



Health and Safety Risk Assessments

BUS SHELTERS

Hazard	Tripping on uneven surface
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	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.
Hazard	Injury from damaged shelter
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	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
Hazard	Covid-19
Who is at risk	Public
Risk Rating	High
Action required to reduce risk	Put up posters giving government guidelines for travelling on public transport e.g. wearing a mask and distancing as well as hand sanitizing

VILLAGE SIGNS

Hazard	Sign falling onto someone
Who is at risk	Public
Risk Rating	Low
Action required to reduce risk	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

Hazard	Injury from damaged notice board
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	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. Repair and replace as necessary



Health and Safety Risk Assessments

MEETINGS CHURCH ROOM

Hazard	Failing to escape in the case of a fire.
Who is at risk	Public, Councillors and Clerk
Risk Rating	Medium
Action required to reduce risk	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
Hazard	Covid-19
Who is at risk	Public, Councillors and Clerk
Risk Rating	High
Action required to reduce risk	Hand sanitizing on entry and socially distance as per government guidelines
Hazard	Access around doors and entrances. Risk of: Trip hazards. Obstruction
Who is at risk	Public, Councillors and Clerk
Risk Rating	Medium
Action required to reduce risk	Meeting room and access checked prior to the meeting – Chair.
Hazard	Burning from hot liquids
Who is at risk	Public, Councillors and Clerk
Risk Rating	Low
Action required to reduce risk	Serve drinks in sturdy mugs.

BURIAL GROUND

Hazard	Trip hazard -paths, open plots. Fallen grave stones. Tree branches. Vehicle manoeuvring
Who is at risk	Funeral attendees Bereaved visitors Visitors
Risk Rating	Low
Action required to reduce risk	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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ALLOTMENTS

Hazard	Injury when accessing site
Who is at risk	Public and Allotment holders
Risk Rating	Medium
Action required to reduce risk	Requirement for allotment holders to comply with the Rules and Regulations. Allotments fenced in to exclude those not permitted access to the site.
Hazard	Covid-19
Who is at risk	Public and Allotment holders
Risk Rating	Low
Action required to reduce risk	Comply with government guidelines.

FOOTPATHS

Hazard	Injury from tripping or falling
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Regular maintenance of grass on path to increase visibility of hazards on the ground.

CHRISTMAS TREES

Hazard	Trip hazards and obstructions. Electrocution
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Areas checked before installation. Power checked.

DOG BINS

Hazard	Injury from damaged dog bin.
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	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.
Hazard	Handling of contaminated waste
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Only employ approved contractors with certificates to empty bins



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SEATS AND BENCHES

Hazard	Collapsing. Splinters
Who is at risk	Public
Risk Rating	Low
Action required to reduce risk	Seats inspected regularly by Councillors. Report to Clerk if any damage. Clerk will organise removal or repair.
Hazard	Covid-19
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Advise users of COVID19 government guidelines for those in the Pedestal Playing Field.

EMPLOYMENT

Hazard	Lone working
Who is at risk	Clerk/Public
Risk Rating	Medium
Action required to reduce risk	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.
Hazard	Working from home
Who is at risk	Clerk
Risk Rating	Low
Action required to reduce risk	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

MVAS

Hazard	Road traffic collision during installation/maintenance. Unit being dropped whilst working at a height above 2 metres
Who is at risk	Installer / Councillor / Clerk
Risk Rating	Medium
Action required to reduce risk	Installer has had official training. Bucks CC has assessed and approved all the potential MVAS sites.



Health and Safety Risk Assessments

PLAY EQUIPMENT

Including:	Football net, table tennis table, basketball, seats, picnic bench. A specific detailed Risk Assessment is available.
Hazard	Falls
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Suitable grass matting for fall height is installed. Condition monitored weekly
Hazard	General injuries from using the equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Equipment complied with regulations at time of installation, equipment is inspected annually.
Hazard	Injury from damaged equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Equipment and seats inspected visually weekly and any faults dealt with immediately. Full operational inspection monthly by a trained person. Annual RoSPA inspection undertaken.
Hazard	Trip hazards on the approach to equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Visual inspection of area carried at time of other inspections
Hazard	Covid-19
Who is at risk	Users of the equipment
Risk Rating	High
Action required to reduce risk	Advise users of the current status of the play area in relation to the Government Guidelines. Put up signs advising users of the protocols involved.

Reviewed July 2020