

West Wycombe Parish Council

Health and Safety Risk Assessments

Asset	Hazard	Who might be at risk.	Risk Rating	Action Required to Reduce Risk
Bus Shelters	Tripping on uneven surface.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
	Injury from damaged shelter.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
Village Signs	Sign falling onto someone.	Public	L	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
Notice Boards	Injury from damaged notice board.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safe. Inspections to be carried out every 3 months.
Meetings – Church Room	Failing to escape in the case of a fire.	Public, Councillors and Clerk	M	Fire exits – the only door - checked at the beginning of each meeting - Chair. Public informed of action in the event of a fire at the beginning of each meeting - Chair.

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	Access around doors and entrances . Risk of: Trip hazards Obstruction	Public, Councillors and Clerk	M	Meeting room and access checked prior to the meeting – Chair.
	Burning from hot liquids	Public, Councillors and Clerk	L	Serve drinks in sturdy mugs.
Burial Ground	Trip hazard -paths, open plots. Fallen grave stones Tree branches Vehicle maneouvering	Funeral attendees Bereaved visitors Visitors	L	Plots are covered over prior to funeral. Burial ground regularly maintained Trees regularly inspected and works undertaken Grave stones regularly inspected Specific car park and special turning circle for hearse

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Allotment	Injury when accessing site	Public Allotment holders	M	Requirement for allotment holders to comply with the Rules and Regulations Allotments fenced in to exclude those not permitted access to the site.
Footpaths	Injury from tripping or falling	Public	M	Regular maintenance of grass on path to increase visibility of hazards on the ground.
Christmas Trees	Trip hazards and obstructions. Electrocution	Public	M	Areas checked before installation . Power checked
Dog Bins	Injury from damaged dog bin.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
	Handling of contaminated waste.	Public	M	Only employ approved contractors to empty bins
Dog bins	Handling of contaminated waste.	Public – young children	M	Ensure that the bins have lids, Councillors to report any known damage to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
Seats and benches	Collapsing Splinters	Public	L	Seats inspected regularly by Councillors. Report to Clerk is any damage. Clerk will organise removal or repair

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Play equipment, football net, Table tennis Table, Basketball Seats Picnic bench Specific Detailed Risk Assessment available	Falls	Users of the equipment	M	Suitable grass matting for fall height is installed. Condition monitored weekly
	General injuries from using the equipment	Users of the equipment	M	Equipment complied with regulations at time of installation, equipment is inspected annually.
	Injury from damaged equipment	Users of the equipment	M	Equipment and seats inspected visually weekly and any defaults dealt with immediately. Full operational inspection monthly by a trained person. Annual RoSPA inspection undertaken.
	Trip hazards on the approach to equipment	Users of the equipment	M	Visual inspection of area carried at time of other inspections.
Employment	Lone working	Clerk / Public	M	When meeting contractors and members of the public, Clerk to make arrangements to be accompanied and should never meet at contractor / member of the public alone.
	Working from Home	Clerk	L	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

Reviewed July 2016
Next review: July 2017