

# NORTON LINDSEY PARISH COUNCIL

## HEALTH & SAFETY RISK ASSESSMENT

The following hazards have been identified for:

- The Clerk carrying out day to day Parish Council duties;
- Volunteers, Councillors and the Clerk carrying out inspections of NLPC assets or maintenance works within the Parish;
- Members of the public who might get hurt by faulty or damaged assets.

All Volunteers, Councillors and the Clerk to be provided with a copy of this Risk Assessment.

Hazard	How	What are we already doing?	Do we need to do anything else to control the risk?	Action by who?	Action by when?	Done
Road traffic	Those working on the roadside are at risk of injury from passing vehicles if those working: <ul style="list-style-type: none"> <li>- are unaware of vehicles on the road</li> <li>- are not seen by drivers</li> <li>- cause an obstruction to road traffic</li> </ul>	<ul style="list-style-type: none"> <li>- Anyone working on or near the highway should wear high visibility clothing.</li> <li>- They should be aware of traffic on the road at all times and their activities should not cause an obstruction on the road.</li> <li>- If it is necessary for ear defenders to be worn or loud machinery is being operated, the operative should be accompanied by someone who will monitor the road for traffic.</li> </ul>	N/A	N/A	N/A	N/A
Flora and fauna	When carrying out maintenance work or inspections there is a risk of injury from: <ul style="list-style-type: none"> <li>- Insect/animal bites</li> <li>- Cuts and stings from hedge/ grass/plant cuttings</li> <li>- Reaction to irritant/poisonous plants</li> <li>- Injury from low hanging or</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate footwear and clothing should be worn, in particular gloves should be worn at all times and appropriate Personal Protective Equipment if handling thorny/sharp shrubbery, etc.</li> <li>- Avoid poisonous plants – if in any doubt, don't touch.</li> <li>- You should be aware of any</li> </ul>	Qualified arboriculturist to be instructed to carry out formal inspection of trees on Millennium Green	TBC	TBC	

	<p>fallen branches/thorny shrubs/etc</p> <ul style="list-style-type: none"> <li>- Trip hazard from tree roots or fallen branches</li> <li>- Infection from animal faeces or bacteria carried in soil</li> <li>- Injury from flying debris if mowing/strimming, etc</li> </ul>	<p>dogs/other livestock that may be lose and avoid contact with animals.</p> <ul style="list-style-type: none"> <li>- Take care when working around trees/hedges/etc and watch out for potential hazards (eg. low hanging branches, thorns, raised roots, etc).</li> <li>- Avoid mowing/strimming when there are other people around in case of flying stones/debris, etc.</li> <li>- Use correct lifting techniques when moving cuttings, fallen branches, etc. Wash hands well when work is finished.</li> <li>- Seek medical attention if bitten or stung, if there is a reaction to any poisonous flora, or if there is any injury caused when working.</li> <li>- Trees on NLPC land are to be inspected regularly by Councillors/the Clerk, and every 5 years by a professional arboriculturist.</li> </ul>				
Physical environment	<p>There is a risk of injury by:</p> <ul style="list-style-type: none"> <li>- Tripping on uneven ground</li> <li>- Slipping and falling on wet or icy surfaces</li> <li>- Sunburn, heatstroke and dehydration in hot weather</li> <li>- Frostbite/hypothermia in cold weather</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate footwear and clothing should be worn at all times.</li> <li>- If working in the sun, wear sun screen and a hat, and drink plenty of water.</li> <li>- Do not work in extreme weather conditions.</li> <li>- Care should be taken when working on uneven ground or wet/icy surfaces.</li> </ul>	N/A	N/A	N/A	N/A
Parish Council Assets (benches, notice boards, grit bins, memorial signposts, bus shelter, dog waste bins, etc)	<p>There is a risk of injury if there is damage to assets (eg. splinters from rough woodwork, sharp edges on plastic, unsecured assets, etc)</p>	<ul style="list-style-type: none"> <li>- All assets to be visually inspected on a regular basis and any damage reported to the Clerk for recording and for remedial action to be arranged.</li> <li>- 5-yearly inspection of memorial signposts by qualified stonemason</li> </ul>	A qualified stonemason is to be instructed to carry out inspections of the memorial signposts	TBC	TBC	
Litter / waste	<p>There is a risk of injury from sharp</p>	<ul style="list-style-type: none"> <li>- Care should be taken if litter is being</li> </ul>	N/A	N/A	N/A	N/A

	objects, or poisoning/chemical burns if the waste is toxic	<p>picked up.</p> <ul style="list-style-type: none"> <li>- Gloves should be worn at all times.</li> <li>- Medical waste (syringes, etc) and any container which has contained chemical or is suspected of containing chemicals should not be picked up.</li> <li>- Details of the waste should be recorded and reported to Warwick District Council Environmental Health as a matter of urgency.</li> <li>- Medical attention should be sought in the event of any injury.</li> </ul>				
Hand and power tools	Risk of injury to operator and others due to faulty and damaged tools	<ul style="list-style-type: none"> <li>- Volunteers/Councillors/Clerk are to be responsible for the safety of their own tools, and powered tools are only to be used by those qualified to do so or at the individuals own risk.</li> <li>- Safety guards and devices or other health and safety equipment should not be removed or interfered with.</li> <li>- Equipment and tools should not be misused so as to cause risks to health and safety.</li> <li>- Personal Protective Equipment is to be worn at all times.</li> <li>- The use of hand and power tools is to be carefully assessed when lone working, and where work is taking place by roads with loud machinery and/or ear defenders are worn the operative should be accompanied</li> <li>- The working area should be cordoned off.</li> </ul>	N/A	N/A	N/A	N/A
Lone working	In addition to the other hazards detailed on this Risk Assessment which could result in accidents, there is a risk of illness when working alone or violence/aggression from difficult	<ul style="list-style-type: none"> <li>- Mobile phones are to be carried at all times when lone working.</li> <li>- Volunteers/Councillors/Clerk to take precautions when meeting anyone alone (ie. meet in a public place, leave details of the meeting with a</li> </ul>	N/A	N/A	N/A	N/A

	people	trusted person, etc). – Anyone working alone (ie. Inspecting assets, carrying out maintenance, etc) to wear high visibility clothing as appropriate.				
Office/Home Working:	There is a risk of injury from trailing cables, display screen equipment, electrical equipment, files, etc: – Trip hazard from trailing cables, poorly stored files and equipment, etc – Eye strain from use of display screen equipment – Fatigue from display screen equipment, sitting for long periods, etc – Work related upper limb disorders – Back pain from sitting for long periods or poor lifting techniques, etc – Risk of electric shock/fire from electrical equipment	– Clerk to be provided with information and guidance regarding Health & Safety in the workplace and on working with display screen equipment. – Clerk to carry out regular inspections of work area in accordance with above. – Clerk to take regular breaks when sitting at the computer for long periods of time. – Clerk to carry out regular visual inspections of portable electrical appliances. – Annual PAT test to be carried out on parish council electrical equipment – Use correct lifting techniques when moving heavy objects.	Qualified electrician to be instructed to carry out PAT test on electrical equipment	TBC	TBC	