Risk Assessment

Activity: Caretaker Risk Assessment		Assessment date: 01/05/25 (JL – Clerk)		Review date: 01/05/26	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
Manual handling – strains, pulled/torn muscles/ligaments	Village Caretaker/cover staff or councillors (Operatives)	* Caretakers (AC) to undertake annual training https://academy.theknightsofsafety.com/collections * If items appear too heavy to lift, AC/operatives to contact Clerk to arrange assistance	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Adverse weather	Caretakers/cover staff or councillors	* Slips/trips in icy or wet conditions. Delay works until safe to do so. Wear footwear with good grip if working in adverse weather	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Cuts/lacerations and infections from broken glass, metal objects, hypodermic needles	Caretakers/cover staff or councillors	* All bins to be lined (or double lined) with bin bags * The ACs/operative to tie the top of the bag and then place the bag in the Skipper to enable wheeled carrying. This should be moved to the wheelie bin at the Pavilion and placed in the bin. The AC should not make contact with any of the contents of the bag and the bag should not make contact with any part of the operative other than their gloved hands * All dog waste should be picked up and placed in the bin liners	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Broken equipment	Caretakers/cover staff or councillors	* ACs to update Clerk if additional gloves, work wear, waterproof clothing, footwear or cleaning equipment (litter pickers, etc) are required * VC to update Clerk if equipment needs additions or repairs	* ACs to feedback to Clerk periodically to check	LOW	Ongoing

			procedures are effective		
Moving Pavilion wheelie bin for collection (weekly)	Caretakers/cover staff or councillors	* Ensure the bin travels along paved areas and not over bumpy land (such as grass) when moving to the barrier for collection * Make sure no pedestrians are near to the bin as it moves, maintaining an effective stopping distance at all time Push the bin using both hands into position for emptying. Apply the brake when in position * Do not move the bin if too heavy (alert Clerk to provide extra assistance) * Ensure bins are locked so that new rubbish is not added * Secure the bin against something solid to prevent toppling * Return bins as soon as practicable after emptying to the bin store	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Injury while carrying out duties	Caretakers/cover staff or councillors	* ACs have mobile phones so that contact can be made during lone-working, damage can be photographed and sent to the Clerk	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing
Lack of review of procedures	Caretakers/cover staff or councillors	* ACs to report to quarterly AMC committee meetings re relevant matters relating to the role	* ACs to feedback to Clerk periodically to check procedures are effective	LOW	Ongoing