

WOODCHURCH PARISH COUNCIL

HEALTH & SAFETY RISK ASSESSMENTS - Reviewed May 2024

The Health and Safety at Work Regulations places a responsibility on owners and managers of premises to undertake a risk assessment of the facilities. The purpose of risk assessment is to undertake a systematic review of the potential for harm and evaluate the likelihood of harm occurring. Once this has been done it is necessary to decide whether the existing control measures are adequate or whether more needs to be done.

Introduction

The objective of this risk assessment was to identify any potential hazards or risks to the Clerk and Handyman employed by Woodchurch Parish Council in a systematic manner.

Process

This assessment was undertaken using guidance provided in the Health and Safety Executive document – Risk Assessment, a brief guide to controlling risk in the workplace <http://www.hse.gov.uk/pubns/indg163.htm>

To identify potential hazards the Clerk reviewed the list of duties, noting how the duties were carried out and discussed any potential risks faced in executing the role and performing the duties. Previous incidents were discussed, noting who could be harmed and how. For each identified hazard, controls have been introduced to manage those risks and hazards. The following table was used to calculate the initial and final Risk Score.

Risk Assessment Score Sheet			Severity (S)				
			Near Miss/ No injury	Scrap/ Bruise/ Minor Injury	Moderate Injury	Broken Bone/ Serious Injury	Life Changing Injury/ Death
			1	2	3	4	5
Activity Frequency (F)	Infrequently	1	1	2	3	4	5
	Yearly	2	2	4	6	8	10
	Monthly	3	3	6	9	12	15
	Weekly	4	4	8	12	16	20
	Daily	5	5	10	15	20	25

Key:

Low Risk	Medium Risk	High Risk
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Duties (relating to H&S Risk Assessment)	
Clerk	Employees/volunteers
<i>Lone Working</i>	<i>Lone Working</i>
<i>Home Working</i>	<i>Litter</i>
<i>Work Station</i>	<i>General Maintenance (hand tools)</i>
<i>Computers</i>	<i>Maintenance of assets i.e. bus shelters, war memorial, litter bins, public benches, notice boards</i>
<i>Displaying information on noticeboards</i>	<i>Mowing and strimming</i>

Risk Identified	Who might be harmed and how?	Initial Risk/ Score	Existing Controls of Hazard	Additional Measures	Action by:	Action	Final Risk/ Score
Environmental hazards ground surfaces (un-even, poor, slippery) Steep banks, shrubs, brambles, tree branches etc.	Employees/volunteers, Clerk and Public; Risk of slips, trips, leading to bruises, sprains Cuts leading to infection (F5 x S3 = 15)	M	Sensible workings practices are adopted. Work is carried out in good light and in acceptable weather conditions when working outside. Be aware of surfaces walked on, wear appropriate footwear and PPE as required. Debris and waste removed regularly from Parish Council owned open space and play parks. Employees/volunteers to report hazards to Clerk in a timely manner and record on inspection sheets. Do not handle any tools with which you are not familiar. Do not handle items you suspect could be contaminated with a hazardous substance.	<i>HSE Preventing Slips and Trips at Work Guidance and HSE Health & Safety Leaflet provided.</i> Employees/volunteers to read and sign. An accident record book is held in the Clerk's office, to record incidents and ensure that they do not happen again. (F5 x S1 = 5)	Employees volunteers Clerk	1.3.17	L
Soil	Employees/volunteers; Risk of infection from bacteria (F1 x S2 = 2)	L	The employees/volunteers should wear gloves and wash hands as soon as possible and apply appropriate dressing to cuts as required.	(F1 x S2 = 2)	Employees Volunteers	1.3.17	L
Sun and hot temperatures	Employees/volunteers; Risk from sun and heat, leading to dehydration, sun burn (F1 x S5 = 5)	L	Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A sun hat and sun cream should be used. Keep covered up as much as possible.	(F1 x S1 = 1)	Employees Volunteers	1.3.17	L
Wet and cold weather	Employees/volunteers; Risk due to cold and wet, leading to general ill health (F1 x S5 = 5)	L	Suitable waterproof and warm clothing, trousers, coat, hat should be worn.	(F1 x S1 = 1)	Employees Volunteers	1.3.17	L

			Report any defects to Clerk.				
Working at heights	Employees/volunteers; Risk of injury caused by a fall from height (F1 x S5 = 5)	L	Employees/volunteers use steps and ladders for overhead work. Ladders checked by employees/volunteers prior to use. The employees/volunteers will ensure that another person is available at the foot of the ladder if necessary. The employees/volunteers will not use a step ladder or ladder unless there are others present.	<i>HSE working at Height Guidance, HSE Safe use of Ladders and Stepladders Guidance provided.</i> Employees/volunteers to read and sign. (F1 x S1 = 1)	Clerk Employees Volunteers	1.3.17	L
Exposure to loud noise	Employees/volunteers; Risk of injury to hearing caused by excessive noise (F1 x S3 = 3)	L	Ear defenders to be worn when using loud machinery.	(F1 x S1 = 1)	Employees Volunteers	1.3.17	L
Risk of damage to clothing	Employees/volunteers; Risk of damage to clothing when working (F5 x S1 = 5)	L	Appropriate clothing to be worn and PPE if necessary.	(F5 x S1 = 5)	Employees Volunteers	1.3.17	L
Manual handling - moving large objects, reaching, bending, or twisting	Employees/volunteers and Clerk; Risk of injury from handling heavy or bulky items Stooping, twisting, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache. Cuts and grazes from sharp objects, leading to infection, as well as from handling contaminated item (F5 x S3 = 15)	M	Do not attempt to lift heavy items alone and should not lift above head height, any items above 2kg. Lift and move items using your legs to bend, not your back. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate footwear that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity and appropriate protective gloves/PPE.	Remind employees/volunteers of the need to be careful and not to move large or heavy items alone. <i>HSE Manual Handling at Work Guidance provided.</i> Employees/volunteers to read and sign. (F5 x S1 = 5)	Clerk Employees Volunteers	1.3.17	L
Hand tools	Employees/volunteers; Risk of injury by cuts grazes and bruising, leading to infection. (F4 x S4 = 16)	M	The Employees/volunteers to safely use tools supplied by the Parish Council checking for wear and tear. The employees/volunteers are responsible for the safety of their own tools. Wear gloves, suitable footwear, clothing and PPE as required. Report any defects to Clerk.	(F4 x S1 = 4)	Employees Volunteers	1.3.17	L

Powered tools e.g. chainsaw, strimmer	Employees/volunteers and public; Risk of injury, severe cut, loss of limb. (F1 x S5 = 5)	L	Powered tools used by employees/volunteers in accordance with manufacturers safety instructions and own tools at own risk. Personal Protective Equipment to be worn at all times. Powered tools should not be used in isolation (a second person should always be on site to maximise safety of self and others around). Working area to be cordoned off where possible.	Remind the employees/volunteers that power tools must not be used without consent from the Parish Council. (F1 x S5 = 5)	Clerk Employees Volunteers	1.3.17	L
Noticeboard	Clerk; Risk of injury due to poor maintenance, damage, or vandalism (F3 x S2 = 6)	M	Clerk to regularly inspect the Notice Boards and report/repair defects. Parish Council maintenance provisions in place.	(F3 x S1 = 3)	Clerk	1.3.17	L
Benches, Bus Shelters	Public; Risk of injury due to poor maintenance, damage, or vandalism (F5 x S2 = 10)	M	Clerk and Councillors to regularly inspect the benches, and bus shelters and report/repair defects. Parish Council maintenance provisions in place.	(F5 x S1 = 5)		1.3.17	L
Litter picking	Employees/volunteers; Risk of injury from removing discarded items (F5 x S3 = 15)	M	Employees/volunteers to wear appropriate PPE and use grab equipment if necessary. All sharps to be disposed in the lockable bin at the Hub provided.	<i>Guidance of safe disposal of sharps</i> Handyman to read and sign. (F5 x S1 = 5)	Employees Volunteers Clerk	2.3.17	L
Parish owned / maintained land	Employees/volunteers and public; Risk of injury from slips, trips, debris. Injury from litter i.e. cut for discarded cans. Injury from play equipment. (F5 x S4 = 20)	H	Clerk and councillors to regularly inspect and maintain parish council-owned/maintained land within their remit. Report any work that cannot be remedied immediately to the Clerk. Insurance.	(F5 x S2 = 10)	Clerk Councillors	1.3.17	M
Safe use of chemicals	Employees/volunteers; Risk of injury due to unsafe use of chemicals (F1 x S5 = 5)	L	The employees/volunteers will not use chemicals for the purposes of the role, other than for janitorial purposes.	The employees/volunteers should contact the Clerk for guidance should the need for chemicals be used for a specific job. (F1 x S1 = 1)	Employees Volunteers	1.3.17	L

Stress	Employees/volunteers and Clerk; Risk of stress affected by factors such as poor time management, workload control, bullying, not knowing or understanding his role. (F5 x S5 = 25)	H	Correct employment policies are in place. Employees/volunteers to be able to discuss concerns with the Clerk and Councillors. The Clerk monitors workload and time spent on each duty through timesheets and regular contact.	Remind the employees/volunteers that they can talk to the Clerk or Councillors informally regarding any concerns. Annual appraisal will present a formal opportunity for the Clerk and employees/volunteers to express any work-related concerns. (F5 x S1 = 5)	Employees Volunteers Clerk and Councillors	1.3.17	L
Electrical	Employees/volunteers and Clerk; Risk of injury by faulty electrical equipment or inappropriate use of equipment (F5 x S5 = 25)	H	Aware of the need to check for visual signs of hazard, for example damaged leads. Unplug electrical items when not in use.	Employees/volunteers/Clerk are reminded of safe working practices. (F5 x S1 = 5)	Clerk Employees Volunteers	1.3.17	L
Lone Working	Employees/volunteers and Clerk; Risk of injury/abusive behavior by member of public. Risk of injury by accident. (F5 x S5 = 25)	H	Employees/volunteers/Clerk to carry mobile phone whilst at work. Ensure another responsible adult knows work location and time expected to return. The Clerk or Councillor/s must be informed if concerns are raised. Clerk to arrange for a Councillor to be present when meeting a member of the public or to arrange in a public meeting place.	<i>Lone Working Policy</i> <i>HSE Lone Working Guidance provided.</i> Clerk/employees/volunteers to read and sign. (F5 x S1 = 5)	Clerk Employees Volunteers	1.3.17	L
Home Working	Clerk; Risk of injury by slips and trips. Back, eye, repetitive strain and other workstation health related issues. (F5 x S3 = 15)	M	General good housekeeping. All areas well lit. No trailing leads or cables. No boxes or objects left in walkways. Deliveries stored immediately. Clerk to complete a HSE Work Station assessment to ensure that the workstation and chair is correctly set up for VDU work and general tasks.	<i>Home Working Policy</i> <i>HSE Work Station assessment</i> Clerk to read and sign. (F5 x S1 = 5)	Clerk		L
Fire	Clerk; Risk of injury by burns and scalds. (F5 x S5 = 25)	H	Clerk works from home and has heat/smoke detectors fitting throughout. These were renewed in the last 12 months. Office machinery unplugged when not in use.	 (F5 x S1 = 5)	Clerk	1.3.17	L