

Measham Parish Council Risk Assessment

Date of Assessment: May 2022

Undertaken By: D Roach

ACTIVITY	HAZARD	GROUP AT RISK	Risk Rating	CONTROLS
Activities				
Angry Parishioner	Physical and Verbal Abuse	Workers	M	Listen to their complaint and try to reason the situation Report to manager
Bulb Planting	Death Broken Bones Crushing from passing vehicles	Workers Volunteers	L	Staff to use protective clothing High Vis Jacket & Trousers Suitable Footwear Set up an exclusion zone at work area Be vigilant
Dog Foul Sign Spray	Paint Inhalation Blindness Crushing by passing vehicles	Workers People in the vicinity	L	Use protective clothing Goggles Rubber Gloves Face Mask High Vis Jacket Set up exclusion zone in working area
Grit Spreading Snow Warden Scheme	Crushing from vehicles Slipping	Workers	L	Use protective clothing Hi vis jacket and trousers Suitable footwear
Memorial Visible Inspection	Crushing from the memorial falling	Staff, Public, People Sharing the workspace	M	Memorial safety inspection in place Regular checks of memorials prior to internments Loose memorials staked and banded where possible Use of high visibility notices to identify loose of laid flat memorials

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Manual Handling	Muscle/back strain	Workers	M	<p>Staff trained to carry out inspections with ICCMM Use protective clothing Steel toe caps</p>
General				<p>Check memorials as trained, carry out visual checks first and always stand to the side of the memorial. Do not attempt to stop a memorial which is falling</p> <p>Be aware of the environment in which you are working Ensure staff training is up to date Always check ground conditions prior to work ICCM training concerning memorial inspections completed.</p>
Notice Board (putting notices up)	<p>Death Broken Bones Crushing from passing vehicles</p>	Workers	L	<p>Wear a reflective coat Set up an exclusion zone</p>
Planting/Watering Road Sign Planters	Crushing by passing vehicles	Workers	L	<p>Wear High Vis Jacket Set up exclusion zone in working area Ensure vehicle is parked safely</p>
Pruning Trees/Bushes	Cuts	<p>Workers People walking past</p>	M	<p>Use protective clothing Helmet Gloves Boots</p>

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				Reflective Jacket Set up an exclusion work zone Make sure ladder is safe and secure
Toxic Substances	Weed Killer	Workers	M	Use protective clothing Gloves Face Mask Overalls Never use on a windy day
Tree Inspection	Death Crush Cuts Damage to property	Workers People in vicinity	M	Basic tree inspection carried out and documented annually by PC trained staff. Required works to be carried out or reported for contractor to carry out. Frequent inspection to be carried out by qualified inspector with report identifying work to be carried out according to priority. Budget agreed for tree works annually

Areas

Allotment	Injury when accessing site	Workers Allotment holders Public	M	Allotment holders to comply with regulations. Annual inspection included within Beat the Bounds.
Balancing Pond	Falling in Water Drowning	Workers	L	No Lone Worker Mobile in Reach
Bus Shelter	Tripping on uneven surface Injury from damaged shelter	Workers Users	M	Inspection quarterly by staff and documented. Repair/make good any defects and report on inspection sheet
Car Park	Struck by moving vehicles Car Crime Speeding	Workers Visitors	M	Speed limit and ramps (Bosworth Road) Car crime incidents reported to Police
Cemetery	Death Broken Bones Crush Injuries Trips on uneven ground	Workers Visitors	M	Open graves covered Burial ground maintained Trees inspected as part of inspection regime Memorials inspected by trained staff with defective ones dealt with as per policy No lone working Mobile Phone in reach
Office	Tripping Falls Electric Shock	Workers Visitors	L	Keep working area tidy Always switch off electric before unplugging PAT Test Annually

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<p>Play Area</p>	<p>Trips Slips Falls Cuts Entrapment Death Toxocariasis Thorns Poisoning</p>	<p>Workers Users</p>	<p>M</p>	<p>Staff to use protective clothing High Vis Jacket & Trousers Suitable Footwear Visual Inspections Mon – Fri In depth quarterly inspections Annual ROSPA Inspections Monthly Bolt Inspections Suitable surfacing for fall height installed Litter, glass and drug equipment picked and disposed of as necessary Dogs restricted, faeces removed as necessary Tree, hedging and bramble issues dealt with when required</p>
<p>Footpaths</p>	<p>Injury from trips and falls</p>	<p>Workers Public</p>	<p>M</p>	<p>Regular maintenance of grass and cut back of vegetaion. Surface to be regularly inspected</p>
<p>Skate Park</p>	<p>Trips Slips Falls Cuts Death Collisions</p>	<p>Workers Users Spectators</p>	<p>M</p>	<p>Staff to use protective clothing High Vis Jacket & Trousers Suitable Footwear Visual Inspections Mon – Fri In depth quarterly inspections Annual ROSPA Inspections All defects or risk to health or safety immediately rectified or the structure taken out of use Ensure suitable signs are in place detailing information that is necessary for the safe use of the facility clearly stating any restrictions on its use Determine where supervision is necessary and ensure that it is provided</p>

whenever the facilities are in use for events and jams
 Staff to use protective clothing High vis jacket and trousers & suitable footwear when inspecting or working in the area
 Encouragement and promotion to users of the use of correct safety equipment

Equipment and Machinery

Chainsaw	Death Cuts Amputations Vibration Noise	Workers People in the vicinity	H	Use protective clothing Boots Coats Leggings Set up an exclusion Zone in working area
Jet Wash	High Pressure Injury Vibration Noise	Workers	L	Use protective clothing Face Mask Gloves Set up an exclusion zone in work area
Leaf Blower	Blindness Cuts Vibration Noise	Workers Others in Workplace	L	Always wear protective clothing Ear defenders Gloves Face Mask Set up an exclusion zone
Litter Bins	Cuts Hazardous Waste	Workers	M	Use protective clothing Rubber Gloves Overalls Use Sanitiser Spray each time Never empty/lift full bins by hand Inspect for defects regularly

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Mower	Death Cuts Broken Bones Vibration Noise	User People in the Vicinity	M	Always wear protective clothing Ear Defenders Gloves Safety Boots Reflective Coat Safety Helmet Never Leave Mower Running Take keys out Disconnect the battery
Noticeboards (defective)	Injury from damaged notice board	Public People in vicinity	L	Inspection quarterly by staff and documented. Repair/make good any defects and report on inspection sheet
Parish Sign	Falling over	Workers People in vicinity	M	Inspection quarterly by staff and documented. Repair/make good any defects and report on inspection sheet
Vehicle Activated Speed Sign Installation	Fall Crushing from vehicles Slipping Falling device	Workers People in the vicinity	M	No lone working Use suitable footwear Set up an exclusion zone Use correct type of step ladder Ensure device is correctly installed
Wood Chipper	Death Cuts Injury from flying debris Vibration Noise	Workers People in the vicinity	M	No lone working Safety helmet Eye protection Hearing protection Gloves Safety boots Non snag outer clothing High visibility clothing First aid kit Hand cleansing material Inspection of machine prior to each use

Set up exclusion zone in working area with signage
 Select firm surface for stabilisation
 Ensure adequate ventilation
 Ensure discharge chute is positioned to prevent chips being blown onto the highway or in any direction where they can affect colleagues or people in the vicinity
 Do not put any part of your body including into the feed hopper while the machine is running
 Do not leave the machine unattended at anytime
 Always follow manufacturers instructions
 For further reading see HSE AFAG604 Wood chippers.

Events

All Events	Accidents Poisoning Financial loss	Volunteers Visitors Finance	M	Parish Council working party be sole organiser Ensure third parties have their own Public Liability Insurance Written risk assessment Sufficient marshals as identified in the risk assessment Qualified first aider in attendance Necessary licences obtained
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Finance

Finance	Loss of assets Fraud	Council Public confidence	M	<p>Approved financial regulations</p> <p>Adequate Internal controls</p> <p>Appointed RFO</p> <p>Suitable audit arrangements</p> <p>Business continuity plan</p> <p>Fidelity insurance</p> <p>See separate finance risk schedule and Financial and Management Risk Assessment for more information</p>
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Health and Safety General

Health & Safety		Staff Volunteers	M	<p>Adequate training and refresher training provided for all activities</p> <p>Regular equipment checks</p> <p>Annual PAT Testing</p> <p>Health & Safety poster displayed</p> <p>Accident book kept and maintained</p> <p>First Aid kits provided</p> <p>Number of staff First Aid trained</p> <p>Refer to H&S and Lone worker policy</p> <p>Copy of risk assessment handed to staff, volunteers and councillors</p>
Spread of Covid-19 Coronavirus		Staff Volunteers Visitors to the premises Contractors	H	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance.

Vulnerable groups – elderly, pregnant workers, those with underlying health conditions
Anyone else who physically comes in contact in relation to the council

- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Drying of hands with disposable paper towels.
- <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
- Staff encouraged to protect the skin by applying emollient cream regularly
- <https://www.nhs.uk/conditions/emollients/>
- Gel sanitisers in any area where washing facilities not readily available.

Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

Social Distancing

Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
<https://www.publichealth.hscni.net/news/covid-19-coronavirus>
<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

Taking steps to review work schedules including start and finish times/shift patterns, working from home

etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.

Redesigning processes to ensure social distancing in place.

Ensuring sufficient rest breaks for council staff.

Meetings to be held virtually.

Paperwork to be shared electronically.

Wearing of Gloves

Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

<https://www.publichealth.hscni.net/>

Senior staff will maintain regular contact with council staff members during this time.

If advised that a member of council staff or public has developed Covid -19 and were recently on council premises including where a member of the council has visited other premises the council will contact the Public health Authority to discuss the case, identify people who have been in contact with then and will take advice on any actions or precautions that should be taken.

Council management will promote mental health and wellbeing awareness to council staff during the coronavirus outbreak and will offer whatever support they can to help. Reference –

<https://www.mind.org.uk/coronavirus-we-are-here-for-you/>

Meetings held virtually, paperwork sent and received electronically to members.

Staff to travel in separate vehicles and maintain 2m distance from co-workers/members of the public at all times.