

Prepared by: Cllr Matt Southam 11 April 2024

Breage Parish Council



Next Review due: April 2025

Priority Risk Rating (PRR)

1. Immediate Action (24 hrs)
2. High Priority (1 week)
3. Medium Priority (1 month)
4. Low Priority (12 months)
5. Insignificant Risk (no action)
6. Specialised Assessment required
7. Welfare (Legal requirement)

Hazard (Potential to cause harm)	Who is at risk? (inc no)	Existing Control Measures	L	S	PRR	Regulations, Guidance and Standards considered	Additional Controls Required	Target Date	RRR
<u>PARISH ROOMS</u>									
1. Slips and Trips	All users	Good housekeeping: all areas kept clear Anti-slip mats in place at entrance			4	Health & Safety at Work Act 1974			4
2. Manual handling of office equipment	All users	Staff trained in manual handling. Help sought if unable to move too heavy objects			4		Mandatory use of sack trolley for manual handling		4
3. Display screen equipment	Clerical Staff	Assessments of workstation annually to ensure Staff are happy with conditions. Workstation and			4				4

4.Working at height	Volunteers	<p>equipment set to ensure good posture and to avoid glare and reflections. Work planned to include change of activity. Lighting and temperature suitably controlled.</p> <p>An appropriate step ladder is currently in place EN131 Mark</p>			4	Ops to trained in ladder use Training to be organised by Clerk with immediate effect when needed		4
5. Electrical	All users	Any person to report defective plugs, discoloured sockets or damaged cables/equipment, etc. Defective equipment taken out of use if safe to do so and repaired or replaced as necessary			4	PAT tested annually		4
6.Fire	All users	Fire Evacuation procedure and fire extinguishers in place, signs clearly visible. Escape routes clear at all times. Extinguishers			4	All councillors and clerk to		4

7.Lone Working	Staff and Councillors	serviced annually and replaced as necessary see separate Lone Worker Policy			4	BPC Safety Policy – Lone Worker Annex	know uses of different fire extinguishers.		4
8.Overcrowding of meeting room	Any people present	Chairman is able close the meeting and rearrange to hold in a larger building			3				4

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2. Cleaner
3. Contractors

HH = 1	MH = 2	LH = 4
HM = 2	MM = 3	LM = 5

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CEMETERY									
1. Slips and Trips	All users	Regular maintenance			3				4
2. Overhanging brambles etc. around boundary	All users	Boundary hedges regularly trimmed. Contractor puts date when work carried out on invoice			3				4
3. Badly maintained graves.	All users	To be reported by Cemetery Councillor after carrying out annual checks			4				4
4. Unsafe Memorials	All users	Memorials hand checked once			4	BPC Safety Policy Annex 3			4

5. Cemetery safety	All users	<p>every 5 years Unsafe memorials will be supported for one year to allow time for fixing Memorials will be laid down if no alternative</p> <p>6 monthly inspections carried out and recorded by Cemetery Councillor</p>				3	BPC Cemetery Health & Safety Policy		4
6. Gravedigging	Gravedigger	Safety Code Annex 7				3	BPC Cemetery Health & Safety Policy	Cemetery H&S Policy and H&S Annexes 2,3,6,7 to be signed by Gravedigger	4
7. Infectious diseases	All users	Signs to be in place stating danger of potential infections and to wash / sanitise hands after visit.				4			4
8. Safety at interments	Public	Cemetery councillor or clerk attends interment				4	BPC Cemetery Health & Safety Policy	Cemetery H&S Policy to be signed by Cemetery councillor and clerk	4

<p>9. Injury to operatives, dust inhalation, being hit by projectiles when strimmers or mowers for grasscutting</p>	<p>Operative</p>	<p>BPC Safety Code Grass cutting –Annex 2 – to be agreed and signed by Contractor who must hold Public Liability Insurance Documents are checked when contracts are signed Fuelled prior to starting Stones, dog faeces removed Contaminated clothes to be removed and bagged</p>			<p>4</p>	<p>BPC Safety Code Grass Cutting, Annex 2.</p>	<p>Copies of PL Insurance Documents to be given to BPC when contracts signed. Contractor risk assessments to be reviewed.</p>		<p>4</p>					
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equipment		Insurance held Monthly safety check by a Qualified inspector and necessary repairs by South West Playground Safety Inspections Documentation to Council Notice erected on hedge Wooden barrier has been installed			2				3
4.Members of the public climbing hedges to access field, knocking stones from hedges	All users	Safety of hedges regularly checked by Contractor whilst trimming and problems reported to Clerk			4				4
5.Roads border the Playing Field and gates open on to road	All users	Metal barred safety barrier erected at in September 2011 and second barrier December 2019 Safety catches on gates			4		Add sign saying "Beware Road"		4
<u>ASHTON AMENITY AREA PLAY AND EXERCISE EQUIPMENT</u>									
1.Hazards arising	All users	Safety Code is agreed and signed by Contractors			4				4

<p>during maintenance work</p> <p>2.Hazards arising from discarded items Slips and Trips</p>	<p>All users</p>	<p>Ashton Village Committee has Land Useage Agreement Members and Cllrs Bradford to inspect field and keep clear of discarded items Record should be kept of dates and of findings</p>			<p>4</p>				<p>2</p>
<p>3.Injury from play equipment</p>	<p>All users</p>	<p>Public Liability insurance held Monthly check by RoSPA Qualified inspector and necessary repairs by South West Playground Safety Inspections. Documentation to Council</p>			<p>2</p>				<p>3</p>

<p><u>PRAA SANDS EXERCISE & BASKETBALL EQUIPMENT</u></p> <p>1.Hazards arising from discarded items Slips and Trips</p> <p>2.Injury from equipment</p> <p><u>PRAA GREEN</u></p> <p>1.Injuries caused to walkers Slips and Trips</p> <p>2.Injury from deteriorating metal posts/signs/chains, fences, etc.</p>	<p>All users</p> <p>All users</p> <p>All users</p>	<p>Cllr Southam to inspect and report to Clerk</p> <p>Public Liability insurance held Monthly check by RoSPA Qualified inspector and necessary repairs by South West Playground Safety Inspections</p> <p>Safety Code is agreed and signed by contractors. Should be checked once a month by Cllr Southam problems reported to Council</p> <p>Should be checked once a year for deterioration and problems reported to</p>			<p>4</p> <p>2</p> <p>3</p>				<p>2</p> <p>3</p> <p>2</p>
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<p>3.Injury from damage caused to granite benches</p>	<p>All users</p>	<p>Council Cllr Southam to check</p> <p>Checked by Handyman twice a year</p>		<p>4</p>				<p>4</p>
<p>4.Injury from holes in the Green caused by dogs and rabbits</p>	<p>All users</p>	<p>Holes should be filled with soil, sand and ash and should be checked once a year for deterioration by Cllr Southam</p>		<p>4</p>				<p>4</p>
<p><u>FOOTPATHS, BRIDLEWAYS, STILES & SWCP</u></p> <p>Specifically assigned to Breage Parish Council from LMP & SWCP schedules</p>	<p>All users</p>			<p>3</p>				<p>3</p>
<p>1.Hazards arising during maintenance work</p> <p><u>NOTICE BOARDS/BENCHES</u></p>		<p>Safety Code is agreed and signed by contractor</p>						
<p>1.Hazards arising from unlawful damage and wear</p>	<p>All users</p>	<p>Checked 6 monthly by Handyman and reported to Clerk</p>		<p>3</p>				<p>4</p>

	All users				4				4

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