

## Ashurst Wood Village Council Risk Assessment

*This is the Council's general RA with other more specific RAs where needed*

Activity	Hazard	Who is at risk	Likelihood	Severity	Risk	Controls in place	Risk	Controls/actions recommended
Environmental - Dumping of Hazardous substances	Contact with harmful agents	Handyman/Other party	L	H	M	Use litter picks and disposal gloves		To review (work carried out; likelihood of contact; risk control measures etc.)
Environmental - Litter picking	Bending/lifting	Handyman	M	M	L	Litter picker, to avoid bending down	M	Use litter picks and disposal gloves
Environmental - Litter picking	Sharps	Handyman	M	H	H	Builders' gloves/thick gloves suitable for task	M	Provision of sharps disposal box
Environmental - Vandalism	Damage to property that could cause injury					Regular monitoring and liaise with police where necessary	M	
Environmental - Vermin	Infestation of premises	Handyman/Other party	M	M	M	Act on any reports of vermin by reporting to the correct authorities	M	
Environmental - Vermin	Leptospirosis from contaminated watercourses	Handyman/Other party	L	H	M			To review (work carried out; likelihood of contact; risk control measures)
John Pears pavilion - Cleaning John Pears' pavilion	Injury from faulty or misused equipment	Cleaner	L	M	M	"Henry"-type cleaner in use. MSDC responsible for electric equipment and general maintenance. Cleaner/Clerk to report to MSDC	M	To arrange PAT testing of "Henry"-type cleaner
John Pears pavilion - Cleaning John Pears' pavilion	Use of hazardous substances	Cleaner	M	L	L	Cleaner trained in use of normal materials (Only have bleach and floor cleaning)	L	Need to review manufacturers' safety instructions (labelling or safety data sheets) for current and any new substances used
John Pears pavilion - Hire of pavilion	Injury to hirers	Hirers/Other party	M	M	M	Hirers are given conditions of hire leaflet	M	To establish whether hire includes or excludes access to roof space
John Pears pavilion - Lone working	Confrontation/Assault by other parties	Cleaner	L	H	M	Cleaner advised that they must have a Mobile phone available for emergency contact Others advised of work location	M	Cleaner/Youth Club/lone hirers advised that they must have a Mobile phone available for emergency contact
John Pears pavilion - Lone working	Accident/illness	Cleaner	L	H	M	Mobile phone available for emergency contact Others advised of work location	M	Cleaner/Youth Club/lone hirers advised that they must have a Mobile phone available for emergency contact
John Pears pavilion - Storage - hazardous substances	Storage of hazardous substances	Cleaner	M	L	L	Cleaning materials stored in original containers for issue to cleaner in locked cupboard	L	Others advised of work location
John Pears pavilion - Storage - Manual handling	Personal injury from lifting etc.	Handyman/Cleaner	M	M	M	Employees trained in manual handling techniques	L	
John Pears pavilion - Storage - Storage at height	Items falling from shelving	Handyman/Cleaner/Other users	L	H	L	Lightweight items stored on top shelf in storage cupboard	L	Cupboard is locked and only authorised people have access.
Manual handling	Manual handling	Clerk, Assistant, handyman, cleaner, councillors, volunteers	M	M	L		M	Recommend provision of "step-up" to gain access to high shelf
Office - Injury from faulty or misused equipment	Injury from faulty or misused equipment	Clerk, Assistant, cleaner, councillors	L	H	L	Clerk & Assistant Clerk to note damaged equipment and arrange repair/replacement. Walk ways to be kept clear	M	To arrange PAT testing of electrical equipment
Office - Lone working	Confrontation/Assault by other parties	Clerk, Assistant	L	H	M	Telephone available for emergency contact Use of entry buzzer Office door has thumb lock	M	
Office - Lone working	Accident/illness	Clerk, Assistant	L	H	M	Telephone available for emergency contact	M	
Office - Office-based work	Use of display screen	Clerk, Assistant	L	L	L	Separate keyboard provided for laptop Adjustable chair in use In use 60-70% of time, used for email/communications, word processing and spreadsheets	L	
Office - Use of hazardous substances	Use of hazardous substances	Clerk, Assistant	L	L	L	Only normal office materials used	L	
Other - activities not covered by this generic risk assessment	Hazards		H	H	H		H	Process needed to ensure suitable risk assessment carried out for activities and one-off tasks not covered by this generic risk assessment
Other - events	Each event have own Risk Assessments					Individual Risk Assessments & communicated with relevant parties eg, MSDC, organisers		Suitable & sufficient risk assessment to be carried out and circulated to insurers etc. for events organised by the Parish Council at John Pears Field or the Village Centre
Physical work - Driving /walking	Road Traffic Accident/Contact from passing traffic	Handyman/Other party	H	H	H	High visibility vest/winter jacket. To use street cones when needed i.e road sign cleaning	M	Is this a bit excessive? For extra visibility in winter, provision of reflective cuffs and high visibility over-trousers with reflective bands, also to examine provision of flashing lights either on a 'stick' or as personal LEDs.
Physical work - Lone working	Confrontation/Assault by other party	Handyman	L	M	L	Personal awareness	L	
Physical work - Lone working	Accident/illness	Handyman	L	H	M	Mobile phone available for emergency contact	M	
Physical work - Manual handling	Personal injury from lifting etc.	Handyman/employees/councillors/volunteers	M	M	M	During normal work times presence of other parties Handyman trained in manual handling techniques	L	
Physical work - Public injury as a result of contractor		Public/employees/volunteers	L	L	L	Buggy/cart/wheelbarrow carries only small loads Ensure that contractor has sufficient public liability insurance		
Physical work - Slips/trips/falls	Personal injury	Handyman/employees/councillors/volunteers	L	M	M	Regular mowing of grass areas; regular checks to ensure no debris/tools left on ground Safety footwear	L	
Physical work - Use of ladders - outside	Injury from faulty or misused ladders	Handyman/employees/councillors/volunteers	M	H	H	Ladders not normally used outside Own steps/ladders used if required	M	To establish responsibility for provision and maintenance of ladder to roof space in office
Physical work - Use of tools/equipment	Injury from faulty or misused equipment	Handyman/employees/councillors/volunteers	M	M	M	Council owns a petrol leaf blower (and looking at other petrol tools i.e strimmer). To ensure these are used properly and maintained; safety clothing to be worn (e.g. kevlar cuffs) Own tools used when necessary	L	To provide kevlar cuffs and workman's gloves. Visibility of arrangements for maintenance of own vehicle responsibility with owner of. Handyman to report any issues with Council tools so that appropriate arrangements for repairs/servicing can be made.