

TICKTON AND ROUTH PARISH COUNCIL

HEALTH & SAFETY RISK ASSESSMENTS - Reviewed May 2019

The Health and Safety at Work Regulations places a responsibility on owners and managers of premises to undertake a risk assessment of the facilities. The purpose of risk assessment is to undertake a systematic review of the potential for harm and evaluate the likelihood of harm occurring. Once this has been done it is necessary to decide whether the existing control measures are adequate or whether more needs to be done.

Introduction

The objective of this risk assessment was to identify any potential hazards or risks to the Clerk and Handyman employed by Tickton & Routh Parish Council.

Process

This assessment was undertaken using guidance provided in the Health and Safety Executive document – Risk Assessment, a brief guide to controlling risk in the workplace <http://www.hse.gov.uk/pubns/indg163.htm> To identify potential hazards the Clerk and Handyman reviewed the list of duties, noting how the duties were carried out and discussed any potential risks faced in executing the role and performing the duties. Previous incidents were discussed, noting who could be harmed and how. For each identified hazard, controls have been introduced to manage those risks and hazards. The following table was used to calculate the initial and final Risk Score.

Risk Assessment Score Sheet			Severity (S)				
			Near Miss/ No injury	Scrap/ Bruise/ Minor Injury	Moderate Injury	Broken Bone/ Serious Injury	Life Changing Injury/ Death
			1	2	3	4	5
Activity Frequency (F)	Infrequently	1	1	2	3	4	5
	Yearly	2	2	4	6	8	10
	Monthly	3	3	6	9	12	15
	Weekly	4	4	8	12	16	20
	Daily	5	5	10	15	20	25

Key:

Low Risk	Medium Risk	High Risk
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Duties <i>(relating to H&S Risk Assessment)</i>	
Clerk	Handyman
<i>Lone Working</i>	<i>Lone Working</i>
<i>Home Working</i>	<i>Litter</i>
<i>Work Station</i>	<i>General Maintenance (hand tools)</i>
<i>VDU</i>	<i>Playground equipment inspections</i>
<i>Use of own vehicle</i>	<i>Playground equipment maintenance</i>
<i>Displaying information on noticeboards</i>	<i>Use of own vehicle</i>
	<i>Maintenance of assets i.e. bus shelters, war memorial, litter bins, public benches, notice boards, planters</i>
	<i>Watering planters</i>
	<i>Weeding/felling (no power tools)</i>
	<i>Snow clearing</i>

Risk Identified	Who might be harmed and how?	Initial Risk/ Score	Existing Controls of Hazard	Additional Measures	Action by:	Action	Final Risk/ Score
Environmental hazards ground surfaces (un-even, poor, slippery) Steep banks, shrubs, brambles, tree branches etc.	Handyman, Clerk and Public; Risk of slips, trips, leading to bruises, sprains Cuts leading to infection (F5 x S3 = 15)	M	Sensible workings practices are adopted. Work is carried out in good light and in acceptable weather conditions when working outside. Be aware of surfaces walked on, wear appropriate footwear and PPE as required. Debris and waste removed regularly from Parish Council owned open space and play parks. Handyman to report hazards to Clerk in a timely manner and record on inspection sheets. Do not handle any tools with which you are not familiar. Do not handle items you suspect could be contaminated with a hazardous substance.	<i>HSE Preventing Slips and Trips at Work Guidance and HSE Health & Safety Leaflet provided.</i> Handyman to read and sign. An accident record book is held in the Clerk's office, to record incidents and ensure that they do not happen again. (F5 x S1 = 5)	Handyman Clerk	1.3.17	L
Soil	Handyman; Risk of infection from bacteria (F1 x S2 = 2)	L	The Handyman should wear gloves and wash hands as soon as possible and apply appropriate dressing to cuts as required.	(F1 x S2 = 2)	Handyman	1.3.17	L
Sun and hot temperatures	Handyman; Risk from sun and heat, leading to dehydration, sun burn (F1 x S5 = 5)	L	Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A sun hat and sun cream should be used. Keep covered up as much as possible.	(F1 x S1 = 1)		1.3.17	L
Wet and cold weather	Handyman; Risk due to cold and wet, leading to general ill health (F1 x S5 = 5)	L	Suitable waterproof and warm clothing, trousers, coat, hat should be worn.	(F1 x S1 = 1)		1.3.17	L
Snow clearing	Handyman and public; Risk of injury slips and trips, lifting, use of tools and extreme weather conditions. (F1 x S5 = 5)	L	The handyman to safely use is own tools and those supplied by the Parish Council, checking for wear and tear. Wear gloves, suitable footwear, clothing, and PPE as required. Lift and move items using your legs to bend, not your back. Assess items before you move them for hazards such as unknown substances, sharp edges. The handyman should not attempt to lift heavy items alone and should not lift above head height, any items above 2kg.	Remind handyman of the need to be careful and not to move large or heavy items alone. <i>HSE Manual Handling at Work Guidance provided.</i> Handyman to read and sign. (F1 x S1 = 1)	Handyman Clerk	1.3.17	L

			Report any defects to Clerk.				
Working at heights	Handyman; Risk of injury caused by a fall from height (F1 x S5 = 5)	L	Handyman uses steps and ladders for overhead work. Ladders checked by handyman prior to use. The handyman will ensure that another person is available at the foot of the ladder if necessary. The handyman will not use a step ladder or ladder unless there are others present.	<i>HSE working at Height Guidance, HSE Safe use of Ladders and Stepladders Guidance provided.</i> Handyman to read and sign. (F1 x S1 = 1)	Clerk Handyman	1.3.17	L
Exposure to loud noise	Handyman; Risk of injury to hearing caused by excessive noise (F1 x S3 = 3)	L	Ear defenders to be worn when using loud machinery.	(F1 x S1 = 1)	Handyman	1.3.17	L
Risk of damage to clothing	Handyman; Risk of damage to clothing when working (F5 x S1 = 5)	L	Appropriate clothing to be worn and PPE if necessary.	(F5 x S1 = 5)	Handyman	1.3.17	L
Manual handling - moving large objects, reaching, bending, or twisting	Handyman and Clerk; Risk of injury from handling heavy or bulky items Stooping, twisting, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache. Cuts and grazes from sharp objects, leading to infection, as well as from handling contaminated item (F5 x S3 = 15)	M	Do not attempt to lift heavy items alone and should not lift above head height, any items above 2kg. Lift and move items using your legs to bend, not your back. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate footwear that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity and appropriate protective gloves/PPE.	Remind handyman of the need to be careful and not to move large or heavy items alone. <i>HSE Manual Handling at Work Guidance provided.</i> Handyman to read and sign. (F5 x S1 = 5)	Clerk Handyman	1.3.17	L
Hand tools	Handyman; Risk of injury by cuts grazes and bruising, leading to infection. (F4 x S4 = 16)	M	The handyman to safely use tools supplied by the Parish Council checking for wear and tear. The handyman is responsible for the safety of their own tools. Wear gloves, suitable footwear, clothing and PPE as required. Report any defects to Clerk.	(F4 x S1 = 4)	Handyman	1.3.17	L

Powered tools e.g. chainsaw, strimmer	Handyman and public; Risk of injury, severe cut, loss of limb. (F1 x S5 = 5)	L	The Parish Council does not provide power tools and will hire equipment as necessary. Powered tools to only be used by those qualified to do so or at the handyman's own risk. Personal Protective Equipment to be worn at all times. Powered tools should not be used in isolation (a second person should always be on site to maximise safety of self and others around). Working area to be cordoned off.	Remind the handyman that power tools must not be used without consent from the Parish Council. (F1 x S5 = 5)	Clerk Handyman	1.3.17	L
Noticeboard	Clerk; Risk of injury due to poor maintenance, damage, or vandalism (F3 x S2 = 6)	M	Handyman to regularly inspect the Notice Boards and report/repair defects. Parish Council maintenance provisions in place.	(F3 x S1 = 3)		1.3.17	L
Benches, Bus Shelters	Public; Risk of injury due to poor maintenance, damage, or vandalism (F5 x S2 = 10)	M	Handyman to regularly inspect the Notice Board and report/repair defects. Parish Council maintenance provisions in place.	(F5 x S1 = 5)		1.3.17	L
Litter picking	Handyman; Risk of injury from removing discarded items (F5 x S3 = 15)	M	Handyman to wear appropriate PPE and use grab equipment if necessary. All sharps to be disposed in the sharps bin provided.	<i>Guidance of safe disposal of sharps</i> Handyman to read and sign. (F5 x S1 = 5)	Handyman Clerk	2.3.17	L
Planters	Handyman; Risk of injury from lifting water containers (F5 x S3 = 15)	M	Handyman to use correct water container size to prevent lift injury (see manual handling)	(F5 x S1 = 5)	Handyman	1.3.17	L
Parish owned / maintained land	Handyman and public; Risk of injury from slips, trips, debris. Injury from litter i.e. cut for discarded cans. Injury from play equipment. (F5 x S4 = 20)	H	Handyman to regularly inspect and maintain parish owned/maintained land to prevent slips, trips, cuts and injury. Annual Play Park Inspection/report Report any work that cannot be remedied immediately to the Clerk. Insurance.	(F5 x S2 = 10)		1.3.17	M
Safe use of chemicals	Handyman; Risk of injury due to unsafe use of chemicals (F1 x S5 = 5)	L	The handyman will not use chemicals for the purposes of the role.	The handyman should contact the Clerk for guidance should the need for chemicals be used for a specific job. (F1 x S1 = 1)	Handyman	1.3.17	L

Stress	Handyman and Clerk; Risk of stress affected by factors such as poor time management, work load control, bullying, not knowing or understanding his role. (F5 x S5 = 25)	H	Correct employment policies are in place. Handyman to be able to discuss concerns with the Clerk and Councillors. The Clerk monitors workload and time spent on each duty through timesheets and regular contact.	Remind the Handyman that they can talk to the Clerk or Councillors informally regarding any concerns. Annual appraisal will present a formal opportunity for the Clerk and Handyman to express any work-related concerns. (F5 x S1 = 5)	Handyman Clerk and Councillors	1.3.17	L
Electrical	Handyman and Clerk; Risk of injury by faulty electrical equipment or inappropriate use of equipment (F5 x S5 = 25)	H	Aware of the need to check for visual signs of hazard, for example damaged leads. Unplug electrical items when not in use.	Handyman/Clerk are reminded of safe working practices. (F5 x S1 = 5)	Clerk/ Handyman	1.3.17	L
Use of own vehicle	Handyman, Clerk and public; Risk of injury through accident. (F4 x S5 = 20)	H	Clerk to annually check to ensure that a full driving license is held by employees and that the vehicle has appropriate MOT and insurance.	Copy documentation annually (F4 x S5 = 20)	Clerk Handyman	1.3.17	H
Lone Working	Handyman and Clerk; Risk of injury/abusive behavior by member of public. Risk of injury by accident. (F5 x S5 = 25)	H	Staff to carry mobile phone whilst at work. Ensure another responsible adult knows work location and time expected to return. The Clerk or Councillor/s must be informed if concerns are raised. Clerk to arrange for a Councillor to be present when meeting a member of the public or to arrange in a public meeting place.	<i>Lone Working Policy</i> <i>HSE Lone Working Guidance provided.</i> Clerk & Handyman to read and sign. (F5 x S1 = 5)	Clerk Handyman	1.3.17	L
Home Working	Clerk; Risk of injury by slips and trips. Back, eye, repetitive strain and other workstation health related issues. (F5 x S3 = 15)	M	General good housekeeping. All areas well lit. No trailing leads or cables. No boxes or objects left in walkways. Deliveries stored immediately. Clerk to complete a HSE Work Station assessment to ensure that the workstation and chair is correctly set up for VDU work and general tasks.	<i>Home Working Policy</i> <i>HSE Work Station assessment</i> Clerk to read and sign. (F5 x S1 = 5)	Clerk		L
Fire	Clerk; Risk of injury by burns and scalds. (F5 x S5 = 25)	H	Clerk works from home and has heat/smoke detectors fitting throughout. These were renewed in the last 12 months. Office machinery unplugged when not in use.	 (F5 x S1 = 5)	Clerk	1.3.17	L