

Staplehurst Parish Council – Caretaker Duties Risk Assessment

Introduction

This risk assessment has been undertaken to identify potential risks involved in the execution of the Caretaker's duties. The Caretaker supports the Parish Council in the delivery of its services by carrying out various maintenance, inspection and cleaning tasks around the parish.

The Caretaker's tasks include: inspecting play equipment and street furniture for wear and damage; carrying out routine preventative maintenance and minor repairs of play equipment and street furniture; cutting back overgrown vegetation from public areas and paths; litter-picking; emptying rubbish bins; visual inspection of parish council street lights; replenishing parish council salt bins.

Risk Assessment Process

Guidance has been sought from the Health and Safety Executive website <http://www.hse.gov.uk/risk/> and particularly its publication 'Risk Assessment – A brief guide to controlling risks in the workplace' <http://www.hse.gov.uk/pubns/indg163.htm>. An employer is required by law to undertake a risk assessment of the workplace, but if there are fewer than five employees it does not have to be written down.

This risk assessment was discussed with the Caretaker in 2019. It was submitted to the Chairman of Employment Group for review and comment by the Group. No feedback was received.

The Clerk and Caretaker will again review this assessment in 2020. A single addition has been made to cover extreme weather and emergency situations. In the meantime, the assessment is submitted to Employment Group to make members aware and give them the opportunity to comment. This process will inform decisions about any further actions that may be required and responsibility for them.

mw/20200413

V2 Notes

- Draft risk assessment discussed by Employment Group 5th May 2020
- The following section was amended
 - Working at height

mw/20200609

FINAL VERSION

This final version of the risk assessment was approved by Staplehurst Parish Council on 29th June 2020 (Min 1842). Next Review Date: June 2021.

Staplehurst Parish Council – Caretaker Duties Risk Assessment

Potential hazards?	Who is at risk and how?	Current actions to manage risk	Further actions to manage risk	By whom?	When?	Completed
Slips and trips	Caretaker may fall over objects, trip on uneven surfaces or slip on icy/muddy surfaces.	<ul style="list-style-type: none"> • Work carried out in daylight or well-lit areas and in suitable weather conditions • Suitable footwear is worn; Parish Council funds cost of working boots 	<ul style="list-style-type: none"> • Caretaker to ensure carried loads do not obscure field of vision • Any accidents to be reported to Clerk for recording in Accident Book. 	Caretaker Caretaker and Clerk	Ongoing Ongoing	
Working at height	Caretaker: falls can cause injury to the faller and those below.	<ul style="list-style-type: none"> • Caretaker uses steps for any overhead work (limited) • Caretaker is aware of importance of not stretching or leaning from steps 	<ul style="list-style-type: none"> • Any potential jobs requiring working at height to be assessed for risk and the need for additional measures or resource • Work at height only when another person is in attendance 	Caretaker and Clerk	From now	
Manual handling	Caretaker: injury when handling bulky or heavy items	<ul style="list-style-type: none"> • Caretaker lifts only those items that can be comfortably lifted • Lift only light items above head height • Follow good practice guidelines when lifting from the floor, e.g. bending knees • Seek assistance for heavier loads 	<ul style="list-style-type: none"> • Regular reminders to be given to Caretaker 	Clerk	Ongoing	
Tools, equipment and protective clothing	Caretaker may suffer discomfort or injury from faulty equipment or incorrect use of it	<ul style="list-style-type: none"> • Caretaker checks tools and equipment for wear and tear and to ensure they are in good working order • Faulty or ineffective items are replaced 	<ul style="list-style-type: none"> • Check condition of tools and equipment annually • Check that protective clothing is fit for purpose and is being used whenever appropriate 	Caretaker and Clerk Clerk and Caretaker	From now From now	

Staplehurst Parish Council – Caretaker Duties Risk Assessment

Potential hazards?	Who is at risk and how?	Current actions to manage risk	Further actions to manage risk	By whom?	When?	Completed
		<ul style="list-style-type: none"> Parish Council funds cost of protective clothing, although Caretaker can choose to wear his own too Caretaker has received training in use of powered equipment, e.g. strimmer 				
Electrical items	Caretaker could be injured by faulty equipment	<ul style="list-style-type: none"> There are no PC electrical tools If Caretaker uses own electrical tools, he is aware of need to check them regularly for visual signs of hazards, e.g. damaged leads 	<ul style="list-style-type: none"> Annual check to verify what use is made of electrical tools and equipment Annual check should include inspection of the condition of tools and equipment Electrical items used by the Caretaker should be included in Parish Office PEAT inspection programme 	<p>Clerk and Caretaker</p> <p>Clerk and Caretaker</p> <p>Clerk</p>	<p>From now</p> <p>From now</p> <p>Inspection month is December</p>	
Lone working	Caretaker could be injured or become unwell or be threatened/harmed by member of the public	<ul style="list-style-type: none"> Caretaker carries mobile phone when on duty Caretaker has been issued with a first aid kit Caretaker is aware of the need for vigilance and to avoid engagement with anyone displaying threatening or abusive behaviour 	<ul style="list-style-type: none"> None 			
Extreme weather or emergency situations (e.g.	Caretaker's ability to travel and/or work safely would be affected	<ul style="list-style-type: none"> Caretaker's protective clothing (see above) safeguards in the case of <u>adverse</u> weather 	<ul style="list-style-type: none"> Regular contact maintained in extreme weather / emergency periods 	Clerk	Ongoing	

Staplehurst Parish Council – Caretaker Duties Risk Assessment

Potential hazards?	Who is at risk and how?	Current actions to manage risk	Further actions to manage risk	By whom?	When?	Completed
pandemic, lockdown)		<ul style="list-style-type: none"> • Caretaker is aware of the need to respect <u>extreme</u> conditions and any related warnings, when work should not be undertaken • Caretaker is informed of warnings issued by authorities and the need (a) to follow the relevant guidance and restrictions (when working) or (b) not to work if so instructed 				
Travel	Caretaker travels by car to reach work locations and may encounter road and traffic hazards	<ul style="list-style-type: none"> • Caretaker uses his own vehicle for travel between locations and for transporting equipment and supplies 	<ul style="list-style-type: none"> • Check that vehicle is insured to cover use for work and has appropriate MOT certificate • Check that driving licence is valid 	Clerk Clerk	Annually Annually	
Stress	Caretaker could be affected by excessive workload, not understanding tasks or role, time pressures, bullying.	<ul style="list-style-type: none"> • Caretaker has appropriate contract and job description • Parish Council Employment Group manages staff issues and policies • Workload and time are monitored by completion of job-sheets for each day worked and of timesheets for payment of wages • No undue time pressure is put on Caretaker; third-party contractors are engaged for larger jobs 	<ul style="list-style-type: none"> • Remind Caretaker of relevant content of contract, job description and employment policies and of availability of Clerk/Councillors for discussion of any concerns 	Employment Group and Clerk	From now	

Staplehurst Parish Council – Caretaker Duties Risk Assessment

Potential hazards?	Who is at risk and how?	Current actions to manage risk	Further actions to manage risk	By whom?	When?	Completed
		<ul style="list-style-type: none"> Caretaker can raise any issues with Clerk and/or Chair of PC and/or Employment Group 				