



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Risk Assessment: Newsletter / Leaflet Delivery

Ver: Draft A (13th June 2022)

1. Activity being undertaken

Delivery of newsletters, leaflets and flyers to residential properties within the parish by Councillors, staff and adult volunteers.

2. Assessor

Mark Hunter, Clerk to the Parish Council.

3. Notes to participants

The Parish Council has conducted the Risk Assessment (below) and introduced control measures to mitigate the identified risks. However, no activity is completely without risk and all participants are reminded they have a responsibility for their own wellbeing and not to place themselves, or others, in harm's way by taking unnecessary risks.

4. Severity and Probability ratings and Risk Matrix

Rating	Severity	Probability
Low	Injury to person(s) which requires First Aid	Unlikely, but possible
Medium	Injury to person(s) which requires medical assistance (greater than First Aid).	May occur
High	Death or serious injury to person(s)	Highly likely to occur

Risk Matrix	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High

Activities assessed by the matrix as **High** risk must not take place until further mitigations or control measures have been put in place to reduce the risk.

Activities assessed as **Medium** should be undertaken with care.

Remember that just because an activity is assessed as **Low** does not mean that it is risk-free!

5. Assessment

Hazard	Mitigations	Severity	Probability	Risk
1. Manual handling e.g. carrying bundles of documents to deliver.	a. Delivery documents split between multiple persons, so as to limit the amount any one person has to carry.	Medium	Low	Low
2. Slips Trips and Falls e.g. Sprained ankle from tripping.	a. Participants to wear comfortable footwear with adequate grip.	Low	Low	Low
3. Weather Issues e.g. Rain, snow, wind.	a. Participants to wear clothing appropriate to the weather conditions. b. Postpone the delivery if there is	Low	Medium	Low



Chelveston-cum-Caldecott Parish Council

Northamptonshire

	<p>extreme weather (e.g. high winds, rain, snow, etc.)</p> <p>c. Use of sun cream / sun hat where appropriate.</p>			
<p>4. Aggressive People</p> <p>e.g. Assault by member of public / homeowner.</p>	<p>a. Participants to cease delivery to an address if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously.</p> <p>b. Any threats of violence (whether or not actual injury / damage occurred) should be reported to the Police.</p> <p>c. Carry mobile phone to call for assistance.</p>	High	Low	Medium
<p>5. Trapping or pinching.</p> <p>e.g. trapping fingers whilst placing documents in letterboxes / post boxes at various heights.</p>	<p>a. Consider use of a ruler / other flat objects to open spring loaded flaps, so as to aid the insertion of documents, and avoiding direct contact with fingers.</p>	Low	Medium	Low
<p>6. Aggressive animals</p> <p>e.g. dog bite / cat scratch resulting in injury.</p>	<p>a. Participants to cease delivery to an address if they encounter an animal that makes them feel uncomfortable.</p> <p>b. Seek medical assistance if injured.</p> <p>c. Any injury / damage should be reported to the Police.</p> <p>d. Carry mobile phone to call for assistance.</p>	Medium	Medium	Medium

Signed (Clerk) 13th June 2022.