

HENFIELD PARISH COUNCIL HEALTH & SAFETY RISK REGISTER *See also Covid 19 risk assessment

DATE OF AUDIT 8/2/22 NEXT REVIEW DUE – Q4 2023

AUDITED BY

B. Goodyear

	Area of risk	Nature of risk (Triggers)	Person or body at risk	Likelihood	Risk to Council	Existing controls, Precautions, procedures.	Action Required / Notes	RISK Rating (NET)	Relevant Committee	Next Review date
1	Accident to Council staff/ contractor working on behalf of HPC	<p>A] Use of mechanical/ Electrical power tools by employee Council staff /contractors incl Grass Cutting</p> <p>B] Exposure to hazardous or dangerous substance Exposure to severe weather elements.</p> <p>C] Working in proximity to highways</p>	HPC staff and contractors	Medium	High	<p>A, B &C Accident Book in place</p> <p>Written instructions issued to relevant employees re: handling and health & safety practice</p> <p>Operators trained in use of equipment (Training records)</p> <p>Council staff comply with Council's Statement of Health & Safety Policy at all times</p> <p>Suitable protective clothing/gloves provided</p> <p>Council holds employer liability insurance</p>	<p>New member of works officer team February 2022</p> <p>Confirm if additional training required</p>	Low	ROS, VILLAGE CENTRE, COMMONS	

						<p>Work restricted to employees who have undertaken appropriate training.</p> <p>Contractors hold adequate public liability insurance</p> <p>Contractors have comprehensive risk assessment & Health/Safety Policy (on file)</p> <p>Council holds £10m public liability insurance</p> <p>C]</p> <p>Staff received & comply with traffic management training including appropriate signage</p> <p>Two members of staff present when working near carriageway</p> <p>Risk assessment undertaken before commencing work</p> <p>Work aborted where medium or high risk occurrence identified</p>				
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2	Accident to general public on Parish Council property or using HPC equipment	<p>Injury caused by play areas or equipment failure or fault.</p> <p>Injury caused by street light fixture</p> <p>Injury caused by falling tree/ branches</p> <p>Grave stones and monuments becoming dislodged and falling onto visitors in cemetery.</p> <p>Trip/injury hazards in Henfield Cemetery</p>	Public	Medium	Medium	<p>Public Liability Insurance.</p> <p>Regular Programme of Inspections & Records of safety Inspections Play equipment Inspected weekly – by Council. Play Areas cleared of litter at least weekly Annual inspection of Play area – ROSPA (includes risk assessment).</p> <p>Street Lights inspected regularly as part of maintenance contract (/WSCCSEE) Annual documented inspection of all monuments.</p> <p>Full tree survey at least every 3 years. Additional checks in place for specific trees at high risk locations</p> <p>Budget provision for maintenance/ repair of play equipment and street lighting. Street Light Maintenance contract with WSCC./SEE</p>	<p>Play tunnel closed Autumn 2021 as unsafe after inspection</p>	Low	ROS, VILLAGE CENTRE, COMMONS	
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						<p>Cemetery Budget Provision for Cemetery paths. Monument repaired./removed when risk identified Maximum height of new monument – 30 inches. Requirement new monument designed to BS 8415 and construction, dowels and fixings in accordance with NAMM code of working practice</p> <p>Revised Instructions issued to Undertakers in respect of grave digging</p> <ul style="list-style-type: none"> • Instructions issued to undertaker that excavation covered when unattended 				
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3	Fire	Building fire at Henfield Hall	HPC staff, Members of the public visiting HPC office	Low	High	<p>Parish office kept clear of inflammable objects</p> <p>No hazardous substances stored in parish office</p> <p>HPC staff trained in fire evacuation procedures HPC fire drill held annually</p> <p>Fire evacuation instruction confirmed at all Parish meetings where public is present</p>	<p>Henfield Hall have appointed a H&S rep and a meeting help with Parish Office</p> <p>Parish office & Museum fire drill held 7/9/21</p>	Low	ALL	
4	Staff safety	A]Aggressive behaviour/ Violence from visitors to Parish Office/Museum	HPC staff Museum Curators & Volunteer helpers	Low	Medium	<ul style="list-style-type: none"> • Emergency alarm for Parish Office. • Personal attack alarm issued to Museum (linked to building alarm). • Council hold employer liability insurance. • CCTV in Museum • Except during holidays/sickness office double manned when open to public. • Saturday pm when Hall Manager unavailable – Museum double manned • 	<p>Emergency alarm to be relocated to front door</p>	Low	ALL	

		B] Lone Working				<p>B] Parish Office located in Henfield Hall - public building and in regular use. All PC staff have personal mobile phone No hazardous work undertaken in Parish Office. Single workers are able to lock all doors</p> <p>Works Officers work in pairs in hazardous areas</p>				
		C] Working from Home for long periods (COVID 19)	HPC staff			<p>C] Staff have completed DSE checklist All staff & Councillors made aware of best practice</p>				