HEALTH AND SAFETY RISK ASSESSMENTS - ISLIP PARISH COUNCIL

 Date : 20/10/2015

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| --- | --- | --- | --- | --- | --- |
| Hazard | People at risk and how |  Control measures | Action required |  Action | Done |
| Required | Current status |  | Who | When by |  |
| Financial Misconduct | Parish Clerk, Councillors & Public | Internal Audit controlInternal AuditExternal AuditBudgetary ArrangementsPrecept Request | Ongoing | Financial Regulations regularly reviewed | B&FCCAuditor | 6 monthly | Sept 2015 |
| Litter Picking | Village VolunteersFollowing contact with sharp and/or contaminated litter and other discarded refuse | Provision of protective clothing and equipment,Suitable disposal arrangements in place - ENC | Litter pickers & Hi Vis provided by ENC | None |  |  |  |
| Speed warning signs install and remove  | Village VolunteersWorking at height at roadside | Safe working procedures to be implemented | Safe working practice followed | None |  |  |  |
| Pruning, strimming and grass cutting | Contractors/publicUse of machinery and risk to eyes from flying debris | Machinery properly maintained with correct guards in position. | Machinery should be checked and maintained as necessary | Check contractors public liability insurance | Clerk | Annually | Yes |
| Trees | PublicFalling branches etc. | Regular informal inspection | No current problems | Any problems report to owner or NCC/other arborist |  |  |  |
| Insurance | Parish Council, Clerk & Councillors | Annual Review | Review Assets | Amend policy as necessary | Clerk | Renewal each year | 20Oct2015 |
| Lone working | Clerk and VT’s,Following accident or incident, violence or abuse | Staff to carry mobile phone | Clerk has village phone | Check top-up regularly | Clerk | Monthly |  |
| Play equipment and rec field | Public From faulty or damaged equipment, litter or dog fouling | Weekly checks by VT’sResults reported to ClerkAnnual safety inspection | Results recorded on record sheetsRecord stored by Clerk | None |  |  |  |
| Street furniture | PublicFrom faulty or damaged equipment | No formal inspection programmeVt’s to identify and rectify faults as part of routine work assignments and maintenance  | No major faults | None |  |  |  |
| Street lights | PublicFrom faulty or damaged equipment | Safety inspection by maintenance contractorAny faults reported to be remedied by contractor | Regular checks by contractor | None |  |  |  |
| Playing fieldPavilion Build | VT’s, ground staff and publicFrom maintenance machinery and electrical equipment, water supply, moving vehicles, litter. Minor injuries | Follow safe operating procedures for vehicles, electrical equipment to be checked annually for safety, water to be checked annually for legionella. (Contact ENC environmental officer) Litter to be removed as necessary. Ensure adequate first aid equipment | Regular checks as needed.Builders public liability insurance | None |  |  |  |