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| Asset | Hazard | Who might be at risk | Risk rating | Action required to reduce risk |
| Working from height | Risk of falls from work at height | Ground Staff | H | Ensure that all work at height is properly planned. Ensure workers can get safely to and from where they work at height  To provide correct equipment, minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated  Provide up to date training for relevant employees  Avoid work at height where it's reasonably practicable to do so |
| Moving Machinery | Stuck, crushed or injured by moving parts. Cuts or punctures to the skin | Ground Staff/Public | H | Head Warden to check that the machine is complete, with all safeguards fitted, and free from defects  Provide up to date training for relevant employees  Ensure every static machine has been installed properly and is stable  Choose the right machine for the job and do not put unattended machines where the public may be exposed to risk  Report any faults or visual damage to the Clerk immediately  Damaged or faulty equipment should not be used until fixed or replaced  All equipment should be stored safely  Ensure the work area around the machine is kept clean and tidy, free from obstructions or slips and trips hazards, and well lit  PPE provided when necessary and make sure you are wearing the appropriate protective clothing |
| Noise | Intrusive to businesses or member of the public. Damage to the ear itself | Public, Local Businesses, Ground Staff | H | Using quieter equipment or a different, quieter process where possible  Designing and laying out of the workplace to create quiet workstations  Limiting the time of day that work takes place where possible organise outside of busy periods. Limiting the amount of time spent using loud equipment.  Provide correct PPE |
| Harmful Substances | Staff risk skin irritation or eye damage from direct contact with cleaning chemicals.  Vapour from cleaning chemicals may also cause  breathing problems | Ground Staff | H | New staff are asked if they suffer from skin problems when using cleaning products  PPE is provided and reported when needing replacing to the Clerk. Employees wash rubber gloves after using them and store them in a clean dry place. Products are used in accordance with safety data sheets and PPE is used when appropriate  All ground staff are trained how to safely use and store cleaning products and never transfer them to an unmarked container  The up to date COSHH training is provided for relevant employees |
| Manual Handling | Staff risk injuries or back pain  from handling or moving  heavy/bulky objects | Ground Staff | H | All Ground Staff are trained how to lift properly.  All work areas are well lit  Ground Staff do not carry too much in one load  That a safe and sensible route is mapped out before lifting takes place minimising use of steps |
| Electrical equipment | Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires | All employees, visitors. | H | 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 to the Clerk  Any faulty equipment is promptly taken out of use  Safety checks of the electrical equipment are carried out to ensure that it continues to be safe  Where necessary this is done by a competent electrician organised by the Clerk  Regular visual checks to take place by all employees |
| Cleaning machines | Staff risk injury from improper use of  machines | Ground Staff | H | The right machines or chemicals are provided for each job  Staff are trained how to use the machines and chemicals safely  Machines are regularly examined and maintained |
| Slips, trips and falls | Staff may be injured if they slip on spillages or trip on machine cables or objects left  on the floor | All employees, public and visitors | M | There is general good housekeeping form all employees, work stations are kept tidy, equipment is stored away properly.  Wet floor signs are always used and spillages are cleaned up immediately  Employees use electrical sockets nearest to where they are working to reduce the risk of tripping over leads  Sensible shoes are worn at all times  To ensure suitable flooring is provided that does not become unduly slippery  Report any concerns to the Clerk immediately |
| Vibration | Injury the hand and arm and also cause lower back pain | Ground Staff | H | Provide the correct training to relevant staff. Drivers to be trained to operate machines and attachments smoothly, to drive at appropriate speeds for the ground conditions and to adjust suspension seats correctly  Use PPE equipment provided  Provide suitable tools designed to cut down vibration  Provide the correct equipment for the job  Check whether the job can be altered to reduce the grip or pressure needed  Report any damage to equipment immediately to the Clerk and do not use |
| Substance Abuse | Injury to themselves, other members of the team or the public. Damage of property. Absenteeism and reduced productivity | All employees | H | Record sickness and challenge any unexplained absence  Record any disciplinary issues or changes in behaviours  Challenge and record lack of productivity or increase of accidents/near misses  Visual checks on all employees daily  Report any concerns about another employee or your own condition to the Clerk. Or if it is the Clerk to the Chairman of the Council |
| Plant and equipment maintenance | Injury to Ground Staff or damage to property | Ground Staff | H | The Council must decide if the work should be done by specialist contractors  Plan the work carefully before you start, ideally using the manufacturer’s maintenance instructions, and produce a safe system of work  Provide training for relevant staff  Provide PPE where required  Regular visual checks by employees and any issues reported to the Clerk immediately  Appropriate clothing is worn  Lock off machines if there is a chance the power could be accidentally switched back on  Schedule maintenance to minimise the risk to other workers, members of the public and the maintenance person wherever possible |

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| **RISK ASSESSMENT FOR:** | **Ground Staff Equipment and Welfare for Hazlemere Parish** | | |  |
| **Establishment:**  Hazlemere Parish Council | **Assessment by:**  A Banham | **Signed:** | **Date:**  17 September 2018 |
| **1st Review Date Due :** | **Clerk Approval:** | **Signed:** | **Date:** |

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| Risk rating |  |
| L | Low |
| M | Medium |
| H | High |