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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 heightTo provide correct equipment, minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminatedProvide up to date training for relevant employeesAvoid 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 defectsProvide up to date training for relevant employeesEnsure every static machine has been installed properly and is stableChoose the right machine for the job and do not put unattended machines where the public may be exposed to riskReport any faults or visual damage to the Clerk immediatelyDamaged or faulty equipment should not be used until fixed or replacedAll equipment should be stored safelyEnsure the work area around the machine is kept clean and tidy, free from obstructions or slips and trips hazards, and well litPPE 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 possibleDesigning and laying out of the workplace to create quiet workstationsLimiting 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 causebreathing problems | Ground Staff | H | New staff are asked if they suffer from skin problems when using cleaning productsPPE 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 appropriateAll ground staff are trained how to safely use and store cleaning products and never transfer them to an unmarked containerThe up to date COSHH training is provided for relevant employees |
| Manual Handling | Staff risk injuries or back painfrom handling or movingheavy/bulky objects | Ground Staff | H | All Ground Staff are trained how to lift properly.All work areas are well litGround Staff do not carry too much in one loadThat 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 ClerkAny faulty equipment is promptly taken out of useSafety checks of the electrical equipment are carried out to ensure that it continues to be safeWhere necessary this is done by a competent electrician organised by the ClerkRegular visual checks to take place by all employees |
| Cleaning machines | Staff risk injury from improper use ofmachines | Ground Staff | H | The right machines or chemicals are provided for each jobStaff are trained how to use the machines and chemicals safelyMachines 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 lefton 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 immediatelyEmployees use electrical sockets nearest to where they are working to reduce the risk of tripping over leadsSensible shoes are worn at all timesTo ensure suitable flooring is provided that does not become unduly slipperyReport 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 correctlyUse PPE equipment providedProvide suitable tools designed to cut down vibrationProvide the correct equipment for the jobCheck whether the job can be altered to reduce the grip or pressure neededReport 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 absenceRecord any disciplinary issues or changes in behavioursChallenge and record lack of productivity or increase of accidents/near missesVisual checks on all employees dailyReport 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 workProvide training for relevant staffProvide PPE where requiredRegular visual checks by employees and any issues reported to the Clerk immediatelyAppropriate clothing is worn Lock off machines if there is a chance the power could be accidentally switched back onSchedule 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 |