

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>ALLOTMENT AREA</b>  |                 |  |                     |   |                                     |  |               |   |   |
|--|--|-----------------|--|---------------------|---|-------------------------------------|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Members of the public and persons using Council property   |                 |  |                     |   |                                     |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |                 | <b>PROPOSED DATE OF NEXT ASSESSMENT</b>  |                     |   | 01/02/23                            |  |               |   |   |
| <b>REVIEWED BY</b>                               | J Lawtey   |                 |  |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| <b>SIGNATURE</b>                                 |  |                 |  |                     |   |                                     |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk | What are the current control measures?   | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|  |  |                 |  | L                   | S | R                                   |  | L             | S | R |
| Fall of person on same level (e.g. slip or trip) | Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Allotment users | 1. Allotment entrance and pathways to be kept clear of equipment and rubbish at all times. 2. Pathways to be kept cut and allotment plants not allowed to grow over the path edges.                              | 2                   | 2 | 4                                   | None at this time                      | 2             | 2 | 4 |
| Hit by falling objects                           | Risk of bruising, cuts , soft tissue injury  | Allotment users | 1. Allotment holders are responsible for the structural soundness of any buildings on their allotment. 2. Trees and hedges on the allotment boundary at check regularly for the possibility of falling branches. | 1                   | 3 | 3                                   | None at this time                      | 1             | 3 | 3 |
| Fire   | Risk of burns or smoke inhalation  | Allotment users | 1. Bonfires are not allowed on the allotments.   | 1                   | 2 | 2                                   | None at this time                      | 1             | 2 | 2 |
| Chemicals or sustances                           | Risk of chemical burns, poisoning or fume inhalation   | Allotment users | 1. Allotment holders are responsible for informing other users if they are going to use pesticides or weed control chemicals. 2. Spraying is not allowed on windy days.  | 2                   | 2 | 4                                   | None at this time                      | 2             | 2 | 4 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

Allotments

| Date of Change | By Whom         | Details of Change                  | History |
|----------------|-----------------|------------------------------------|---------|
| 1.7.19         | <i>J Lawtey</i> | <i>Transferred RA to new form.</i> |         |
|                |                 |                                    |         |
|                |                 |                                    |         |
|                |                 |                                    |         |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| LOCATION   | CEMETERY   |                       |   |                     |   |                                     |  |               |   |   |
|--|--|-----------------------|---|---------------------|---|-------------------------------------|--|---------------|---|---|
| PERSONS AT RISK                                  | Members of the public and persons using Council property   |                       |   |                     |   |                                     |  |               |   |   |
| DATE OF ASSESSMENT                               | 03/02/22   |                       | PROPOSED DATE OF NEXT ASSESSMENT  |                     |   | 01/02/23                            |  |               |   |   |
| REVIEWED BY                                      | J LAWTEY   |                       |   |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| SIGNATURE  |  |                       |   |                     |   |                                     |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk       | What are the current control measures?  | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|  |  |                       |   | L                   | S | R                                   |  | L             | S | R |
| Fall of person from height                       | Risk of bruising, cuts , soft tissue injury  | Members of the public | 1. Undertakers to ensure that the edges of open graves are protected and that members of the public can not get close to them.        | 1                   | 3 | 3                                   | None at this time                      | 1             | 3 | 3 |
| Fall of person on same level (e.g. slip or trip) | Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public | 1.Pathways to be kept clear of equipment and rubbish at all times.  | 1                   | 2 | 2                                   | None at this time                      | 1             | 2 | 2 |
| Hit by falling objects                           | Risk of bruising, cuts , soft tissue injury  | Members of the public | 1. Memorials topple tested on a 4 yearly basis to keep within the required regulations  | 1                   | 3 | 3                                   | None at this time                      | 1             | 3 | 3 |
| Fire   | Risk of burns or smoke inhalation  | Members of the public | 1. Bonfires not allowed on the cemetery grounds   | 1                   | 1 | 1                                   | None at this time                      | 1             | 1 | 1 |
| Chemicals or sustances                           | Risk of chemical burns, poisoning or fume inhalation   | Members of the public | 1. Grounds maintenance contractor to ensure that signage is placed at the cemetery entrance if chemical spraying is being carried out | 1                   | 3 | 3                                   | None at this time                      | 1             | 3 | 3 |
| Hit by moving vehicle                            | Risk of bruising, cuts , soft tissue injury  | Members of the public | 1. Driver of the hearse to be aware at all times of people in the cemetery when manouvering to the grave side.                        | 2                   | 3 | 6                                   | None at this time                      | 2             | 3 | 6 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

| Date of Change | By Whom  | Details of Change          | History |
|----------------|----------|----------------------------|---------|
| 1.7.19         | J Lawtey | RA transferred to new form |         |
|                |          |                            |         |
|                |          |                            |         |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>CHILDRENS PLAY AREA</b>   |                       |   |   |   |   |  |               |   |   |
|--|--|-----------------------|---|---|---|---|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Members of the public and persons using Council property                                       |                       |   |   |   |   |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |                       |   | <b>PROPOSED DATE OF NEXT ASSESSMENT</b> |   |   | 01/02/23                               |               |   |   |
| <b>REVIEWED BY</b>                               | J LAWTEY   |                       |   |   |   |   | Clerk to the Council – Vicky Haines    |               |   |   |
| <b>SIGNATURE</b>                                 |  |                       |   |   |   |   |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk       | What are the current control measures?  | Current Risk Rating                     |   |   | What additional controls are required? | Residual Risk |   |   |
|  |  |                       |   | L                                       | S | R |  | L             | S | R |
| Fall of person from height                       | Risk of bruising, cuts , soft tissue injury  | Members of the public | Area round and under play equipment is either grass or suitable soft surface                          | 2                                       | 2 | 4 | No further action required             | 2             | 2 | 4 |
| Fall of person on same level (e.g. slip or trip) | Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public | Area maintained by contractor, inspected regularly by the Council to identify and remove trip hazards | 2                                       | 2 | 4 | No further action required             | 2             | 2 | 4 |
| Animal waste and litter                          | Risk of contamination, poisoning, cuts and grazes  | Members of the public | Area maintained by contractor and inspected regularly by the Council                                  | 2                                       | 2 | 4 | No further action required             | 2             | 2 | 4 |
| Injury due to defective equipment                | Risk of bruising, cuts , soft tissue injury  | Members of the public | Equipment inspected regularly and recorded by the Council.<br>Equipment inspected annually by NLC     | 1                                       | 3 | 3 | No further action required             | 1             | 3 | 3 |
|  |  |                       | 1   |   |   | 0 |  |               |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

Childrens Play Area

| Date of Change | By Whom | Details of Change | History |
|----------------|---------|-------------------|---------|
|                |         |                   |         |
|                |         |                   |         |
|                |         |                   |         |
|                |         |                   |         |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| LOCATION   | PLAYING FIELD  |                       |  |                     |   |                                     |  |               |   |   |
|--|--|-----------------------|--|---------------------|---|-------------------------------------|--|---------------|---|---|
| PERSONS AT RISK                                  | Members of the public and persons using Council property                                       |                       |  |                     |   |                                     |  |               |   |   |
| DATE OF ASSESSMENT                               | 03/02/22   |                       | PROPOSED DATE OF NEXT ASSESSMENT   |                     |   | 01/02/23                            |  |               |   |   |
| REVIEWED BY                                      | J LAWTEY   |                       |  |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| SIGNATURE  |  |                       |  |                     |   |                                     |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk       | What are the current control measures?   | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|  |  |                       |  | L                   | S | R                                   |  | L             | S | R |
| Fall of person on same level (e.g. slip or trip) | Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public | Playing fields maintained by ciontractors and inspected regularly by the Council to ensure there are no trip hazards | 1                   | 2 | 2                                   | No action required                     | 1             | 2 | 2 |
| Hit by falling objects                           | Risk of bruising, cuts , soft tissue injury  | Members of the public | Trees surrounding the playing fields are inspected and maintained as required  | 1                   | 2 | 2                                   | No action required                     | 1             | 2 | 2 |
| Animal waste and litter                          | Risk of contamination, poisoning, cuts and grazes  | Members of the public | Area maintained by contractor and inspected regularly by the Council   | 2                   | 2 | 4                                   | No action required                     | 2             | 2 | 4 |
|  |  |                       | 1  |                     |   | 0                                   |  |               |   | 0 |
|  |  |                       | 1  |                     |   | 0                                   |  |               |   | 0 |
|  |  |                       | 1  |                     |   | 0                                   |  |               |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction stratagies required**

Playing Field  
reasonably practicable

| Date of Change | By Whom | Details of Change | History |
|----------------|---------|-------------------|---------|
|                |         |                   |         |
|                |         |                   |         |
|                |         |                   |         |
|                |         |                   |         |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>MULTI USE GAMES AREA</b>  |                       |  |                     |   |                                     |  |               |   |   |
|--|--|-----------------------|--|---------------------|---|-------------------------------------|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Members of the public and persons using Council property                                       |                       |  |                     |   |                                     |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |                       | <b>PROPOSED DATE OF NEXT ASSESSMENT</b>  |                     |   | 01/02/23                            |  |               |   |   |
| <b>REVIEWED BY</b>                               | J LAWTEY   |                       |  |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| <b>SIGNATURE</b>                                 |  |                       |  |                     |   |                                     |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk       | What are the current control measures?   | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|  |  |                       |  | L                   | S | R                                   |  | L             | S | R |
| Fall of person from height                       | Risk of bruising, cuts , soft tissue injury  | Members of the public | The play area isn't designed for climbing and members of the public are discouraged from doing so. | 1                   | 2 | 2                                   | No further action required             | 1             | 2 | 2 |
| Fall of person on same level (e.g. slip or trip) | Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public | MUGA surface is a recognised material for this activity. It is inspected and maintained regularly. | 2                   | 2 | 4                                   | No further action required             | 2             | 2 | 4 |
| Animal waste and litter                          | Risk of contamination, poisoning, cuts and grazes  | Members of the public | Area maintained by contractor and inspected regularly by the Council                               | 2                   | 2 | 4                                   | No further action required             | 2             | 2 | 4 |
| Injury due to defective equipment                | Risk of bruising, cuts , soft tissue injury  | Members of the public | Equipment inspected regularly and recorded by the Council. Equipment inspected annually by NLC     | 1                   | 3 | 3                                   | No further action required             | 1             | 3 | 3 |
|  |  |                       | 1  |                     |   | 0                                   |  |               |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

|                       |                |                          |                |
|-----------------------|----------------|--------------------------|----------------|
| <b>Date of Change</b> | <b>By Whom</b> | <b>Details of Change</b> | <b>History</b> |
|-----------------------|----------------|--------------------------|----------------|



MUGA area

|  |  |  |  |
|--|--|--|--|
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| GOXHILL PARISH COUNCIL RISK ASSESSMENT  |  |                     |  |                                  |   |   |  |               |   |   |
|---|--|---------------------|--|----------------------------------|---|---|--|---------------|---|---|
| LOCATION  | Skatepark on the Playing Field                           |                     |  |                                  |   |   |  |               |   |   |
| PERSONS AT RISK   | Members of the public and persons using Council property |                     |  |                                  |   |   |  |               |   |   |
| DATE OF ASSESSMENT  | 03/02/22   |                     |  | PROPOSED DATE OF NEXT ASSESSMENT |   |   | 01/02/23                               |               |   |   |
| Name of Assessor  | J LAWTEY   |                     |  |                                  |   |   | Clerk to the Council – Vicky Haines    |               |   |   |
| SIGNATURE   |  |                     |  |                                  |   |   |  |               |   |   |
| What are the hazards?   | Potential Outcomes                                       | Persons at risk     | What are the current control measures?   | Current Risk Rating              |   |   | What additional controls are required? | Residual Risk |   |   |
|   |  |                     |  | L                                | S | R |  | L             | S | R |
| Falls, Trips, Collisions, Slips resulting from the use of ramps, flatbeds, jumpboxes, driveways, quarter pipes, half pipes. | Risk of bruising, cuts , soft tissue injury              | Skaters; spectators | Designed to comply with BSEN14974 No free fall height greater than 1m<br>Awareness of other users<br>Regular checks for defects and reporting of these RoSPA inspecton of the park | 2                                | 3 | 6 | None at present                        | 2             | 3 | 6 |
| Falls, Trips, Collisions, Slips resulting from the use of grindblocks, blocks, manual pads                                  | Risk of bruising, cuts , soft tissue injury              | Skaters; spectators | Designed to comply with BSEN14974 No free fall height greater than 1m<br>Awareness of other users<br>Regular checks for defects and reporting of these RoSPA inspecton of the park | 2                                | 3 | 6 | None at present                        | 2             | 3 | 6 |
| Falls, Trips, Collisions, Slips resulting from the use of grindrails  | Risk of bruising, cuts , soft tissue injury              | Skaters; spectators | Designed to comply with BSEN14974 No free fall height greater than 1m<br>Awareness of other users<br>Regular checks for defects and reporting of these RoSPA inspecton of the park | 2                                | 3 | 6 | None at present                        | 2             | 3 | 6 |

Skatepark

|   |   |                       |   |   |   |    |  |   |   |   |
|---|---|-----------------------|---|---|---|----|--|---|---|---|
| Falls, Trips, Collisions, Slips resulting from the use of the skate surface | Risk of bruising, cuts , soft tissue injury   | Skaters; spectators   | Designed to comply with BSEN14974<br>Awareness of other users<br>Regular checks for defects and reporting of these RoSPA inspecton of the park<br>Wet surfaces cause slips – users to be made aware of dangers of using the park in the wet | 2 | 3 | 6  | No further action required   | 2 | 3 | 6 |
| Slips and falls on the bank sides   | Risk of bruising, cuts , soft tissue injury   | Skaters; spectators   | The banks are currently bare soil and will remain so until the grass grows.<br>Access onto the skate area is via a ground level access point.   | 4 | 3 | 12 | Users have cut temporary steps into the bank for access, these should be made permanant as soon as practicable. Reseeding of the banks to take place in the Autumn if necessary. | 2 | 3 | 6 |
| Slips and trips on access footpaths   | Risk of bruising, cuts , soft tissue injury   | Members of the public | Regular checks for defects and reporting of these<br>Timely maintenance as required   | 1 | 3 | 3  | None at present  | 1 | 3 | 3 |
| Injuries from litter,glass  | Minor injuries, cuts / abrasions  | Members of the public | Inspection of the area and litter pick as required<br>Provide adequate litter bins<br>Emptying of litterbins  | 2 | 2 | 4  | No further action required   | 2 | 2 | 4 |
| Injury due to defective equipment   | Risk of bruising, cuts , soft tissue injury   | Members of the public | Equipment inspected regularly and recorded by the Council.<br>Equipment inspected annually by NLC   | 1 | 3 | 3  | No further action required   | 1 | 3 | 3 |
| Animal waste  | Risk of infection , toxicariasis  | Members of the public | Adequate provision of dog litter bins in the park area  | 1 | 3 | 3  | None at present  | 1 | 3 | 3 |
| <b>NOTES ON THE RISK ASSESSMENT</b>   | <p>The Skate park has been built to BSEN14974 with appropriate 2 metre safety zones around it. All risks were found to be Low to Medium.<br/>It should be recognised that there is always a certain level of risk when using a skate park. Skateboarding, BMX riding, scooter riding, roller blading is a high risk sport.<br/>Adequate low-level access points in and out of the park have been provided to ensure child safety.<br/>It has been assumed that young children would be under close supervision by an adult. Dogs would be kept on a lead or closely supervised by owners.</p> |                       |   |   |   |    |  |   |   |   |

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction stratagies required

| Date of Change | By Whom | Details of Change | History |
|----------------|---------|-------------------|---------|
|----------------|---------|-------------------|---------|

Skatepark

|                 |                 |   |                                 |
|-----------------|-----------------|---|---------------------------------|
| <i>03/02/22</i> | <i>J Lawtey</i> | <i>Slips resulting from use of the skatepark – current risk rating reduced to 6</i> | <i>Signage supplied</i>         |
| <i>03/02/22</i> | <i>J Lawtey</i> | <i>Injuries from litter,glass – current risk rating reduced to 4</i>                | <i>Bun supplied and emptied</i> |
|                 |                 |   |                                 |
|                 |                 |   |                                 |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>MILLENNIUM GREEN</b>  |                       |  |                                     |   |          |  |               |   |   |
|--|--|-----------------------|--|-------------------------------------|---|----------|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Members of the public and persons using Council property                                       |                       |  |                                     |   |          |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |                       | <b>PROPOSED DATE OF NEXT ASSESSMENT</b>  |                                     |   | 01/02/23 |  |               |   |   |
| <b>REVIEWED BY</b>                               | J LAWTEY   |                       |  | Clerk to the Council – Vicky Haines |   |          |  |               |   |   |
| <b>SIGNATURE</b>                                 |  |                       |  |                                     |   |          |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk       | What are the current control measures?   | Current Risk Rating                 |   |          | What additional controls are required? | Residual Risk |   |   |
|  |  |                       |  | L                                   | S | R        |  | L             | S | R |
| Fall of person on same level (e.g. slip or trip) | Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public | Pathways kept clear of grass and debris to allow members of the public to see any trip hazards. Area checked by contractors during maintenance | 2                                   | 2 | 4        | None at this time                      | 2             | 2 | 4 |
| Hit by falling objects                           | Risk of bruising, cuts, soft tissue injury   | Members of the public | Trees in the area are checked by the maintenance contractor and any branches that look dangerous are removed.                                  | 1                                   | 2 | 2        | None at this time                      | 1             | 2 | 2 |
| Animal waste and litter                          | Risk of contamination, poisoning, cuts and grazes  | Members of the public | Area maintained by contractor and inspected regularly by the Council   | 2                                   | 2 | 4        | None at this time                      | 2             | 2 | 4 |
|  |  |                       | 1  |                                     |   | 0        |  |               |   | 0 |
|  |  |                       | 1  |                                     |   | 0        |  |               |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

| Date of Change | By Whom | Details of Change | History |
|----------------|---------|-------------------|---------|
|                |         |                   |         |
|                |         |                   |         |
|                |         |                   |         |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>PARISH ROOM</b>   |   |  |   |   |   |  |               |   |   |
|--|--|---|--|---|---|---|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Members of the public and persons using Council property                                       |   |  |   |   |   |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |   |  | <b>PROPOSED DATE OF NEXT ASSESSMENT</b> |   |   | 01/02/23                               |               |   |   |
| <b>REVEIWED BY</b>                               | J LAWTEY   |   |  | V Haines                                |   |   | Clerk to the Council – Vicky Haines    |               |   |   |
| <b>SIGNATURE</b>                                 |  |   |  |   |   |   |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk                           | What are the current control measures?   | Current Risk Rating                     |   |   | What additional controls are required? | Residual Risk |   |   |
|  |  |   |  | L                                       | S | R |  | L             | S | R |
| Fall of person from height                       | Risk of bruising, cuts , soft tissue injury  | Caretaker, Councillors                    | Access to the loft restricted, no unauthorised access. Equipment to access the loft kept out of view   | 1                                       | 3 | 3 | None at this time                      | 1             | 3 | 3 |
| Fall of person on same level (e.g. slip or trip) | Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling | Members of the public, Clerk, Councillors | Floor space in the Parish Rooms to be kept clear of trip hazards, chairs to be stored away when not in use, no trailing cables.                    | 1                                       | 2 | 2 | None at this time                      | 1             | 2 | 2 |
| Manual Handling                                  | Risk of musculoskeletal injuries, strains, sprains   | Clerk and councillors                     | Dynamic RA to be carried out before any movement of furniture, no more than 2 chairs to be lifted at one time, Clerk not to move furniture unaided | 1                                       | 2 | 2 | None at this time                      | 1             | 2 | 2 |
| Hit by falling objects                           | Risk of bruising, cuts , soft tissue injury  | Clerk and councillors                     | No heavy items to be stored over head height. Items being removed/stored in the loft are to be passed not carried up and down                      | 1                                       | 3 | 3 | None at this time                      | 1             | 3 | 3 |
| Fire   | Risk of burns or smoke inhalation  | Members of the public, Clerk, Councillors | No smoking in the Parish Rooms   | 1                                       | 3 | 3 | None at this time                      | 1             | 3 | 3 |
| Electricity or electrical equipment              | Risk of electricution or fire  | Members of the public, Clerk, Councillors | All electrical equipment annually tested   | 1                                       | 3 | 3 | None at this time                      | 1             | 3 | 3 |

Parish Room

|  |  |   |   |   |   |   |   |   |   |   |
|--|--|---|---|---|---|---|---|---|---|---|
| Chemicals or substances  | Risk of chemical burns, poisoning or fume inhalation | Members of the public, Clerk, Councillors           | Only domestic cleaning products to be used when cleaning the Parish Rooms. Caretaker to be responsible for correct usage  | 2 | 3 | 6 | None at this time   | 2 | 3 | 6 |
| Risk of infection from Covid-19 from members of the public and Councillors with lockdown eased – when visiting the Clerk . | Risk of COVID 19 infection                           | Members of the public, Parish Councillors and Clerk | During any national lock down periods, should the Clerk work from the parish rooms the door shall remain locked to prevent any interaction with any councillors or parishioners to illimate the spread of the virus. Once the covid tier system is re-established there will be hand sanitiser located near to the entrance to the parish rooms to be used by any member entering the parish rooms other than the clerk. Hand sanitizer located on the Clerks desk and anti-bacteriol wipes for the clerk to clean the desk and laptop, prior to use and after, again to illimate contamination. A perspex sneeze guard is also permantently located on the Clerks desk when the government allows visitors to the parish rooms | 2 | 4 | 8 | Follow daily government updates and take advice from official bodies, e.g.API, ERNLLCCA and UK Government | 2 | 4 | 8 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

| Date of Change | By Whom  | Details of Change                                 | History   |
|----------------|----------|---|---|
| 3.11.2020      | V Haines | Covid-19 precautions for 2 <sup>nd</sup> lockdown | The Parish room was closed for the 1 <sup>st</sup> lockdown but there is a need for the clerk to continue working from the office at times during the 2 <sup>nd</sup> lockdown. |
|                |          |   |   |
|                |          |   |   |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                                  | <b>LONE WORKING – Clerk to the Council</b>   |                 |   |                     |   |                                     |  |               |   |   |
|--|--|-----------------|---|---------------------|---|-------------------------------------|--|---------------|---|---|
| <b>PERSONS AT RISK</b>                           | Clerk to the council   |                 |   |                     |   |                                     |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>                        | 03/02/22   |                 | <b>PROPOSED DATE OF NEXT ASSESSMENT</b>   |                     |   | 01/02/23                            |  |               |   |   |
| <b>REVIEWED BY</b>                               | J LAWTEY   |                 | V Haines  |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| <b>SIGNATURE</b>                                 |  |                 |   |                     |   |                                     |  |               |   |   |
| What are the hazards?                            | Potential Outcomes   | Persons at risk | What are the current control measures?  | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|  |  |                 |   | L                   | S | R                                   |  | L             | S | R |
| Fall of person from height                       | RISK OF bruising, cuts , soft tissue injury  | Clerk           | No working at height when working alone   | 1                   | 1 | 1                                   | No further action required             | 1             | 1 | 1 |
| Fall of person on same level (e.g. slip or trip) | Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or | Clerk           | Clerk to ensure all access and egress within the Parish Rooms and her working area is clear of trip hazards at all times. | 1                   | 2 | 2                                   | No further action required             | 1             | 2 | 2 |
| Manual Handling                                  | RISK OF musculoskeletal injuries, strains, sprains                                       | Clerk           | No manual handling activities to be carried out when working alone  | 1                   | 1 | 1                                   | No further action required             | 1             | 1 | 1 |
| Fire   | Risk of burns or smoke inhalation  | Clerk           | The Parish Rooms is a no smoking environment, Clerk to be aware of all fire exits.  | 1                   | 3 | 3                                   | No further action required             | 1             | 3 | 3 |



Lone Working - Clerk

|        |   |       |   |   |   |   |                            |   |   |   |
|--------|---|-------|---|---|---|---|----------------------------|---|---|---|
| Stress | Clerk could be affected by factors such as lack of job control, bullying, not knowing their | Clerk | Clerk to understand her duties and undertake training as necessary.<br>Clerk to notify Chair to the Council or a member of the Personnel Coommittee if feeling unwell or not at ease about things at work. No Bullying Policy | 1 | 3 | 3 | No further action required | 1 | 3 | 3 |
|        |   |       | 1   |   |   | 0 |                            |   |   | 0 |
|        |   |       | 1   |   |   | 0 |                            |   |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

| Date of Change | By Whom  | Details of Change  | History   |
|----------------|----------|--|---|
| 03/02/22       | J Lawtey | Stress – current risk rating changed to 3 following implimentation of additional controls. | Councillors to drop into the Parish Rooms at times when the Clerk is known to be working alone. |
|                |          |  |   |
|                |          |  |   |
|                |          |  |   |

## GOXHILL PARISH COUNCIL RISK ASSESSMENT

| <b>LOCATION</b>                     | <b>PARISH ROOM – Outdoor Christmas Tree</b>                     |                       |  |                     |   |                                     |  |               |   |   |
|-------------------------------------|---|-----------------------|--|---------------------|---|-------------------------------------|--|---------------|---|---|
| <b>PERSONS AT RISK</b>              | <b>Members of the public and persons using Council property</b> |                       |  |                     |   |                                     |  |               |   |   |
| <b>DATE OF ASSESSMENT</b>           | 02/11/21  |                       | <b>PROPOSED DATE OF NEXT ASSESSMENT</b>  |                     |   | 01/12/22                            |  |               |   |   |
| <b>NAME OF ASSESSORS</b>            | J Lawtey  |                       |  |                     |   | Clerk to the Council – Vicky Haines |  |               |   |   |
| <b>SIGNATURE</b>                    |   |                       |  |                     |   |                                     |  |               |   |   |
| What are the hazards?               | Potential Outcomes  | Persons at risk       | What are the current control measures?   | Current Risk Rating |   |                                     | What additional controls are required? | Residual Risk |   |   |
|                                     |   |                       |  | L                   | S | R                                   |  | L             | S | R |
| Manual Handling                     | Risk of musculoskeletal injuries, strains, sprains              | Members of the public | Dynamic assessment to be made by volunteers installing the tree prior to lifting into place. Tree to be lifted and placed in container by 2 or more volunteers dependant on assessment.  | 1                   | 2 | 2                                   | None at this time                      | 1             | 2 | 2 |
| Hit by falling objects              | Risk of bruising, cuts , soft tissue injury                     | Members of the public | Once the tree is located in the container it will be secured to the fence at the rear of the tree to ensure that it can not fall over.<br>The tree will not be decorated with anything other than lights so there is no risk of falling objects. | 1                   | 1 | 1                                   | None at this time                      | 1             | 1 | 1 |
| Electricity or electrical equipment | Risk of electricution or fire                                   | Members of the public | Christmas lights decorating the tree are certified out door lights for the purpose of decoration. The lights are connected to a certified out door electrical point and the power source is controled from inside the bulding.                   | 1                   | 1 | 1                                   | None at this time                      | 1             | 1 | 1 |
| Trip or fall                        | Risk of bruising, cuts , soft tissue injury                     | Members of the public | The tree is placed by the access to the side of the Parish Room out of the main line of the public footpath. It is secured to the fence and can not be easily moved into the path of pedestrians   | 1                   | 2 | 2                                   | None at this time                      | 1             | 2 | 2 |

Xmas Tree

|                            |                        |                                  |  |   |   |   |                   |   |   |   |
|----------------------------|------------------------|----------------------------------|--|---|---|---|-------------------|---|---|---|
| Risk of COVID 19 infection | Illness from Covid -19 | Councillors installing Xmas tree | Only one councillor is to be present when the tree is being erected and when the lights are being installed. The same rules to apply on removing the tree if needed. | 1 | 4 | 4 | None at this time | 1 | 4 | 4 |
|                            |                        |                                  | 1  |   |   | 0 |                   |   |   | 0 |
|                            |                        |                                  | 1  |   |   | 0 |                   |   |   | 0 |

**Acceptable: 1-8 (Low) – No further controls or instructions required**

**Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable**

**Unacceptable: 15-25 (High) – Immediate reduction strategies required**

| Date of Change | By Whom  | Details of Change                              | History |
|----------------|----------|--|---------|
| 2.11.2020      | J Lawtey | Added Covid -19 precautions to 2020 assessment |         |
|                |          |  |         |
|                |          |  |         |