

## Risk Assessment for Village Update Distributors

HAZARD	ORGANISER'S PRECAUTIONS To remove hazard, reduce risk	ADVICE TO DISTRIBUTORS	MANAGEMENT ACTIONS
<b>Traffic</b>	<ul style="list-style-type: none"> <li>• Desk-top assessment of roads to establish suitability for distributors.</li> <li>• Where risks are deemed unacceptable, use alternative distribution method, e.g. post.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of oncoming traffic and other hazards.</li> <li>• Keep to pavements/paths wherever possible.</li> <li>• Where there is no path, wherever possible walk towards oncoming traffic.</li> <li>• Always use Personal Protective Equipment.</li> <li>• Do not use mobile phones, headphones etc. on a highway.</li> </ul>	<p>Include in guidance notes for volunteers.</p> <p>Obtain feedback from distributors about any problem areas.</p>
<b>Steep slopes</b>	<ul style="list-style-type: none"> <li>• Desk-top assessment of roads to establish suitability for distributors.</li> <li>• Where risks are deemed unacceptable, use alternative distribution method, e.g. post.</li> </ul>	<ul style="list-style-type: none"> <li>• Take weather conditions and possible weather changes into account before going out</li> <li>• Use handrails wherever possible.</li> </ul>	Obtain feedback from distributors about any problem areas. Include in guidance notes for volunteers.
<b>Driving</b>	<ul style="list-style-type: none"> <li>• Consider status of roads, suitability for frequent stopping and starting, availability of safe parking</li> </ul>	<ul style="list-style-type: none"> <li>• Always respect the Highway Code</li> <li>• Take account of the driving conditions (prevailing and expected)</li> </ul>	Obtain feedback from distributors about any problem areas. Include in guidance notes for volunteers
<b>Footpath hazards</b>	<ul style="list-style-type: none"> <li>• Be alert to the risks of overgrown vegetation, keep a record of identified hazards and report to the relevant authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of low hanging branches and exposed tree/shrub roots.</li> <li>• Look out for uneven pavements</li> </ul>	Obtain feedback from distributors about any problem areas. Report to the relevant authorities.
<b>Hedges Fences Walls Ditches</b>	<ul style="list-style-type: none"> <li>• Identify where hedges, fences, walls or ditches restrict access or visibility</li> </ul>	<ul style="list-style-type: none"> <li>• Do not attempt to scale high obstacles</li> <li>• Only step over low obstacles where the</li> </ul>	Notify distributors of any known access or visibility issues

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		landing point is clearly visible and safe	
<b>Electric fences</b>	<ul style="list-style-type: none"> <li>Always assume electric fences are live</li> </ul>	<ul style="list-style-type: none"> <li>Be particularly vigilant in rural areas, including on public footpaths</li> <li>Avoid contact with fences</li> </ul>	Warn volunteers not to touch fences.
<b>People &amp; lone working</b>	<ul style="list-style-type: none"> <li>Advise distributors wherever possible to go out with someone or to notify someone of whereabouts</li> <li>Distributors to be adults only.</li> </ul>	<ul style="list-style-type: none"> <li>Beware of aggressive and difficult people.</li> <li>Withdraw rather than face conflict.</li> <li>Take a mobile phone.</li> <li>Seek medical attention following any assault.</li> </ul>	Obtain feedback from distributors about any problem areas. Update distribution list and report incidents as appropriate.
<b>Dogs</b>	<ul style="list-style-type: none"> <li>Advise distributors to check for presence of dogs</li> </ul>	<ul style="list-style-type: none"> <li>Look for 'Beware of Dog' signs</li> <li>Look and listen for presence of dogs in gardens</li> <li>Do not put hands inside letter boxes</li> <li>If in doubt, do not deliver and report concerns to Parish Office</li> </ul>	Obtain feedback from distributors about any problem addresses. Consider posting instead and update distribution list.
<b>Personal Protection Equipment</b>	<ul style="list-style-type: none"> <li>All distributors to be provided with hi-visibility tops unless they have their own</li> </ul>	<ul style="list-style-type: none"> <li>Distributors to wear hi-visibility tops while engaged in distribution activity</li> <li>Take a torch to help with personal visibility</li> </ul>	Keep a record of distributors and the issue of hi-visibility tops
<b>Time</b>	<ul style="list-style-type: none"> <li>Check that the distributor is happy that he/she has enough time to complete the allotted distribution within a reasonable timescale</li> </ul>	<ul style="list-style-type: none"> <li>Allow plenty of time to undertake the distribution without rushing</li> </ul>	

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	<ul style="list-style-type: none"> <li>If not, modify the round accordingly</li> </ul>	<ul style="list-style-type: none"> <li>On unlit roads distribute in daylight hours only</li> </ul>	
<b>Weather</b>	<ul style="list-style-type: none"> <li>Be aware of difficulties caused by untreated roads in bad weather</li> <li>Be aware of the risk of over-exertion in hot and cold extremes.</li> <li>Consider reducing the size of distribution rounds in hot and cold extremes.</li> </ul>	<ul style="list-style-type: none"> <li>Check current and forecast weather conditions before setting out</li> <li>Dress for the identified conditions</li> <li>Be aware that weather conditions can reduce visibility</li> <li>If in doubt: stop, stay safe and finish on another day.</li> </ul>	Obtain feedback from distributors about any problems arising in adverse weather conditions. Modify distribution plan accordingly.

<b>Individual capacity</b>	<ul style="list-style-type: none"> <li>Check that individuals understand and are able to carry out the task, e.g. know the distribution area, can manage the weight to be carried.</li> </ul>	<ul style="list-style-type: none"> <li>Only carry what you can comfortably manage</li> </ul>	Obtain feedback from distributors about any difficulties. Consider reducing the size of distribution rounds if appropriate.	
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