm delivery complete	none identified				email area co-ordinator	volunteer
confirm delivery complete	none identified				email clerk and Comms WP Councillor	area co-ordinator