

## Risk Assessment

This is the statement of general H&S policy and arrangements to accompany Risk Assessments (RA) for:		<b>Charing Parish Council</b>
<b>Mrs Dawne Austen Parish Clerk &amp; Chairman of the Council</b>		<b>has overall and final responsibility for health and safety</b>
<b>Mrs Dawne Austen</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
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: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	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 (Westwell Leacon Charing)** 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 the Play equipment. <ul style="list-style-type: none"> <li>• Tripping over equipment</li> <li>• Slipping underfoot on surfaces</li> <li>• Slipping whilst using entrance gates</li> <li>• Tripping on raised barked area</li> </ul>	<ul style="list-style-type: none"> <li>• Annual ROSPA (C) Inspection (Separate Risk assessment yearly to assess safety of equipment)</li> <li>• Grass: Cut by (C). Fortnightly April to October.</li> <li>• Monitoring &amp; Maintenance of entrance Gates. (B)</li> <li>• Weekly visual inspection (B)</li> <li>• Monthly Inspection regime (B)</li> </ul> <p><b>Risk – 3</b> <b>Harm – Cuts &amp; Bruises</b></p>	Manage outcomes from ROSPA	Open Spaces Committee	Continuous	05/03/16
Condition of Barked area. (Raised barked area around play equipment)	A,B,C,D whilst working in and or visiting the Play Area <ul style="list-style-type: none"> <li>• Tripping over raised edge</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly visual inspection (B)</li> <li>• Monthly Inspection regime (B)</li> </ul> <p><b>Risk – 2</b> <b>Harm – Cuts &amp; Bruises</b></p>	No Action required	n/a	n/a	05/03/16
Falling trees, overgrown hedges.	A,B,C,D whilst working in and or visiting the Play Area <ul style="list-style-type: none"> <li>• Uprooted tree</li> <li>• Falling branches</li> <li>• Impact with Beech hedge</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly visual inspection (B)</li> <li>• Monthly Inspection regime (B)edH</li> <li>• Hedge cut when required (C)</li> <li>• Act on items identified (B)</li> </ul> <p>Risk – 2 Harm – Broken Limbs</p>	No Action required	n/a	n/a	05/03/16
Falling from height from equipment	A,B,C,D whilst working in and or visiting the Play Area <ul style="list-style-type: none"> <li>• Swings</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Impact areas</li> <li>• Annual ROSPA (C) Inspection (Separate Risk assessment yearly to assess safety of equipment)</li> </ul> <p>Risk – 3 Harm – Broken Limbs</p>	Manage outcomes from ROSPA	Open Spaces Committee	Continuous	05/03/16
Entrapment in Play equipment & gates	A,B,C,D whilst working in and or visiting the Play Area <ul style="list-style-type: none"> <li>• Swings</li> <li>• Entrance Gates</li> </ul>	<ul style="list-style-type: none"> <li>• Annual ROSPA (C) Inspection (Separate Risk assessment yearly to assess safety of equipment)</li> </ul> <p>Risk – 2 Harm – Broken Limbs</p>	Manage outcomes from ROSPA	Open Spaces Committee	Continuous	05/03/16

All Play Equipment	A,B,C,D whilst working in and or visiting the Play Area	<ul style="list-style-type: none"> <li>Annual ROSPA (C) Inspection (Separate Risk assessment yearly to assess safety of equipment)</li> </ul> Risk – 3 Harm – Broken Limbs	Manage outcomes from ROSPA	Open Spaces Committee	Continuous	05/03/16
Covid Compliance	A,B,C,D whilst working in and or visiting the Park	<ul style="list-style-type: none"> <li>Notices</li> <li>Closure to the Public</li> <li>Spacing</li> </ul> Risk – 3 Harm – Illness / Severe	Added control measures from Government compliance	Clerk	As guidance changes	Ongoing

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
None	May 2020 / Annual Review	Dawne Austen
Added covid Hazard	Dec 2020 / Covid	01/12/2020 Dawne Austen
Re formatted	March 2021 / Annual Review	

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

