

Risk Assessment for Newsletter Delivery
By Parish Councillors in Hope and Aston, Derbyshire

Reviewed and adopted:

Date: 14th September 2026

Parish Council Minute: 078/26.5

To ensure that participating Parish Councillors and volunteers act in a responsible manner the risk assessment will be shared prior to delivery of newsletters.

The wearing of closed toed sturdy shoes and suitable outdoor clothing is strongly recommended to all councillors and volunteers.

All councillors and volunteers have an obligation to take reasonable care for their own health and safety, and for that of others.

Anyone under the age of 18 must be supervised by an over 18 relative.

Any incidents, near misses or accidents should be reported to Hope with Aston Parish Council Clerk within 24 hours.

Foreseeable hazard	Descriptions of potential accident /injury / loss	Persons affected	Precautions / controls	Risk Level (Low, Med, High)
Adverse weather • Heavy rain – flood, deep puddles or fast flowing water • Ice/snow – difficult walking conditions • High winds – trees to bend/break • Extreme heat – over exposure to UV rays	Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn, exposure	Councillors and Volunteers	Councillors and volunteers should be aware of the local weather reports and assess if it is suitable to carry out the deliveries. Councillors and volunteers to be aware of changing weather conditions during their delivery round. Clothing worn should be appropriate to the weather conditions.	L

Slip / Trip / Fall • Uneven or slippery ground surfaces, steep banks, stiles, vegetation, kerbs etc	Head injuries, fractures, dislocations, sprains, cuts and bruises	Councillors and Volunteers	Deliveries should take place during daylight hours where possible. If necessary to deliver outside daylight hours councillors and volunteers to carry a torch and wear light coloured / reflective clothing. Care to be taken on steps.	L
Trapped Hand / Fingers	Finger crush, dog bite	Councillors and Volunteers	Avoid putting hand into letterboxes. Consider using a ruler / flat object to open spring loaded flaps, draught excluders etc	L
Protruding Newsletter	Burglary	House residents	Ensure that the newsletter is posted completely through the letterbox and not left visible.	
Manual Handling • Carrying bags, moving boxes of newsletters, reaching, bending and twisting	Musculoskeletal issue from over exertion, break / bruise caused by dropping heavy object.	Councillors and Volunteers	Regular breaks are recommended and can be taken at any time. Councillors and volunteers are made aware not to lift or move anything above their own capability. Manual handling techniques to be used when moving newsletter boxes.	L
Collisions • Vehicles, cyclists, joggers, dogs, other pedestrians	Death, head injuries, fractures, dislocations, sprains, cuts and bruises	Councillors, volunteers, members of the public	Councillors and volunteers are advised to be aware of their surroundings and be considerate of others using the route and look before making abrupt changes in direction. Follow the highway code. Councillors and volunteers must not impair hearing by using ear buds etc, e.g. listen to music. Mobile phone use should be kept to a minimum and not be used where there is no pavement, except in an emergency. Where possible councillors and volunteers	L

			should plan their route in a direction facing oncoming traffic if there is no pavement.	
Lone working • violence • medical issue	Death, stress, personal illness	Councillors and volunteers	Lone working is not recommended, but if necessary, the route and timings should be known and contact information shared with a trusted friend / relative. A fully charged mobile phone is to be carried at all times by councillors and volunteers.	L
Health issues: • Diabetes, heart condition, epilepsy, hay fever and adverse reactions to stings, bites, nettles etc	Death, stress, ill health and allergies	Councillors and volunteers	Councillors and volunteers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity bearing in mind the environment they will be in. Councillors and volunteers to carry appropriate equipment and medication if required. Councillors and volunteers with a known high-risk medical condition to always work with a second person. Councillors and volunteers aware of the defibrillators at the Sports Club, adjacent to the car park and outside the Cheshire Cheese.	L
Resident Dogs in Gardens	Allergies Bites	Councillors and Volunteers	Be aware of loose dogs in gardens. Withdraw from the area rather than risk bites or scratches. Seek medical assistance if bitten. Any injury / damage should be reported to the Police	L
Volunteer Dogs	Allergies Bites	Councillors, volunteers and members of the	Dogs to be kept on a short lead and under control at all times. Dogs not to be taken onto the property being delivered to and should be tied securely at the entrance.	L

		public		
Anti Social Behaviour • Verbal and physical abuse • Rubbish fire	Stress, personal injury, damage to buildings.	Councillors, volunteers and members of the public	Councillors and volunteers should not engage or confront individuals who are threatening or aggressive and should withdraw from the situation. If a weapon is found report to Derbyshire Constabulary on 101 and follow their advice.	L
Young Volunteers • Safeguarding • Lack of awareness • Horseplay	Abuse, personal injury.	Councillors, volunteers and members of the public	All volunteers under 18 should be supervised by a responsible adult relative.	

Date: August 2026

Carried out by Alison Wheeler