



REGISTER OF STANDING RISK ASSESSMENTS

[These are general risk assessments applicable to the premises & activities of the Council. Risk assessments applicable to individual events are drafted on an 'as required' basis]

01. Financial risk assessment (attached to the Financial Regs @ Policy no. 02.4)
01. Risk Assessment Community Centre
02. Risk Assessment Community Centre Kitchen
03. Risk Assessment Community Centre water supply
04. Risk Assessment VENUe on the Green
05. Risk Assessment Allotments
06. Risk Assessment Cemetery
07. Risk Assessment play areas & skatepark
08. Risk Assessment village greens & open spaces
09. Risk Assessment wooded areas
10. Risk Assessment war memorial (& Christmas tree)
11. Risk Assessment public seats & shelters
12. Risk Assessment Market
13. Risk Assessment 'Gages' lunch facility
14. Risk Assessment youth activities
15. Risk Assessment Thursday Club
16. Risk Assessment grounds maintenance (general)
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19. Risk Assessment public village cleaning
20. Risk Assessment outdoor events
21. Risk Assessment – Covid-19 (general)

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Community Centre					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Maintenance of building	Collapse or degradation of structure. Injury to staff / users	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialists/other services. Adequate insurance.	Annually	Med	2
Security of building	Damage to structure/ fittings. Injury to occupiers. Squatters	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	High	6
Maintenance of equipment	Injury to staff / users. Loss of facilities/revenue through malfunction	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure responsibility is defined and any training requirement is complete. Ensure that proper contractual arrangements are in place for specialist/other services.	Annually	Med	4
Stock control	Loss of facilities/revenue through inadequate supplies	Define responsibility for stock control. Arrange for regular stock checks. Maintain proper records.	Monthly	Med	2

Storage of equipment	Injury to staff / users through unstable stacking	Staff to stack tables, chairs & other items carefully to avoid risk.	Monthly	Low	4
Cleaning	Accident or illness to staff / users caused by inadequate cleaning	Define responsibility for cleanliness/ hygiene of premises. Maintain a maintenance log/ cleaning regime. Arrange periodical checks.	Monthly	Med	2
Pollution, i.e. noise, litter etc.	Accident or illness to staff / users	Ensure adequate controls/conditions are included in booking forms. Ensure all users are aware of conditions attached to use of premises.	Annually	Low	1
Vandalism	Damage to structure/ fittings. Injury to occupiers.	Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Med	4
Personal injury	Injuries to staff/users caused by poor equipment / working practices	Ensure that all staff have appropriate training and adhere to approved working practises. Ensure that the correct and properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible. Maintain records of staff training. Maintain records of any injuries. Define responsibilities in job descriptions etc. Adequate insurance.	Annually	Med	2
Trips & Slips	Injury (fractures/ bruising) to staff/ users	Ensure that all walkways are kept clear at all times and that all spillages are mopped up immediately and appropriate signs displayed alerting members of the public of hazard	Annually	Med	4

Work at height	Injury particularly to staff from falls	Use appropriate commercial ladders only. Users know how to use ladders. Second staff member in support.	Monthly	Med	5
Manual handling	Back or other injury to staff/ users	Staff to assess weights of items (including delivery boxes) before lifting. Trolleys readily available for heavy items or furniture.	Monthly	Med	4
Electricity	Electric shock / burns to staff/ users	All installations & repairs made by 'Part P' tradesmen. Regular inspection of installations & equipment (PAT testing). Equipment checked before use. No children to use equipment	Monthly	Med	6
Asbestos	Serious illness to staff/ users	Regular checks of known areas of sealed asbestos. Works embargo on known sealed areas by non-specialist contractors	Annually	Low	5
Fire	Death or serious injury to staff/ users. Damage to property	Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of combustible materials held by the council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	High	6
Car park	Serious injury to staff/ users struck by vehicles or slipping on ground/ steps	Entrances/ exits clearly displayed. Good car park lighting Speed bump(s) in car park Warnings displayed. Banksman used for commercial vehicles. Surface de-iced in freezing conditions. Steps highlighted	Annually	Low	5

**FOREST ROW PARISH COUNCIL
COMMUNITY CENTRE/ VENUe RISK ASSESSMENT
(COVID-19 EDITION)**

FUNCTION/LOCATION: Community Centre/ VENUe on the Green					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
General	Getting/ spreading coronavirus by not washing hands or not washing them adequately Staff/ users/contractors	Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Restrict the number of people who come into the building - Provide hand sanitiser for the occasions when people can't wash their hands	Daily	Med	5
High traffic areas such as kitchens, corridors, toilet facilities, entry/exit points to facilities and other communal areas	Getting/ spreading coronavirus by personal contact Staff/ users/contractors	Identify & monitor: <ul style="list-style-type: none"> • areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, kitchens • pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas • areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments • areas and surfaces frequently touched but difficult to clean • communal areas where air movement may be less than in other areas with no opening windows or mechanical ventilation 	Daily	High	5

		<p>Agree controls to be put in place to reduce the risks, including but not limited to:</p> <ul style="list-style-type: none"> • limiting the number of people in rooms for social distancing eg stagger breaks, have maximum occupancy numbers for meeting rooms • reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met • one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around the building and to allow social distancing to be met • leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation • minimise personal property on site • minimise eating and drinking on site • provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/ • washing facilities at the entrance/exit to canteens • signage to remind people to wash and sanitise hands and not touch their faces • cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 		
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<p>Surfaces, equipment and workstations</p>	<p>Getting/ spreading coronavirus by surface contact</p> <p>Staff/ users/contractors</p>	<p>Identify surfaces frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside & outside), shared equipment etc and specify the frequency and level of cleaning and by whom</p> <p>Reduce the need for people to move around the building as far as possible. This will reduce the potential spread of any contamination through touched surfaces</p> <p>Avoid sharing equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors,</p> <p>Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used,</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas</p>	<p>Daily</p>	<p>High</p>	<p>5</p>
<p>Poor ventilation</p>	<p>Getting/ spreading coronavirus by stagnant air</p> <p>Staff/ users/contractors</p>	<p>Identify any need for additional ventilation to increase air flow in all or parts of the building</p> <p>Open windows and doors (that are not fire doors)</p>	<p>Daily</p>	<p>Med</p>	<p>5</p>

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION / LOCATION: Community Centre kitchen					
Area of risk	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk value
Slips/Trips Spillages, Uneven Surfaces	Staff & Customers may be injured if they trip over objects, or slip on spillages, e.g. Food or drink spilled/dropped on the floor.	Kitchen equipment is well maintained, and any leaks are promptly reported. Drainage channels and drip trays are provided where spills are likely Staff clean up any spillages immediately and leave floor dry There are no trailing cables or obstructions in walkways Repair damage to floor if required.	Daily	Med	4
Manual Handling Lifting and moving heavy objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy/bulky objects. e.g. trays of crockery or boxes of ingredients	Appropriate equipment is available to move heavy items and staff are trained to use it safely. Ingredients are bought in package size that are light enough for easy handling. Commonly used items and heavy goods are stored and accessible at the appropriate height. The sink is at an appropriate height to prevent stooping.	Daily	Low	4
Contact with heat. Steam, hot water, hot oil and hot surfaces	Staff may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces.	Staff are trained how to handle hot oils and how to safely use, empty and clean the fryers. Water mixer taps are provided. Heat resistant gloves, cloths and aprons are provided. Staff know about the risk of steam. If accident occurs, treat burns with running cold water and apply burns dressing if required and send casualty to Accident & Emergency	Daily	High	5
Knives	Staff preparing food risk injuries from contact with blades	Staff use the correct knives for the job. Staff are trained in safe use, maintenance and storage of knives In the event of accident clean and dress wound and where deep laceration occurs take to A&E	Daily	High	5
Food handling	Staff risk skin irritation or dermatitis from frequent hand washing and some can develop allergies from handling certain foods.	Wherever possible and sensible, staff use tools (cutlery, tongs etc) to handle food rather than their hands. Food grade, single use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling and fish filleting. Where handling cannot be avoided hands are rinsed promptly after finishing task.	Daily	Low	4
Contact with cleaning	Staff risk skin irritation or eye damage from direct	Where possible, cleaning products "Irritant" are avoided and milder alternatives are used instead.	Daily	Low	4

chemicals Bleach & washing chemicals	contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	A Dishwasher is used. Staff are shown how to use and store cleaning products safely, and never to transfer chemicals into unmarked containers. Mops, brushes and protective gloves are provided and used. Staff rinse gloves after use and store them in a clean dry place.			
Gas Appliances	Staff and customers could suffer serious/fatal injuries as a result of an explosion or release of gas	Gas appliances, flues, pipework and safety devices are serviced and maintained by a Gas Safe registered engineer as per manufacturers recommendations. Staff know where the main isolation tap is and how to safely turn off the supply in an emergency.	Daily	Med	5
Electrical equipment and installation Kitchen equipment, fans, sockets	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	Plugs and sockets etc are suitable for a kitchen environment. Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported. Any faulty equipment is promptly taken out of use. Staff know where the fuse box is and how to safely turn off the electricity in an emergency. Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent electrician.	Daily	Med	5
Fire Faulty electrics, arson	If trapped, staff and customers could suffer fatal injuries from smoke inhalation or burns	Fire risk assessment has been done, and any necessary action taken,	Daily	Med	5
Machines	Staff risk serious injury from dangerous/ moving parts on machines	All new equipment is checked before first use to make sure that there are no obvious accessible dangerous moving parts. Staff are trained how to assemble, operate and clean machines and report any defective equipment. Any dangerous machinery parts are suitably guarded and are checked daily. Safety critical repairs are carried out by a competent person. All equipment is switched off by power supply before cleaning or maintenance.	Daily	Med	5
Working at height Placing stock on high shelves.	Falls from height can cause bruising and fractures	Appropriate equipment, e.g. suitable steps, is provided and staff are shown how to use it safely. Items used frequently are stored in an accessible area. Step are only used for a short duration then removed from kitchen and stored away safely.	Daily	Med	4
Workplace temperature	Kitchen staff may suffer ill health in hot working conditions	Fans and extractors are provided to control the air temperature. Staff are encouraged to take rest breaks in cooler conditions when required.	Daily	Low	2

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Community Centre water supply					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Hot water temperature of water system too low Under 60°C	Risk of legionella to staff & users	Regular checks of the hot water from each hot water tank to ensure that the water temperature from the taps at the nearest & furthest points are between 45°C – 60°C Increase thermostats on the tank if water temperature too low.	Monthly	Med	4
Cold water temperature too high Above 20°C	Risk of legionella to staff & users	Regular checks to the cold water taps at the nearest and furthest from points of entry into the building to ensure that the water temperature is below 20°C	Monthly	Low	2
Hot water tap temperature exceeds 60°C	Scalding	Ensure that the water temperature is between 45°C – 49°C to minimise the risk of scalding. This temperature falls within the range of 45°C – 60°C where the Legionella Bacteria is dormant.	Monthly	Low	2
Cold water used for drinking	Contracting Legionella	Ensure that cold water temperature in hot weather remains below 20°C, if the water rises above this temperature, put signs onto taps warning that the water is not suitable for drinking. In such extreme cases ensure that all water is boiled and cooled in a refrigerator or bottle water is available for members of staff.	Monthly	Low	2
Hot water tank temperature	Contracting Legionella	Ensure that hot water temperatures are above 60°C in the tanks, if this falls increase accordingly. Ensure that all taps are properly functioning and pointing into the basin to avoid splashing and the risk of droplets of water being inhaled.	Monthly	Med	4
<p>Ensure regular checks are completed and recorded on the Legionella checklist (this can be found in the Health & Safety lever arch file).</p> <p>As our two hot water tanks (one for the kitchen and a separate one for the toilets, caretakers sink & Rose Room) are both cold water fed directly from the mains water supply, we are at a lower risk of contracting the Legionella Bacteria in our water systems. The above measures are to ensure that we maintain our systems to such an extent that the Legionella Bacteria cannot survive or multiply within the sealed tanks & pipes.</p>					

	occupiers.	enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.			
Personal injury	Injuries to staff/users caused by poor equipment / working practices	Ensure that all staff have appropriate training and adhere to approved working practises. Ensure that the correct and properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible. Maintain records of staff training. Maintain records of any injuries. Define responsibilities in job descriptions etc. Adequate insurance.	Annually	Med	2
Trips & Slips	Injury (fractures/ bruising) to staff/ users	Ensure that all walkways are kept clear at all times and that all spillages are mopped up immediately and appropriate signs displayed alerting members of the public of hazard	Annually	Med	4
Work at height	Injury particularly to staff from falls	Use appropriate commercial ladders only. Users know how to use ladders. Second staff member in support.	Monthly	Med	5
Manual handling	Back or other injury to staff/ users	Staff to assess weights of items (including delivery boxes) before lifting. Trolleys readily available for heavy items or furniture.	Monthly	Med	4
Electricity	Electric shock / burns to staff/ users	All installations & repairs made by 'Part P' tradesmen. Regular inspection of installations & equipment (PAT testing). Equipment checked before use. No children to use equipment	Monthly	Med	6
Fire	Death or serious injury to staff/ users. Damage to property	Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of combustible materials held by the council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	High	6

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: VENUE on the GREEN					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Maintenance of building	Collapse or degradation of structure. Injury to staff / users	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of the building. Ensure that proper contractual arrangements are in place for specialists/other services. Adequate insurance cover.	Annually	Med	2
Security of Buildings	Damage to structure/ fittings. Injury to occupiers. Squatters	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	High	6
Maintenance of equipment	Injury to staff / users. Loss of facilities/revenue through malfunction	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure responsibility is defined and any training requirement is complete. Ensure that proper contractual arrangements are in place for specialist/other services.	Annually	Med	4
Storage of equipment	Injury to staff / users through unstable stacking	Staff to stack tables, chairs & other items carefully to avoid risk.	Monthly	Low	4
Cleaning	Accident or illness to staff / users caused by inadequate cleaning	Define responsibility for cleanliness/ hygiene of premises. Maintain a maintenance log/ cleaning regime. Arrange periodical checks.	Monthly	Med	2
Pollution, i.e. noise, litter etc.	Accident or illness to staff / users	Ensure adequate controls/conditions are included in booking forms. Ensure all users are aware of conditions attached to use of premises.	Annually	Low	1
Vandalism	Damage to structure/ fittings. Injury to	Review security and monitor all areas on a regular basis Maintain liaison with local	Annually	Med	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Allotments					
Risk area	Nature of risk and to whom	Control	Review timing	Level of Risk	Risk Value
Vermin	Serious disease risk to ploholders & staff	Act on any reports of vermin by reporting to the correct authorities	As Required	High	6
Waste	Build-up of non-compostable waste, Fly tipping/ dumping of hazardous substances. Injury/ disease risk to ploholders & staff	Carry out periodical site inspection and liaise with police/other authorities where necessary	Monthly	Low	2
Vandalism	Damage to plots & surrounds. Loss to ploholders/ Council	Regular monitoring and liaise with police where necessary	Monthly	Med	4
Trips & Falls	Injury to ploholders/ staff caused by uneven ground, debris, loose tools	Regular mowing of grass areas and regular checks of area to ensure no debris/tools left on ground	Monthly	Low	1
Personal injury	Injury to ploholders/ visitors from negligent maintenance works	Adequate staff training. Ensure sufficient public liability insurance in place	As Required	Low	1
Water Containers	Risk of drowning/ waterborne disease to ploholders/ visitors/ staff	Ensure all containers are covered	Quarterly	Med	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Cemetery					
Risk area	Nature of risk and to whom	Control	Review timing	Level of Risk	Risk Value
Vandalism	Damage to graves & surrounds. Loss to plot owners/ Council	Regular monitoring and liaise with police where necessary	Monthly	Med	4
Trips & Falls	Injury to plot owners/ visitors/ staff caused by uneven plots, surrounds, debris.	Regular mowing of grass areas and regular checks of area to ensure no debris/ left on ground	Monthly	Low	1
Personal injury	Injury to plot owners/ visitors from negligent maintenance works	Adequate staff training. Ensure sufficient public liability insurance in place.	As Required	Low	1
Headstone instability	Injury to plot owners/ visitors/ staff	Ensure that a comprehensive survey is completed and appropriate action taken to make safe any loose stones.	As Required	High	6
Water supply	Loss to plot owners	Ensure damage to water supply is reported and dealt with promptly.	As Required	Low	1

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Play Areas, Green Gym Equipment & Skatepark					
Risk area	Hazard	Control	Review timing	Level of Risk	Risk Value
Equipment condition	Personal Injury to users from defective installations	Regular staff inspection of play areas, equipment, surfaces & skatepark. Arrange periodical in-depth inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of inspection/maintenance. Place any damaged equipment out of use until repair or replacement carried out. Maintain accident book specifically for the purpose of reported accidents	Daily Annually	High	3
General Health & Safety	Injury to users / staff from litter, needles	Regular inspection to clear sites of litter and/or fly tipping. Inspect sites for and deal with hazardous materials - glass, needles etc. Maintain records of inspection.	Monthly	High	5

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Play Areas, Green Gym Equipment & Skatepark (COVID-19 ADDENDUM)					
Risk area	Hazard	Control	Review timing	Level of Risk	Risk Value
Equipment condition	Personal Injury to users from defective installations	Regular staff inspection of play areas, equipment, surfaces & skatepark. Arrange periodical in-depth inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of inspection/maintenance. Place any damaged equipment out of use until repair or replacement carried out. Maintain accident book specifically for the purpose of reported accidents	Daily Annually	High	3
General Health & Safety	Injury to users / staff from litter, needles	Regular inspection to clear sites of litter and/or fly tipping. Inspect sites for and deal with hazardous materials - glass, needles etc. Maintain records of inspection.	Monthly	High	5
Surfaces: play equipment, area boundaries, amenities	Infection by surface contact	Bleach-based cleaning of 'high traffic touch points' as often as practicable. Signage to encourage use of wipes	Daily if possible		
Physical contact between persons	Infection by touching or airborne droplets	Provision of sanitiser where possible. Signage to encourage handwashing Signage to specify maximum site occupation and to require social distancing			

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Village Greens & Open Spaces					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Environmental maintenance	Injury / property damage to users through inadequate grass cutting, weed control, hedge cutting, tree care	Ensure that weed control carried out annually as planned. Grass cutting carried out when required and hedges/trees pruned when required Ensure proper control of hazardous substances. Enforce conditions of any contract and inspect contractor's insurance documents Ensure correct training has been carried out.	Annually	Med	2
Dog Fouling	Serious illness/ property damage to users through contact with dog faeces	Ensure appropriate signage in place. Provide receptacles for dog waste. Ban dogs in children's play areas	When Required	Med	4
Waste	Injury, property damage to users through broken glass, needles, fly tipping, dumping of hazardous waste	Visual inspection of all areas and items cleared away. Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste	Weekly	High	6
Uncontrolled/ Unauthorised Use	Damage to facilities, injury or loss to authorised users	Ensure that a signed agreement is in place for all users. Ensure that recreational use is restricted to approved activity. Take copies of relevant insurance/risk assessment documents. Ensure any damage is made good by Hirer after event. Prompt action against trespassers	Annually or as required	Med	4
Accessways	Injury, property damage to users through inadequate maintenance of footpaths/ bridle paths	Arrange for periodical inspection and report to appropriate authorities	Annually	Low	1

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Wooded areas (Stone Park Drive/ Gilham Bank)					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Environmental maintenance	Injury to passers-by/ visitors/ trespassers from falling trees/branches, sharp or poisonous plants. Damage to property by invasive species	Regular inspection of areas for dangerous trees or other vegetation. Prompt removal of hazards by maintenance team or contractors. Pruning/ clearance as required	Monthly	Low	5
Watercourse	Injury to passers-by/ visitors/ trespassers from falling or immersion in water	Maintain fencing of relevant area, warning notice	Annual	Med	5
Waste	Injury, property damage to passers-by/ visitors/ trespassers through broken glass, needles, fly tipping, dumping of hazardous waste	Visual inspection of all areas and items cleared away. Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste	Monthly	High	5
Uncontrolled/ Unauthorised Use	Damage to area & trees by vandalism, fire	Warning notices Prompt action against trespassers	Annually or as required	Med	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: War Memorial (& Christmas Tree)					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Memorial maintenance	Damage to memorial, potential injury to passers-by caused by loose masonry etc	Define responsibility for maintenance. Carry out regular inspection of Memorial. Arrange repairs and maintenance as required. Maintain detailed records of all work scheduled/completed.	Annually	Low	2
Vandalism	Damage to memorial, potential injury to passers-by caused by wilful damage	Carry out regular inspection of Memorial. Arrange repairs and maintenance as required. Maintain liaison with enforcement agencies. Take action as appropriate against offenders	Annually	Low	3
[Christmas tree	Potential injury to passers-by caused by falling tree, trailing lighting	Ensure tree anchored to suitable mounting in ground and secured firmly Lights tested and checked regularly during Christmas period	Annually	Med	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Seats & Shelters					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Maintenance of seats & shelters	Injury to users from defective installations	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Monthly	Low	2
Vandalism	Injury to users from damaged installations	Arrange regular inspection Maintain liaison with enforcement agencies. Determine policy for dealing with offenders.	Monthly	Low	2

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Market					
Risk Area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Market finances	Loss to Council from unpaid income	Pitch fees are set out in the market conditions. Pitch fees are collected by proper officers of the Council. Pitch fees are recorded in a dedicated receipt book. Pitch fees are paid into the Councils bank account. Pitch fees must be paid in advance or on the day of the market.		Low	5
Trading Standards	Loss to public & to Council reputation by breach of standards	The market conditions specify that traders must comply with Trading Standards. Traders asked to have their business details on display for benefit of customers. Parish Council keep a record of the contact details of all traders in the event of a complaint.		Low	2
Sale of alcohol	Underage sales. Illegal on site consumption	The single stall selling alcohol is covered under the Temporary Events Notice. The Market Manager applies for the licence at each market.		Low	2
Insurance	Loss to Council, traders or public from uninsured incidents	The market is covered by the Parish Councils insurance, which is renewed annually. Stall holders must have public liability insurance. A copy of each stall holder's insurance is kept on file and a new copy is requested each year. Small stall holders will be able to pay 10% and be covered on Parish Councils insurance.		Low	5
Market layout	Loss and potential injury to traders & staff by congestion/blockage of accessways	The market conditions specify that the traders must remove all their rubbish and keep their stalls tidy at all times. All deliveries of stock must be carried out during 8.30-9.30am when the market is closed to the general public. As soon as delivery has taken place all vehicles must be removed using the one way system in place.	Each market	Med	4
Vehicle movements	Injury to staff, traders and public by uncontrolled vehicle movements	Entrance & exit supervised. Good car park lighting in dark conditions. Warnings displayed. Banksman used where appropriate. Surface de-iced in freezing conditions.		Med	5

Emergency Vehicle Access	Delays in attendance by emergency workers to traders, staff or public in case of incident	The market is laid out to enable emergency vehicle access throughout the market, and to enable general market traders access to the Hartfield Road. Organisers present at set up of each market to ensure access provided.	Low	5
Working conditions	Risk to staff of assault when collecting money or working alone. Risk to staff & traders of illness resulting from adverse weather	Money is collected in daylight, in a public place. The money is kept by the officer until the next working day. The officer collecting the money varies from month to month to prevent recognisable pattern for would be thieves. Money is collected before the event where possible. Markets held during daylight hours. Staff carry mobile phones. People to dress appropriately to the weather conditions. Stallholders are free to leave early, or not attend, if conditions are extreme. Officers do not have to be present for the entire duration of the market and so exposure to extreme weather is limited. In the event of really extreme weather that could affect safety, the market will be cancelled.	Med	5
Food Hygiene	Food poisoning suffered by public, traders or staff from unhygienic goods or processes	The market organisers liaise with Wealden district Council Environmental Health officers regarding food hygiene issues. Food hygiene standards are set out in the market conditions, which all traders have signed up to adhere to. All new traders are provided with outdoor catering food hygiene guidance, originally supplied by Wealden District Council Environmental health.	Med	5
Manual handling	Injury to staff/ traders from inappropriate lifting	All stall members have been trained in the correct manual handling procedures, Staff to work in pairs when lifting heavy object, gazebos etc.	Low	3
Spillages	Injury to staff/ traders/ public from spilled substances	All spillages to be cleaned up immediately and use of cones or barriers with appropriate signage to be used. For inside stalls, matting is provided at each entrance to stop the floors becoming wet during inclement weather.	Low	2
Slips & Trips	Injury to staff/ traders/ public from uneven surfaces, training cables	Ensure that all aisles are kept clear of rubbish, that stallholders do not place items outside the curtilage of their designated area. Any cables are covered with nonslip rubber matting or sloped conduit. Slops to be clearly marked with signage or cordoned off using barriers.	Med	4

Cleaning materials	Injury to staff/ traders/ public from contact with cleaning chemicals	All cleaning chemicals to be locked in a COSH cabinet, COSH sheets to be easily at hand in the event of accidents. All areas requiring cleaning will be cordoned off with barriers or cones stating wet floor and cleaning chemicals and equipment to be put away in the appropriate storage cupboard immediately after use.	Each Market	Low	2
Waste	Injury or illness to staff/ traders/ public from harmful or obstructive waste	The market conditions specify that the traders must remove all their rubbish and keep their stalls tidy at all times.		Low	3
Electrical equipment	Injury to staff/ traders/ public from electric shock	The Council requires that all portable electrical equipment has been PAT tested and that certification for this is held on record and retesting is carried out annually. All fixed electrical circuits are tested	Annually	Med	4
Fire	Serious injury to staff/ traders/ public or property damage due to fire	Regular fire evacuation drills are carried out to ensure that all are aware how to raise the alarm, evacuate the building and where to assemble. Specific fire safety training has been carried out by all staff members on how to operate firefighting equipment. Pictorial signage as well as written signage is displayed throughout the market showing the nearest exit. Stallholders are encouraged to have their own fire-fighting equipment in addition to the markets fire extinguishers and blankets. Fire extinguishers are checked by a qualified person annually, all details are held in the separate Fire Risk Assessment which is located in the Market office.	Monthly drills and annual equipment tests	Med	6
[Fire Pit	Specific risks from open fire pit	The Fire Pit is fitted with a mesh domed cover and will be surrounded by barriers to ensure that members of the public cannot get close. When putting extra fuel on the fire the designated member of staff will use long arm gauntlets to minimize the risk of burning. The fuel used is non spitting eco fuel and compact fire logs, thus minimizing the risk of equipment catching fire. Fire extinguisher will be next to fire pit in case of an emergency.]		Med	6
Public disorder	Assault or injury to staff, traders or public	All staff members to carry mobile phones to call for assistance in the event of abuse or assault. Stallholders & general public to report any incident to the officer or staff members and if necessary contact the police for assistance.	When required	Low	2
<p>Assessor: Sue Young Market Manager</p> <p>Date: 21/1/2020</p>					

FOREST ROW YOUTH SERVICE ACTIVITIES (VENUe on the GREEN) RISK ASSESSMENT

Risk area	Nature of Risk & to whom	Control	Review	Risk level	Risk value
Lobby	Injury to occupiers by congestion, uncontrolled numbers. Inconvenience/ disorder by admission of unauthorised young persons or adults	Ensure appropriate lighting available. Ensure adequate supervision available when being used by young persons. Ensure fire exits are used for emergencies only.	Daily	Med	2
Main Room – fire or other emergency	Risk of injury to occupiers in case of uncontrolled evacuation	Ensure the fire escape is kept clear and visibly marked with the regulatory signs. Ensure adequate supervision of any evacuation	Monthly	Med	4
Main Room - overcrowding	Risk of injury to occupiers from congestion	Ensure appropriate supervision and monitoring in place. Ensure that no more than the agreed limit on numbers allowed.	Daily	Low	3
Main Room – furniture and equipment	Risk of injury to occupiers from breakage, fire, inappropriate use, storage	Ensure breakages reported immediately. Appropriate maintenance, fire retardant, Supervised and monitored as appropriate. Furniture placed appropriately with surrounding clear spaces, furniture that can be stacked stored and secured.	Daily	Med	4
Main Room - Trip Hazards	Risk of injury to occupiers from trailing cables etc	Ensure activities are carried out only on appropriate tables of surfaces. Ensure open floor spaces are kept clear. Ensure that cables are not allowed to run across the floor	Daily	Med	4
Main Room & office – Electrical equipment (including TV, games & computer installations)	Risk/ loss to occupiers and Council from electrical malfunction, theft, damage, inappropriate usage	Ensure equipment securely stored. Usage monitored as appropriate. Appropriate security software Used only within the building at an identified location. Secured in place during usage. Appropriately maintained. and PAT tested.	As required	Med	4

Main Room – food & drink	Risk of injury to occupiers from spillages/breakages, burns, choking	Hot food & drink is limited according to numbers and consumed sitting down. Spillages/breakages reported and cleaned immediately.	Daily	Low	4
Kitchen – food preparation	Risk of injury to occupiers/ customers from knives, breakages, poor practice, undetected allergies	Supervise at all times. Limit numbers of young persons participating. Identified people of an appropriate age only to deal with hot beverages. Allergy warning list to be displayed	Daily	Med	4
Kitchen – food hygiene	Hygiene	Ensure there are facilities to wash hands and equipment. Ensure there are separate drying facilities for equipment & hands. Ensure facilities are regularly wiped down & cleaned (before and after use) Ensure people handling food have obtained the Basic Food Hygiene Certificate.	Daily	Med	4
Kitchen - equipment	Risk of injury to occupiers/ customers from breakages, inappropriate storage, poor hygiene.	Breakages to be reported and dealt with appropriately. Equipment to be maintained and cleaned as appropriate. Ensure equipment stored appropriately with monitored access. Ensure equipment usage is limited as appropriate such as knives etc. If appropriate provide secure storage.	Daily	Med	4
Kitchen - serving hatch	Risk of injury to occupiers/ customers from falling objects, trespass, theft.	Supervise at all times. Limit numbers of young persons participating. Identified people of an appropriate age only Limit amount of overhead storage	Daily	Med	4
Toilets	Risk of injury/ other harm to occupiers from inappropriate usage, poor hygiene, getting locked in, trips & slips, ventilation	Ensure appropriate supervision of people entering toilet. Appropriate assistance given if required. Toilet should be clean, floor dry, clear of obstructions. Alarms fitted in case of emergency or locking in. Appropriate ventilation, personal hygiene products provided and equipment for users with additional needs.	Daily	Low	4

Fire	Risk of death, serious injury or property damage from fire	Ensure appropriate extinguishers are available. Appropriate exit. Appropriate procedures in place. Smoke alarms fitted. No naked flames allowed in building	Check monthly	Med	5
Floods	Risk of injury or property damage from flooding	Ensuring structure of the building is maintained along with water outlets and plumbing. Taps are checked, they are switched off after use and toilets not blocked etc.	Check annually	Low	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: THURSDAY CLUB (Outings)					
Risk area	Nature of risk	Control	Review timing	Level of Risk	Risk Value
THERE MUST ALWAYS BE AT LEAST ONE MEMBER OF STAFF/VOLUNTEER TO EVERY 5 MEMBERS ATTENDING OUTING.					
Walking Around	Slips/Trips	Supervise members at all times, ensure those who require walking aids have them and that shoes are securely fastened. Ensure first aid kit is complete and taken on trip	Every outing	Med	5
Getting on and off of coach	Falls	Help all members on and off of coach, having one member of staff in front helping up/down steps and one volunteer to the rear of member steadying if required	Every outing	Med	5
Collapse/Fainting/Heart Attack etc..	Collapse	Member of Staff fully trained in CPR and First Aid, treat casualty where possible and if required call 999, stay with the casualty and if required call PC office to get another member of staff to take over if required to accompany casualty to hospital.	Every outing	Med	5
Wheelchair	Collapsing	Ensure that safety clips are engaged and that wheelchair does not show signs of wear and tear.	Every outing	Low	5
Traffic	Collision	Escort members to and from the coach into the venue, ensuring that there are no moving vehicles	Every outing	Med	5
Stings	Allergic reaction	If allergic reaction occurs due to sting/bite call 999 and stay with casualty until emergency services arrive, call PC office for back up if required	Every outing	Med	5
Animals	Bites, Infection, Allergic Reaction	If bitten clean wound in plenty of water dress wound and refer to doctor if required. If infection occurs seek medical advice. If allergic reaction occurs call 999 and stay with casualty until emergency services arrive, call PC office for back up if required	Every outing	Med	5
Heat/Sun	Dehydration/Sunburn	Ensure plenty of fluids are consumed and sun screen is used, Sun hats should be worn and resting in shade is advised	Every outing	Med	5

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Outdoor Grounds Maintenance			
Risk area	Nature of risk & to whom	Control	Risk Value
Physical site conditions	<p>Injury to workers from: Low branches (head injury)</p> <p>Steep banks (toppling) Poor visibility Working near water Digging adjacent to highway</p>	<p>Safety bar fitted to equipment & roll bar kept in raised position Branches trimmed in advance On site risk assessment before work commences Lookout to be kept / high viz jackets to be worn Extreme caution required, no lone working If necessary, full plan of site with cable locations to be used Area coned off from public</p>	5
Weather	<p>Injury/ illness to workers from: Windy conditions Electrical storms Poor light High temperatures: (Heat exhaustion/ dehydration/ sunburn) Low temperatures: (Frostbite Slipping on frozen surfaces) Wet weather: (colds/ flu)</p>	<p>Working at height not permitted/ PPE to be worn in danger areas/ Areas to be evacuated in severe conditions Outdoor working suspended during electrical storms Outdoor working suspended in poor light. Adequate lighting provided in storage/ maintenance areas Staff to have easy access to water/ welfare facilities, taking water on site if necessary Staff to take breaks, wear hats, sun cream as required. Suitable clothing to be made available. Adequate heating in storage/ maintenance areas. Outdoor working suspended in extreme conditions. Tarmacked working areas to be kept gritted Facilities provided for drying wet gear</p>	4
Equipment issues	<p>Injury/ lacerations/ illness to workers from: Malfunction Sharp edges/ blades Blockages Vibration Heavy tools/ supplies</p>	<p>Equipment to be serviced every year and maintained as necessary with records of maintenance kept. Equipment fitted with safety cut-off switches, switched off & spark plug removed if appropriate. Operatives trained in safe use of equipment All staff provided with steel toe capped boots, visors, gloves. Staff to wear ear defenders Worker not to use strimmer for more than 1 hr (with breaks) Manual handling training to be completed</p>	5

Fuel	<p>Serious injury to worker from fuel explosion or fumes</p> <p>Environmental damage from leaks/spillage</p>	<p>Rubber gloves provided.</p> <p>Staff provided with adequate personal hygiene facilities.</p> <p>Petrol is kept in 200Litre banded containers with manual pump specifically designed for the storage of petrol.</p> <p>Storage area is kept locked when not in use.</p> <p>Area to be properly ventilated.</p> <p>Highly inflammable signage and fire extinguisher provided.</p> <p>Funnels used for decanting fuel.</p> <p>Adequate facilities provided to ensure that petrol can be decanted safely in open air.</p> <p>Petrol not decanted adjacent to open drains.</p> <p>No smoking permitted in areas where petrol is stored or decanted.</p> <p>No smoking signs provided</p>	4	5-6
General working conditions	<p>Injury/ illness to workers or passers-by from:</p> <p>Stone/glass thrown up</p> <p>Dog faeces disturbed by equipment</p> <p>Working at height falls</p> <p>Slips/trips</p> <p>Personal violence from confrontations</p>	<p>Staff to have access to first aid equipment & training</p> <p>Stone guards fitted.</p> <p>Staff to check area for glass stones before cutting grass.</p> <p>Staff to ensure there are no members of the public within 30feet of equipment when in use. Stop if necessary.</p> <p>Land inspected prior to use of equipment.</p> <p>Wash facilities and antiseptic wipes available.</p> <p>First aid available.</p> <p>Ladder training to be provided</p> <p>Public liability cover in place</p> <p>Sites checked. Footpaths swept or blown to remove leaves.</p> <p>Lone workers to carry mobile phones or have panic alarms.</p> <p>Staff advised on how to deal with potentially aggressive situations.</p> <p>Lone working discouraged</p>	5	5
Confrontations with public	<p>Personal violence from confrontations</p>	<p>Lone workers to carry mobile phones or have panic alarms.</p> <p>Staff advised on how to deal with potentially aggressive situations.</p> <p>Lone working discouraged</p>	3	4

RISK ASSESSMENT FORM

Workplace	Forest Row Parish Council			Likelihood (L)	X	Severity (S)			
Department	Outside maintenance			Almost Impossible	1	Insignificant (minor injury, no time off)			
Risk Assessor	Don Isted			Unlikely	1	Minor (injury and up to 7 days off)			
Room/Area	Workshop			Possible	2	Moderate (injury causing more than 7 days off)			
Activity/Task	Chainsaw			Likely	2	Major (death or serious injury)			
Date	15/02/2023			Almost Certain	3	Catastrophic (multiple deaths)			
Benefit of activity	Fully functional chainsaw			Low = 1-3	Medium = 4-6	High = 7-9			
What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
1. Fuelling, (petrol two stroke oil) 1. Fire/explosion: burns/blast Injuries. 2. Skin contact: irritation / dermatitis	Work team/ client/general public	No smoking. Shaded fuelling site. Safe distance from any ignition source. Correct sealed containers. Saw fuel caps replaced securely. PPE - gloves	L	S	R		L	S	R
			2	3	6		2	1	1
2. Maintenance: chain / bar Cuts from chain / bar / hand tools	Work team	Avoid bare hand contact with chain and bar. Use of appropriate tools. Ensure files have handles. PPE - gloves	2	1	1				

8.	Inhalation of exhaust emissions Nausea / sickness, carbon monoxide poisoning Eye irritation	Saw operator / work team	Use of low emission fuels. Correct saw and exhaust maintenance / engine tuning. Use only in well ventilated areas.					
9.								
10.								

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	Signature of Manager:	Date:
1 st review undertaken on:	Signature of Manager:	Date:
2 nd review undertaken on:	Signature of Manager:	Date:
3 rd review undertaken on:	Signature of Manager:	Date:

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Description: Use and Maintenance of Chainsaw

Department: Outdoor Maintenance

Persons Exposed: Operator and any staff or visitors passing during the activity

Activity/Task: Use of chainsaw for the general control and maintenance of small tree branches/hedges/shrubs around the ROE site up to 6" in diameter **BUT NOT FOR TREE FELLING OF ANY KIND.**

This risk assessment covers the following tasks:-

1. The operation of the chainsaw.
2. The fuelling of the chainsaw.
3. The maintenance of the chainsaw.

Note that the risks associated with the storage of the fuel used (i.e. petrol and oil) are covered by a separate risk assessment and come under the remit of SHE Code 37 – COSHH safe use of chemicals/hazardous substances.

Step 1 What are the hazards? **Step 2** Who might be harmed and how? **Step 3:** What further action is necessary? **Step 4:** How will you put the Assessment into action?

Hazard/Task or Situation	What are you already doing?	Harm	Likelihood	Risk	Action by whom	By when	Done
Lifting/supporting chainsaw during operation.	Chainsaw User. The chainsaw (weight ~ 6kg) is held away from the body and causes musculo-skeletal injuries.	S	L	Low	Only fuel the chainsaw to half-tank level to reduce its weight. Consider the use of a support harness to carry the chainsaw weight on shoulders.		
	Administrative Controls: Chainsaw use limited to <1 hour per day. The Chainsaw User is trained in manual handling, as is mandatory for all staff. PPE: Safety hard hat, visor and ear-defenders, gloves.						

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Chainsaw operation during cutting/trimming work.	Chainsaw User. Slip/trips during operation causes chain blade to hit body and cause severe lacerations.	trousers and boots, all high visibility and specific for chainsaw use.	H	U	Med	<p>Consider including jacket specific for chainsaw usage as part of PPE.</p> <p>The Parish Clerk / H&S Officer must be aware of when a chainsaw operation is planned, and must ensure that another premises staff member who is trained in first aid buddies-up with operative when chainsaw is in use.</p> <p>Create and maintain a log book to record all maintenance activities, and prompt for regular checks.</p> <p>Ensure ground is kept free and cleared of clutter during chainsaw operation, and that debris pile is not allowed to build up.</p>			
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FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Blade kick-back or jamming during cutting/trimming work.	Chainsaw User. Moving blade comes into contact with user and causes severe lacerations.	<p>conditions.</p> <p>Chainsaw is used with the user at ground level only, and not above shoulder level.</p> <p>PPE: Safety hard hat, visor and ear-defenders, gloves, all trousers and boots, all high visibility and specific for chainsaw use.</p>	H	U	Med	Consider including jacket specific for chainsaw use as part of PPE.			
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FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Fuelling chainsaw.	Chainsaw User and Maintainer. Spillage then accidental ignition of petrol causing burns.	<p>course approved by its manufacturer.</p> <p>PPE: Safety hard hat, visor and ear-defenders, gloves, trousers and boots, all high visibility and specific for chainsaw use.</p>	H	U	Med	Investigate possibility of using special fuel filler accessory from Stihl.			
		<p>Administrative Controls: Only done by the trained user) according to the manufacturer's instructions, in a well ventilated room with no ignition sources nearby, and with clean-up equipment near to hand.</p> <p>Chainsaw User is trained with respect to SHE Code 37 - COSHH safe use of chemicals/ hazardous substances.</p> <p>PPE: Gloves.</p>							

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Noise from chainsaw during operation	Chainsaw User. Long exposure causes hearing impairment and deafness.	Administrative Controls: Chainsaw use limited to <1 hour per day. PPE: Ear defenders.	M	VU	Low	None.			
Vibration from chainsaw during operation	Chainsaw User. Long exposure causes finger/hand numbness and 'white finger' injury.	Engineering Controls: Anti-vibration system using springs is a design feature of the chainsaw. Administrative Controls: Chainsaw use limited to <1 hour per day. PPE: Gloves.	M	VU	Low	None.			
Flying debris produced during chainsaw operation.	Chainsaw User and 3 rd party staff/visitors in the vicinity. Chainsaw operation causes debris to fly out and cause sharp object impact injuries.	Administrative Controls: Chainsaw is not used if there are people <5m from the job in progress. Barrier erected at nearby paths and warning signs posted. PPE (for chainsaw operator): Safety hard hat, visor and ear-	H	L	High	Parish Clerk/ H&S Officer to ensure there is a general awareness of chainsaw operations on site via all staff email and front desk information for visitors. Cordon off areas of work where there is a heavy 3 rd party footfall. Schedule work for non-core site working hours.			

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

Chainsaw maintenance activities	Chainsaw Maintainer. Injuries caused to hands/ fingers when covers and guards removed to allow maintenance, esp. from the chain blades.	defenders, gloves, trousers and boots, all high visibility and specific for chainsaw use.	S	L	Low	Consider outsourcing the sharpening of the chain to a local specialist.			
Disposal of cuttings/trimmings.	Chainsaw User and the environment. Injuries caused when handling sharp and or prickly trimmings, especially to the eyes. Contamination of re-cycling waste.	Engineering Controls: Chainsaw designed for safe maintenance. Administrative Controls: Chainsaw maintenance is restricted to one member of staff on site only who is trained in the use and maintenance of the machine via a 2-day course approved by STIHL. PPE: Gloves. Administrative Controls: Waste handling and control procedures. PPE: Safety Glasses. Gloves.	S	VL	Low	None.	Ensure waste is dumped in the correct disposal bins and is not mixed in with the re-cycling.		

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Driving Company Vehicles – Cars & Van					
Risk area	Nature of risk and to whom	Control	Review timing	Level of Risk	Risk Value
MEMBERS OF STAFF ALLOWED TO DRIVE COMPANY VEHICLES: David O'Driscoll, Donald Isted, John McHale, Marek Zytynski. Market employees aged over 25					
Vehicle condition	Injury/ inconvenience to occupants or public / damage to vehicle caused by mechanical breakdown	Servicing is undertaken on all vehicles in line with the manufacturer's recommendations. Daily check of controls. Hired-in vehicles will have documentation checked before acceptance	Annually	Low	4
	Damage to vehicle due to filling up with wrong fuel.	Drivers to be specifically instructed verbally and visual instructions placed in/on car	Daily	Low	4
Loading of vehicle	Injury to occupants or public due to lifting/moving materials.	The transport and handling of materials will be subject to separate risk assessments where weights are bulky or heavy (guideline – 15kg for males, 10 kg for females). Suitability of vehicle to be considered (boot, hatchback, estate, van etc)	Annually	Med	2
Driving of vehicle	Injury to occupants or public due to transporting hazardous materials	Drivers must be instructed and informed about any hazardous material they may be required to carry in company vehicles, the dangers that may arise, and the action to take in an emergency. Up to 5 litres of LPG or petrol may be carried if vehicle is well ventilated. Hazardous materials must be contained in appropriate legal containers. For other hazardous materials a separate COSHH assessment is required	Every Time when necessary	Med	2

	Injury to occupants or public / damage to vehicle (RTC) due to using mobile phone whilst driving	Phone not to be answered whilst vehicle is being driven. Driver to call back when safe to do so. Driver to make calls whilst stationary, handbrake applied and engine out of gear.	Daily	High	4
	Injury to occupants or public / damage to vehicle (RTC) due to driver tiredness causing reduced alertness	Statutory minimum breaks - rest periods must be taken. Drivers must report to management if they feel unfit to drive	Not really applicable as only local use	Low	1
	Injury to occupants or public / damage to vehicle (RTC) due to use of drugs, alcohol or exhaust gases	If a driver feels that they are under the influence of any drug or gas and are therefore unfit to drive they must inform management immediately, no matter where they are, and not attempt to drive. If another member of staff suspects that the driver is under the influence of drink or drugs then the line manager must be informed and driver told not to drive.	Daily	High	4
Stationary Vehicle	Injury to occupants or public / damage to vehicle due to being run into by another vehicle whilst parked or broken down	Driver to pull in to side of road as much as possible, keep lights on and put hazard warning lights on. Help should be sought by phone. If on Motorway or other busy road, the driver should leave vehicle and place warning triangle 100m behind vehicle.	Daily	Med	2
	Inconvenience to occupants or public / damage to vehicle caused by theft of vehicle	Engine to be stopped and keys removed when driver exits vehicle. Ensure securely locked and keys replaced in appropriate place within the office.	Daily	Med	2
Miscellaneous (weather)	Injury to occupants or public / vehicle damage due to adverse weather conditions (ice, snow, heavy rain, fog) leading to injury	Drivers should modify their driving to suit conditions. In exceptionally bad conditions they should pull off the road or as far in to the side of the road as possible. They should not continue with the journey until it is safe to do so.	Daily	Med	4

<p>Legal</p>	<p>Prosecution of driver, impounding of vehicle due to invalid insurance</p>	<p>Driver must be competent and hold valid UK or European driving licence for Class B and BE (if required to pull trailer). Licences to be checked at least annually by viewing paper copy. Where a significant number of penalty points are current, a further assessment will be required (see below) which will include checks at more frequent intervals. Annual driving licence checks will be carried out to check drivers' authenticity to drive.</p>	<p>Annually</p>	<p>Low</p>	<p>1</p>
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FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Village (Spring) cleaning 4					
Risk area	Nature of risk to participants	Control	Review timing	Level of Risk	Risk Value
BROKEN GLASS	CUTS INFECTION	Use of gloves/litter pickers. Advice given to participants beforehand not to pick up but to note location and report it to base. Adult to collect it using litter pickers/gloves/brush/shovel. Children not to be sent to areas where broken glass is known to be common. Children to be with adults.	On each occasion	High	4
BOTTLES BREAKING IN TRANSIT	CUTS INFECTION	Bottles to be collected from areas where there are likely to be bottles to be identified beforehand (Sleeper). Children not to be sent there		Med	4
SYRINGES CONDOMS	CUTS RISK OF LONG-TERM HEALTH HAZARD	Advice not to touch. Use gloves/litter pickers. Identify areas of risk in advance. Children not to be sent there. Either notify WDC or send responsible adult to collect with litter picker and solid container to be held secure and collected by WDC.		Med	5
TRAFFIC	GETTING RUN OVER	Advice to stay off the roads and to take care when crossing roads to access site. Children not to pick litter on roads with traffic. Adults in areas of risk to wear fluorescent armbands – warning to be put at each end of stretch. Children to be in small groups supervised by adult to control behaviour which could lead to accidents.		Med	5
STRANGER DANGER	ASSAULT OR CONFRONTATION	No-one to go into solitary areas alone. Children to be in groups with adult supervision at all times.		Low	4
VEGETATION	SCRATCHES CUTS	Use of gloves/litter pickers and advice to wear suitable clothing.		Med	4
STEEP BANKS	SLIPS FALLS	Appropriate warnings not to take risks. Use of litter pickers for out of reach litter.		Low	4

HEAVY BAGS/BOXES, OTHER ITEMS	BACK STRAIN ETC	Advice not to collect too much weight in bags. Transport boxes of bottles in wheelbarrows. Put bags together in safe place and return to base for help. Also get help for large/heavy items of rubbish.		Low	4
WASHING STREET FURNITURE (DETERGENT)	SKIN PROBLEMS	Waterproof gloves to be worn.		Med	4
TRIMMING VEGETATION	INJURY FROM BLADES/DROPPING HEAVY TOOL	Participants to be advised to wear suitable outer clothing/footwear. Gloves to be worn. Children not to be given this activity. Gloves to be worn (goggles if appropriate)		Med	4

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: Outdoor Event						
Risk area	Nature of risk and to whom	Control	Review timing	Level of Risk	Risk Value	
Slips, Trips, Falls.	Injury to participants from uneven site	Inspection of site any holes to be filled in.		Med	4	
Installation of Lighting and other technical systems	Injury/electric shock to participants through faulty installation	All work to be carried out by experienced crew only. All sub-contractors to provide method statements and risk assessment		Low	4	
Inadequate maintenance of matting- Slips/Trips/Falls	Injury to participants	Arrange for periodical inspection and report to organiser if matting becomes a hazard for immediate repair or removal		Med	4	
Trips/Falls over electrical cables	Injury/electric shock to participants through faulty installation	All cables to be covered with matting to avoid trip/slips/falls		Med	4	
Electrocution		Generators and electrical supplies to be carefully monitored and where possible kept away from members of public.		Med	5	
Collapse of temporary structures		To reduce the risk of structural collapse, reputable contractors will have been engaged to provide and erect temporary structures, which will conform to current regulations regarding loading and structural integrity. All structures to be erected by competent persons.		Low	4	
Lack of emergency access	Injury to participants through panic crushing	Clear route kept for emergency vehicles onto Village Green.		Med	5	
Vehicle Movements	Injury to participants from moving vehicles	Vehicle and pedestrian access are separated Event starts at 10:00hr vehicle movement between 5:00hrs – 9:30hrs Event closes at 15:00hr vehicle movements from 15:30hrs until cleared away.		Med	5	

			On closing day Event closes at 22:00hrs Marquees to be taken down on the following day when members of public are not around. Marshalls/Organisers to wear high visibility vests in areas during vehicle movement.			
Movement around the site during times of darkness			Additional temporary lighting will be installed. Cables at ground level will be covered to avoid trip hazards and kept away from walkways where possible other cables where required will be flown over head.		Med	4
Intrinsic hazards from outside companies' activities	Injury or illness to participants caused by 3 rd party negligence		Copies of Risk Assessments and Public Liability Insurance		Med	4
Overcrowding	Injury to participants through panic crushing/spillages		Events in Marquee are by ticket only, marshal on door will collect and ensure ticketed entry only thus		Low	4
Noise	Injury to participants from exposure to excessive noise		Ensure all staff have adequate breaks and are not positioned for long periods of time in noisy areas. Conform to local noise restrictions. Monitor the noise levels constantly.		Low	3
Insufficient and/or unsuitable first aid cover	Increased harm to participants through delay		First Aid equipment on site and close to use. Designated qualified first aiders.		Med	4
Poor supervision of event and children	Injury to children		Parents to be made aware that they are responsible for supervision of their children via signage at location.		Med	4
Hot activities e.g. BBQ	Burns and scalds to participants		Crowd control barriers to keep public away from hot/hazardous areas i.e. Tables or barriers. Only designated persons allowed in immediate area. Area kept clear of rubbish and trip hazards. Fire Extinguishers are brought to the village green from Community Centre		Med	5

Poor Food Hygiene Preparation- Food poisoning, other illness	Illness caused to participants	People handling and preparing food should have a minimum of Basic food Hygiene certificate.	Med	5
Injury from glass on site	Injury to participants	Flexible plastic "glasses" to be used by beer tent operators. Regular litter picking will keep the whole site clean.	Low	5
Fly Tipping/ Dumping of Hazardous Waste	Injury or illness to participants	Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste	Med	4
Disposal of waste Fire/Health		Waste to be collected at regular periods during the day and placed in the appropriate bins. Waste to be removed after event by Wealden District Council.	Low	4
Public Order problems due to alcohol on-site	Assault or disturbance to participants, damage to installations	Monitor all guests and be pro-active. Call for Police assistance if necessary. Bar staff will be briefed on their roles according to Licensing Act (2003)	Low	4
Verbal or physical assault	Injury to participants	Monitor all guests. Work in pairs and call for assistance from the police if required. Provide adequate and suitable lighting. Ensure First Aid is on site to deal with any physical assaults. Create a friendly environment and do not serve anyone who appears to have consumed too much alcohol.	Low	5
Handling Money	Theft, injury to staff	The cash register will be regularly emptied of notes and taken to Community Centre to be put in the safe. This will be carried out at regular but not exact times by two people, police to be called if required. If monies are taken and put in the safe in periods of no longer than one hour then possible loss is minimized.	Med	3

FOREST ROW PARISH COUNCIL RISK ASSESSMENT

FUNCTION/LOCATION: COUNCIL ACTIVITIES DURING CORONAVIRUS OUTBREAK					
Risk area	Nature of risk & to whom	Control	Review timing	Level of Risk	Risk Value
Council meetings	Infection risk to Members /staff	Meetings to be held virtually by digital means. Papers supplied in hard copy on request only	When Govt rules change	LOW	HIGH
Council office work	Infection risk to & between staff	Staff to work at home as far as feasible (no staff member to be compelled to attend the office). Staff working at home to be provided with laptops & VPN access to server. Staff in office to observe hygiene (handwash & sanitiser) and social distancing rules. Any staff member with (or in contact with) symptoms to isolate at home.	ditto	HIGH	HIGH
Community activities (hirers)	Infection risk to participants, contamination of premises	Community Centre & VENUe closed to hirers. All communications to be electronic. Cash payments accepted only exceptionally	ditto	LOW	HIGH
Public toilet area	Infection risk to staff/ public, contamination of premises	Toilets to re-open only on strict notified conditions, and with explicit consent of caretaker(s) Toilets to be deep cleaned daily, and all hygiene products kept topped up	Monitored daily for compliance	HIGH	HIGH
Outdoor maintenance	Infection risk to staff/ public	Staff to observe hygiene (handwash & sanitiser) and social distancing rules when working. Necessary public works only to be undertaken	When Govt rules change	MED	HIGH
Open spaces/ play areas	Infection risk to & between public	Areas to be cordoned off if possible, otherwise appropriate signage supplied. Warden to monitor use	ditto	LOW	HIGH

Indoor repairs	Infection risk to staff, contamination of premises	Staff to observe hygiene (handwash & sanitiser) and social distancing rules when working. Necessary public works only to be undertaken	ditto	LOW	HIGH
Gages kitchen	Infection risk to staff.	Staff only to work with explicit consent Staff to observe hygiene (handwash & sanitiser) and social distancing rules when working.	ditto	LOW	HIGH
Gages deliveries	Infection risk to staff/ public	Drivers only to work with explicit consent Drivers to observe hygiene (handwash & sanitiser) and social distancing rules when working. No cash payments to be taken	ditto	MED	HIGH
Community Centre/ VENUe caretaking	Infection risk to staff/ public	Staff only to work with explicit consent Staff to observe hygiene (handwash & sanitiser) and social distancing rules when working.	ditto	MED	HIGH