

Item 13: a) Appointment of a Clerk						
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Possible additional or changed precautions	Frequency of Inspection
Appoint Inappropriate Person	Council: lack of correct guidance & advice	Medium	Correct advertisement, guidance on personal qualifications and attitude	Low	Re-advertise post	one off
Overspend	Council/councillors: personal costs if procedures not	Low/Medium	Salary & expenses costed and budgeted	Low	Continuous annual assessment by F&GP C'ttee	
Interviews						
Trips & Falls in Village Hall	Councillors, Clerk & Interviewees: injuries	Low	Room checked prior to use	Low	Mobile phone available to call for first aid assistance	one off
Trips on the stairs	Councillors, Clerk & Interviewees: personal injuries	Low	Clear stairs, clerk escort candidates both up and down stairs	Low		one off
Entry by persons unknown to hall whilst interviewing upstairs	Councillors, Clerk & Interviewees: personal injuries,	Medium	Door on catch on the inside	Low		one off

Item 13: b) Appointment of a Clerk

Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Possible additional or changed precautions	Frequency of Inspection
Inappropriate Conditions to Appoint Person	Council: lack of correct guidance & advice	Medium	Chair and Chair F&GP to attend CALC/NALC Seminar on Employment	Low		one off Feb.05
Offer Employed Post to Current Self-Employed Clerk						
Inappropriate Conditions	Council: Overpayment of clerk	Medium	Use of employment pack, current scales and PAYE advice	Low		
	Clerk: Unfair/unrealistic offer	Medium	Use of employment pack, current scales and PAYE advice	Low		
Contract	Council: Unsigned	Low	Delegated to two councillors; required to report back to the Council	Virtually Nil		
	Clerk: No employment protection	Low	Delegated to two councillors; required to report back to the Council	Virtually Nil		
Clerks Appraisal & Review of Salary	Council: No date set	Low	Delegated to two councillors; required to report back to the Council Feb 2006	Virtually Nil		
	Clerk: Stagnation	Low	Appraisal date set	Virtually Nil		

Health & Safety Risk Assessment

[illegible]

01.Jun.11