

Lockton Parish Council Clerk Risk Assessment

Date Reviewed: 6/7/26

Hazard / Risk	Who Might Be Harmed	Potential Consequence	Existing Controls	Risk Rating (L=Likelihood, S=Severity)	Further Action Needed
Lone working (home office)	Clerk	Accident, injury, intimidation, stress	Clerk works mainly from home; mobile phone always available; councillors aware of clerk's location	L = Low, S = Medium	Consider lone-working policy; regular check-ins with Chair
Use of display screen equipment (DSE)	Clerk	Eyestrain, back/neck pain	Adjustable chair/desk; regular breaks; screen at correct height	L = Medium, S = Medium	Annual DSE self-assessment
Handling confidential data (GDPR)	Clerk, residents	Data breach, ICO fines	Password protection, limited access,	L = Low, S = High	Ongoing GDPR training and annual data audit
Financial management (fraud, error)	Clerk, Council	Financial loss, reputational damage	Internal controls, audit, financial regs	L = Low, S = High	Review of controls and standing orders
Stress / workload	Clerk	Ill health, poor decision-making	Workload reviewed by council; delegation; training opportunities	L = Medium, S = Medium	Encourage training, ensure reasonable deadlines
Manual handling (moving files or other parish property)	Clerk	Injury	Minimal lifting; assistance sought for heavier items	L = Low, S = Medium	Manual handling awareness
Council meetings (venues, public attendance)	Clerk, councillors, public	Injury, conflict, verbal abuse	Risk assessed venues, safe seating layouts, Chair manages conduct	L = Low, S = Medium	Clerk to leave if unsafe; incident reporting procedure