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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 safe  Inspections 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 safe  Inspections to be carried out every 3 months |
| Notice  Boards | 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 safe  Inspections to be carried out every 3 months |
| Meetings –  Office or The Barn | Failing to escape in the case of a fire | Public,  Councillors and  Staff | M | Fire exits – the only door - checked at the beginning of each meeting - Clerk  Public informed of action in the event of a fire at the beginning of each meeting – Clerk  The meeting room has a fire escape ladder for use if the stairs are inaccessible. |
| Access around doors and entrances.  Risk of:  Trip hazards  Obstruction | Public,  Councillors  and Staff | M | Meeting room and access checked prior to the meeting – Clerk |
| Burning from hot liquids | Public,  Councillors  and Staff | L | Serve drinks in sturdy mugs. Throw away broken or chipped mugs/cups |
| Burial Ground | Trip hazard -paths, open plots.  Fallen grave stones  Tree branches  Vehicle  manoeuvring | Funeral  attendees  Bereaved  visitors | L | Plots are covered over prior to burial  Burial ground regularly maintained  Trees regularly inspected and works undertaken  Grave stones regularly inspected  See specific car park risk assessment |
| Allotment | Injury when  accessing site | Public  Allotment  holders | M | Requirement for allotment holders to comply with the Rules  and Regulations  Allotments fenced in to exclude those not permitted access to the site |
| Footpaths | Injury from  tripping or falling | Public | M | Regular maintenance of grass on path to increase visibility of hazards on the ground and cut back overgrowing vegetation |
| Christmas  Trees | Trip hazards and obstructions  Electrocution | Public | M | Areas checked before installation  Power 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 safe  Inspections to be carried out every 3 months |
| Handling of  Contaminated waste. | Public | M | Only employ approved contractors to empty dog bins |
| Handling of  Contaminated 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 safe  Inspections to be carried out every 3 months |
| Seats and  benches | Collapsing  Splinters | Public | L | Seats inspected regularly by Councillors and Head Warden Report to Clerk is any damage  Clerk 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 weather  Clean streetlamps and flagpole when required to ensure visibility |
| Open Spaces | Slips, trips and falls | Public | M | Regular maintenance of grass is upheld  Condition 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:** |