

Risk Assessment

This is the statement of general H&S policy and arrangements to accompany Risk Assessments (RA) for:		Charing Parish Council
Mrs Dawne Austen Parish Clerk & Chairman of the Council		has overall and final responsibility for health and safety
Mrs Dawne Austen		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mrs D Austen	Risk Assess (RA) all activities and processes of the council. RA all areas of Council land and property. Act on outcomes of RA.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mrs D Austen	Base training and guidance based on activities and outcomes of RA above Peninsula employed for HR Guidance
Engage and consult with employees on day-to-day health and safety conditions	Mrs D Austen	Act on feedback from employees. Provide PPE based on RA. Issue guidance on safe working practices.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Employees and Responsible Hirer of the Parish Hall	Employees to follow issued guidance – Contact Parish Clerk – Call emergency services if applicable.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Employees and Mrs D Austen	Act on Feedback from employees. Maintain equipment to regulations. Provide instruction and guidance. Store products under COSH

You should review your RA if you think it might no longer be valid, eg if circumstances change.

Health and safety law poster is displayed at (location)	Parish Hall
First-aid box is located:	Parish Hall and 6 Haffenden Meadow (Address of Parish Clerk)
Accident book is located:	As above

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Company name: **Charing Parish Council** (Cemetery School Rd, Charing – O/S Grid Position: TQ953496)

Date of risk assessment: **March 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips trips and falls.	A,B,C,D whilst working in and or visiting Cemetery. <ul style="list-style-type: none"> • Tripping over memorials • Slipping underfoot on surfaces • Slipping whilst using entrance gates • Tripping on tree roots 	<ul style="list-style-type: none"> • Grass: Cut by (C). Fortnightly April to October. • Funeral flowers etc: Controlled by designated waste area and removed frequently (C). • Monitoring & Maintenance of entrance Gates. (B) • Weekly visual inspection (B) • Monthly Inspection regime (B) <p>Risk – 3 Harm – Cuts & Bruises</p>				
Objects falling from structures. (Vestry)	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> • Loose Tiles from roof • Loose Tiles from Lynch Gate 	<ul style="list-style-type: none"> • Weekly visual inspection (B) • Monthly Inspection regime (B) <p>Act on items identified (B)</p> <p>Risk – 3 Harm – Bleeding/Injury</p>				
Collapsing of Walls. (Stone wall adjacent to A20, Stone wall adjacent to School)	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> • Loose stonework 	<ul style="list-style-type: none"> • Weekly visual inspection (B) • Monthly Inspection regime (B) • Act on items identified (B) <p>Risk – 2 Harm – Bleeding/Injury</p>				
Collapsing of fences. (Fences to the rear of properties in Haffenden Meadow)	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> • Unmaintained fences falling 	<ul style="list-style-type: none"> • Weekly visual inspection (B) • Monthly Inspection regime (B) • Inform property owners to maintain (B) <p>Risk – 2 Harm – Cuts & Bruises</p>				

Falling trees, overgrown hedges. (Multiple trees, Hedge adjacent to School rd.)	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> Uprooted tree Falling branches Impact with Hawthorn hedge 	<ul style="list-style-type: none"> Weekly visual inspection (B) Monthly Inspection regime (B)edH Hedge cut 3 x per growing season (C) Act on items identified (B) Risk – 2 Harm – Broken Limbs				
Falling from height into open grave	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> Slipping into 2m hole during works Slipping into 2m hole during service 	<ul style="list-style-type: none"> Undertakers to appoint approved grave diggers. (C) Graves managed and left covered when not attended. (C) Undertakers manage site until refilled (C) Risk – 2 Harm – Broken Limbs				
Unstable Memorials/Graves	A,B,C,D whilst working in and or visiting Cemetery <ul style="list-style-type: none"> Heavy memorials falling 	<ul style="list-style-type: none"> Weekly visual inspection (B) Monthly Inspection regime (B) Yearly movement test (B) Act on items identified (B) Risk – 2 Harm – Broken Limbs				

People code: A = Public, B = Staff, C = Contractors, D = Other
Risk Code: 1 - Negligible. 2 - Unlikely. 3 – Possible. 4 – Likely. 5 – Very likely
Harm Outcome: Minor/Cuts and bruises/Bleeding/injury/Illness/Broken limbs – Severe

Table of Changes and updates	Date of Review / Reason	Date / Signature
	May 2020 / Annual Review	Dawne Austen
Re formatted	March 2021 / Annual Review	

Signed: (To be approved on or at full council meeting)	Mrs D Austen	Date:	4 th May 2021
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