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| Asset | Hazard | Who might be at risk | Risk rating | Action required to reduce risk |
| Bus Shelters | Tripping on uneven surface | Public | M | Councillors and Head Warden to report any known damage to shelter or area to the Clerk promptly Clerk take necessary action to make area safe.Inspections to be carried out every 3 months |
| Injury from damaged shelter | Public | M | Councillors and Head Warden to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safeInspections to be carried out every 3 months |
| Parish Signs | Sign falling onto someone | Public | L | Councillors and Head Warden to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safeInspections to be carried out every 3 months |
| NoticeBoards | Injury from damaged notice board | Public | M | Councillors and Head Warden to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safeInspections to be carried out every 3 months |
| Meetings –Office or The Barn | Failing to escape in the case of a fire | Public,Councillors andStaff | M | Fire exits – the only door - checked at the beginning of each meeting - ClerkPublic informed of action in the event of a fire at the beginning of each meeting – ClerkThe meeting room has a fire escape ladder for use if the stairs are inaccessible. |
| Access around doors and entrances.Risk of:Trip hazardsObstruction | Public,Councillorsand Staff | M | Meeting room and access checked prior to the meeting – Clerk |
| Burning from hot liquids | Public,Councillorsand Staff | L | Serve drinks in sturdy mugs. Throw away broken or chipped mugs/cups |
| Burial Ground | Trip hazard -paths, open plots.Fallen grave stonesTree branchesVehiclemanoeuvring | FuneralattendeesBereavedvisitors | L | Plots are covered over prior to burialBurial ground regularly maintainedTrees regularly inspected and works undertakenGrave stones regularly inspectedSee specific car park risk assessment |
| Allotment | Injury whenaccessing site | PublicAllotmentholders | M | Requirement for allotment holders to comply with the Rulesand RegulationsAllotments fenced in to exclude those not permitted access to the site |
| Footpaths | Injury fromtripping or falling | Public | M | Regular maintenance of grass on path to increase visibility of hazards on the ground and cut back overgrowing vegetation |
| ChristmasTrees | Trip hazards and obstructionsElectrocution | Public | M | Areas checked before installationPower checked |
| Litter and Dog Bins | Injury from damaged litter and dog bin. | Public | M | Councillors and Head Warden to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safeInspections to be carried out every 3 months |
| Handling ofContaminated waste. | Public | M | Only employ approved contractors to empty dog bins |
| Handling ofContaminated waste. | Public – young children | M | Ensure that the bins have lids, Councillors to report any known damage to the Clerk promptly, Clerk take necessary action to make bin safeInspections to be carried out every 3 months |
| Seats andbenches | CollapsingSplinters | Public | L | Seats inspected regularly by Councillors and Head Warden Report to Clerk is any damageClerk will organise removal or repair |
| Employment | Lone working | Clerk / Public | M | When meeting contractors and members of the public, Clerk to make necessary safety arrangements  |
| Hazlemere Gardening Association | Noxious substances | Employees/Public | H | No noxious substances to be stored in the building |
| Street Lamps /Flag pole | Falling down, damaged poles/columns or bulbs out | Public | M | Visual checks for damage particularly after bad weatherClean streetlamps and flagpole when required to ensure visibility |
| Open Spaces | Slips, trips and falls | Public | M | Regular maintenance of grass is upheldCondition visually monitored frequently |

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

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| RISK ASSESSMENT FOR: | General Risk Assessment for Hazlemere Parish |  |
| **Establishment:**Hazlemere Parish Council  | **Assessment by:**A Banham | **Signed:** | **Date:**17 September 2018 |
| **1st Review Date Due :** | **Clerk Approval:** | **Signed:** | **Date:** |