

HEALTH AND SAFETY RISK ASSESSMENTS FOR ROADE PARISH COUNCIL

The Council recognises its legal obligations under the Health and Safety at Work etc Act 1974 and other subordinate and related legislation. This Risk Assessment has been prepared pursuant to the Council's duties to its employees, to members of the public and to contractors whom it may employ either regularly under a contract for service or occasionally. Details of current contractors are noted at the end of this document.

The Risk Assessment covers premises, activities and equipment that are either owned by the Council or under the Council's control, including work and other equipment made available to contractors for their use on Council business. It describes how those risks will be managed either directly or indirectly, in conjunction with others.

Where necessary, the Council will co-operate with contractors and others as required by law, to the extent that it is able; conversely, the Council will seek and expect mutual co-operation from those whom this Risk Assessment seeks to protect, including employees, contractors and members of the public.

Hazard	People at risk and how	Control measures		Action required	Action		Done
		Required	Current status		Who	When by	
Litter picking	Village Technician, following contact with sharp and / or contaminated litter and other discarded refuse.	<ol style="list-style-type: none"> 1. Provision of protective equipment, to avoid the need for picking by hand 2. Provision of protective clothing 3. Proper disposal arrangements in place 	<ol style="list-style-type: none"> 1. Village Technician uses litter pickers. 2. Gloves, safety shoes and 'high vis' jacket, suitable for roadside working. 3. Heavy duty plastic sacks provided, rubbish disposed of in SNC Black wheelie bins. 	None	N/A	N/A	
Install / Remove Speed Indicator Device (SID)	Village Technician, from manual handling and working at height, at the roadside	<ol style="list-style-type: none"> 1. Safe operating procedure in place; NB 2 person operation 2. Provision of protective clothing 	<ol style="list-style-type: none"> 1. Yes; reviewed when new devices were fitted October 2020. 2. Hard hats, gloves, safety shoes and 'high vis' jacket, suitable for roadside working. 	None	N/A	N/A	

Version

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Pruning, strimming and grass cutting	Village Technician, from machinery and risk to eyes from flying debris	1. Machinery properly maintained with guards kept in position 2. Provision of protective clothing 3. Provision of first-aid	1. Machinery checked, maintained and serviced as necessary 2. Gloves, visor, goggles, mask, safety shoes, hearing protection and 'high vis' jacket, suitable for roadside working. 3. First-aid kit in office & cemetery.	Check first aid kit is up to date	Clerk	Yearly	
Culverts	Village Technician, from working close to / in water, slipping, tripping or falling	1. Appropriate long reach tools and equipment 2. Appropriate protective clothing 3. Staff trained in 'dynamic risk assessment'	1. Yes; rakes, shovels etc 2. Yes; safety shoes 3. Yes; village technician received training in 2010 and has experience of the area over the last 13.5 years.	None	N/A	N/A	
Manual Handling	Village Technician, from lifting bagged gardening waste and SID	Training in manual handling	Yes; reviewed 24/03/10 Village technician is a contractor and is aware of risks involved with manual handling.				
Lone working	Clerk, and Village Technician, following accident or incident, violence or abuse	1. Staff carry mobile phones 2. Staff trained in 'dynamic risk assessment' 3. Parish Office has land line, and lockable door	1. Yes (PC provide Clerk's mobile) 2. Yes VT 24/03/10, Clerk 06/01/2020 3. Yes	Refresh VT on dynamic risk assessment	Village Technician	By the end of March 2021	

Play equipment, COS & Rec	Public, from faulty or damaged equipment	1. Weekly safety check by Village Technician	1. Yes; results recorded on weekly record / report sheet. Matters noted are attended to by VT or reported to Clerk	1. N/A	1.N/A	1. N/A	
Rec ground Stream and storm drain area	Children, Vulnerable people	2. Annual safety inspection by qualified Playground Safety Inspector 3. Risk assessment required	2. Yes; annual inspection by play inspection company 3. RA compiled Feb 2017. Fence erected summer 2017.	2. N/A 3. Fence and gate to be	2. N/A Contract or	2. N/A March 2021	

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			Regular monitoring of fence condition.	replaced due to damage, gate is currently cable tied shut			
Vehicles in COS & Rec	Public from moving vehicles	Authorised vehicles only; controlled access and movement of vehicles	Yes; permit system & procedure in place (see 'Temporary Vehicle Access to Recreation Areas') unless Recreation ground is closed to public.	None	N/A	N/A	
Bus shelters & other street furniture	Public, from faulty or damaged equipment	No formal inspection programme; VT identifies and rectifies faults etc. as part of routine work assignments and maintenance or notifies NCC if bus shelter is not owned by RPC	Rotting of wood at library bus shelter has been reported to NCC 13/01/2021	None	N/A	N/A	
Street lights	Public, from faulty or damaged equipment	Any faults reported are remedied by contractor	Last full inspection December 2019 Repaired on a rolling basis	All street lights were upgraded to LED in December 2019	N/A	N/A	
Cemetery	Public & VTs 1. from slips, trips and toppling headstones 2. from Chapel subsidence 3. Trees	1. Ongoing checks by VTs, as part of routine work. Grave owners are responsible for h/stones 2. Building conditions survey 3. Maintenance and annual tree inspection programme	1. Cemetery paths re-laid March 2010, new path for extension of GoR laid August 2020. 2. Chapel re-opened following building conditions survey (Feb 2017) found no fault. 3. Yew and other trees trimmed and lopped Feb 2017. Tree works completed November 2020.	None No further action req'd Regular inspection of trees undertaken by arboriculturist	N/A	N/A	Ongoing
CCTV	See CCTV Policy						

Dynamic Risk Assessment

The essential steps that all persons involved in work planning and delivery need to take are as follows;

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1. Consider the task and the work site
2. Identify the hazards
3. Identify and assess the risks arising from those hazards
4. Identify the measures necessary to manage and control the risks
5. Check and confirm that the necessary equipment, protective clothing etc are available
6. If the work can be carried out safely, then proceed with the task
7. If in doubt, do not carry out the work; seek advice and assistance

Regular contractors

Aylesbury Mains Ltd – street lighting maintenance and repair;
Court Couriers (Andy Johnson) – labour-only contract for VT services

Marcus Young – emptying dog waste bins
N&P Garden Services – grass cutting and grounds maintenance

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