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 control  Internal Audit  External Audit  Budgetary Arrangements  Precept Request | Ongoing | Financial Regulations regularly reviewed | B&FCC  Auditor | 6 monthly | Sept 2015 |
| Litter Picking | Village Volunteers  Following 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 Volunteers  Working at height at roadside | Safe working procedures to be implemented | Safe working practice followed | None |  |  |  |
| Pruning, strimming and grass cutting | Contractors/public  Use 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 | Public  Falling 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 | 20  Oct  2015 |
| 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’s  Results reported to Clerk  Annual safety inspection | Results recorded on record sheets  Record stored by Clerk | None |  |  |  |
| Street furniture | Public  From faulty or damaged equipment | No formal inspection programme  Vt’s to identify and rectify faults as part of routine work assignments and maintenance | No major faults | None |  |  |  |
| Street lights | Public  From faulty or damaged equipment | Safety inspection by maintenance contractor  Any faults reported to be remedied by contractor | Regular checks by contractor | None |  |  |  |
| Playing field  Pavilion Build | VT’s, ground staff and public  From 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 |  |  |  |