



Tasburgh Parish Council

Health and Safety Risk Assessments

Asset	Hazard	Who might be at risk.	Risk Rating	Action Required to Reduce Risk
2 Bus Shelters	Tripping on uneven surface.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
	Injury from damaged shelter.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
2 SAM2	Personal injury while installing or removing machine.	Councillors/ Volunteers	M	Installation and battery charging must be carried out by person/s over 18years of age and follow the installation guidance issued. Councillor to take a mobile phone, must also wear a hi-vis jacket and safety footwear as a lone worker.
	Roadside accident	Public		Councillors to report any known damage to SAM2 or area to the Clerk promptly, Clerk to take necessary action to make area safe. Inspections to be carried out every 3 months
2 Village Signs	Sign falling onto someone.	Public	L	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.

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Rock Snake Display Board	Injury from damaged board	Public	L	Councillors to report any known damage to the Clerk Inspections to be carried out every 3 months
4 Notice Boards	Injury from damaged notice board. Roadside safety	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safe. Inspections to be carried out every 3 months. As with all area's when crossing road a duty of care is incumbent on all pedestrians
Meetings – Village Hall	Failing to escape in the case of a fire.	Public, Councillors and Clerk	M	Fire exits checked at the beginning of each meeting - Chair. Public informed of action in the event of a fire at the beginning of each meeting - Chair.
	Access around doors, entrances and toilets. Risk of: <ul style="list-style-type: none">- Trip hazards- Obstruction	Public, Councillors and Clerk	M	Meeting room, toilets and accesses checked prior to the meeting – Chair.
	Burning from hot liquids	Public, Councillors and Clerk	L	Serve drinks in sturdy mugs.
	Roadside safety	Councillors	L	Councillors to ensure they wear a hi-vis jacket when meeting contractor/s and should never meet contractor/s alone.

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	Spread of Infectious Diseases	Public, Councillors and Clerk	M	Venue conforms to Government guidance Meeting agenda to have precautions listed Chairs and tables will be set out to allow for social distancing for Councillors, Clerk and public if advised Hand sanitising to take place on a regular basis following Government Guidance Staggering arrival and exit times if advised One way in, one way out Face coverings if advised Keeping room well ventilated Paperless meeting No refreshments
Burrfield Park	Open water - drowning	Public	M	Notice on gate. Chain installed across entrance to pond.
	Trip and fall hazards due to uneven ground.	Public	M	Notice on gate.
	Trees	Public, Councillors, Volunteers	M	Tree inspection carried out every three years as required by insurance, or more frequently if necessary.
Burrfield Park (Volunteer Days)	Open water - drowning	Volunteers.	M	Inform volunteers.
	Trip and fall hazards due to uneven ground.	Volunteers.	M	Inform volunteers.

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	Injuries caused when clearing non hazardous debris.	Volunteers.	M	Inform volunteers.
	Falling hazard when working on steep banks.	Volunteers.	M	Inform volunteers, care must be taken.
	Lifting hazard	Volunteers.	M	Volunteers to be made aware.
	Being cut on barbed wire within many of hedges and surrounds	Volunteers.	M	Inform volunteers.
	Injury when using mechanical tools	Volunteers	M	Ensure compliance with manufacturer's instructions, inspect daily when in use.
Allotment	Injury when accessing site	Public Allotment holders	M	Requirement for allotment holders to comply with the Tasburgh Allotment Society's own risk assessment. Allotments fenced in to exclude those not permitted access to the site.
Horsehoe Way Footpath	Injury or drowning from tripping or falling	Public	M	Fence erected around pond to prevent falling. Regular maintenance of grass on path to increase visibility of hazards on the ground.
5 Dog Bins	Injury from damaged dog bin.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.

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	Handling of contaminated waste.	Public	M	Only employ approved contractors to empty bins
	Handling of contaminated waste.	Public – young children	M	Ensure that the bins have lids, Councillors to report any known damage to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
'Playbuilder', Adult Fitness equipment, and toddler play equipment	Falls	Users of the equipment	M	Suitable grass matting for fall height is installed. Condition monitored weekly
	General injuries from using the equipment	Users of the equipment	M	Equipment complied with regulations at time of installation, equipment is inspected annually.
	Injury from damaged equipment	Users of the equipment	M	Equipment inspected visually weekly and any defaults dealt with immediately. Full operational inspection monthly by a trained person. Annual RoSPA inspection undertaken.
	Trip hazards on the approach to equipment	Users of the equipment	M	Visual inspection of area carried at time of other inspections.
	Spread of infectious diseases at play area	Users of the equipment	M	Ensure a risk assessment is carried out. Information signs to be placed on the play area to ensure users are aware of Government guidelines.
Employment	Lone working	Clerk / Public	M	When meeting contractors and members of the public, Clerk to make arrangements to be accompanied and should never meet a contractor / member of the public alone.

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	Working from Home	Clerk	L	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.
	Spread of Infectious diseases at meetings with Councillors /Contractors	Clerk/ Councillors/ Public	M	Social distancing to be observed at all times if advised Meetings to be held outside and/or to comply with current Government guidelines. Face coverings if advised

Reviewed September 2023
Next review: Annually