Malvern Wells Parish Council Health & Safety Risk Assessment							
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	

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## Malvern Wells Parish Council Health & Safety Risk Assessment

Item 13: b) Appoi	ntment of a Clerk			Probability		
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	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 0	Current Self-Employed C	lerk				
Inappropriate Conditions	Council: Overpayment of clerk Clerk: Unfair/unrealistic offer	Medium Medium	Use of employment pack, current scales and PAYE advice Use of employment pack, current scales and PAYE advice	Low 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		

Appraisal date set

Virtually Nil

Clerk: Stagnation

Low

8: Clerk as Emplo	oyee					
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions H/M/L	Possible additional or changed precautions	Frequency of Inspection
HMRC Return	Council: Comeback for payment of Income Tax & automatic fine	Medium	Parish Council registered with HMRC, clerk must do quarterly & annual returns	Low		Quarterly
National Insurance Payments	Council: Comeback for outstanding payments	Low	Salary currently below the limit for payment	Negligible		Review annually
Lack of 'Supervision'	Council	Low	Reviews stated for 1st year of employment and thereafter annually	Negligible		
Lack of knowledge	Council	Medium	Training built into employment process and courses available through HALC	Low		
Lack of knowledge	Council	Medium		Low		01