

## HENFIELD PARISH COUNCIL HEALTH & SAFETY RISK REGISTER

	Area of risk	Nature of risk (Triggers)	Person or body at risk	Likelihood	Risk to Council	Existing controls, Precautions, procedures.	Action Required (including timescale)	RISK Rating (NET)	Relevant Committee	Next Review date
1	<b>Accident to Council staff/ contractor working on behalf of HPC</b>	<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 on / in close proximity highways</p>	HPC staff and contractors	Medium	High	<p>A, B &amp; C Accident Book in place</p> <p>Written instructions issued to relevant employees re: handling and health &amp; safety practice</p> <p>Operators trained in use of equipment (Training records)</p> <p>Council staff comply with Council's Statement of Health &amp; Safety Policy at all times</p> <p>Suitable protective clothing/gloves provided</p> <p>Council holds employer liability insurance</p> <p>Work restricted to employees who have undertaken appropriate training.</p>	None	Low	OS, VILLAGE CENTRE, COMMONS	

						<p>Contractors hold adequate public liability insurance</p> <p>Contractors have comprehensive risk assessment &amp; Health/Safety Policy (on file)</p> <p>Council holds £10m public liability insurance</p> <p>C]</p> <p>Staff received &amp; comply with traffic management training including appropriate signage</p> <p>Two members of staff present when working in 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	<b>Accident to general public on Parish Council property or using HPC equipment</b>	<p>Injury caused by playground 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 &amp; Records of safety Inspections</p> <p>Play equipment Inspected weekly – by Council.</p> <p>Play Areas cleared of litter at least weekly</p> <p>Annual inspection of Play area – ROSPA (includes risk assessment).</p> <p>Street Lights inspected regularly as part of maintenance contract</p> <p>Annual documented inspection of all monuments.</p> <p>Full tree survey at least every 3 years.</p> <p>Budget provision for maintenance/ repair of play equipment and street lighting.</p> <p>Street Light Maintenance contract with WSCC.</p> <p>Cemetery</p> <p>Budget Provision for Cemetery paths.</p> <p>Monument repaired./removed when risk identified</p>	None	Low	OS, VILLAGE CENTRE, COMMONS	
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						<p>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 Revised Instructions issued to Undertakers in respect of grave digging</p> <ul style="list-style-type: none"><li>• Instructions issued to undertaker that excavation covered when unattended</li></ul>				
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3	<b>Fire</b>	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>	Access to Hall fire drill records	Low	ALL	
4	<b>Staff safety</b>	Aggressive behaviour/ Violence from visitors to Parish Office/Museum	HPC staff  Museum Curators & Volunteer helpers	Low	Medium	<ul style="list-style-type: none"> <li>• Emergency alarm under Office Counter. Personal attack alarm issued to Museum (linked to building alarm).</li> <li>• Council hold employer liability insurance.</li> <li>• CCTV in Museum</li> <li>• Except during holidays/sickness office double manned when open to public.</li> <li>• Saturday pm when Hall Manager unavailable – Museum double manned</li> </ul>	None	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</p> <p>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>				
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Issue 1	October 2016	Original document
Issue 2	February 2018	Amended after audit
Issue 3	February 2019 -	Amended after Annual audit
Issue 4	February 2020	Amended after Annual audit