

## Haughley Parish Council - Risk Assessment For period 1 April 2021 to 31 March 2022

Topic	Identified Hazards	Uncontrolled Risk Rating	Who Could Be Affected?	Actions Taken to Minimise or Eliminate Hazard	Controlled Risk Rating	Residual Hazard or Risk	Further Action Required?	Further Action – How, When Whom?
<b>Financial / Communication / Insurance</b>								
Communication	Misconstrued policy or decisions	Medium 5	Villagers, Parish Councillors	Statement or reports either in writing or verbally will only be given by HPC Chairman or Clerk with permission from Chairman or Council.	Low 1	None identified	none	Constantly Monitored By Parish Council
Accounting	Accounting errors	High 10	Parish Councillors	Monthly management accounts prepared by Clerk and presented to HPC at monthly meeting. Management accounts are checked by at least another Councillor prior to agenda item is reached and signed as checked item. The councillor checking cannot carry out this responsibility on consecutive meetings; the responsibility shall pass to another. Finally the appointed auditor will check periodically as well.	Low 3	Low risk, by spreading the risk, it will eliminate the onus on the Clerk and help eliminate human error.	NB – one does not need to have knowledge of accounting to carry out this task.	Constantly Monitored By Parish Council
Accounting	Stolen cash	High 10	Parish Councillors	Where any cash is held by any Councillor or the Clerk, for an interim period, between banking hours or visits to the bank, the cash in question shall be held in a secure place, known to at least two people selected from the Councillors and Clerk. Should the amount be large (in excess of £100) then it must be held in an overnight deposit box or personal safe.	Low 3	Small risk taking Money to bank	Review amount to be held at regular intervals	Constantly Monitored By Parish Council

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Financial	Lack of funds	High 10	Parish Councillors	A minimum of half the value of the total yearly precept to be kept as reserve. It is imperative that the percentage stays the same. This gives a cushion of funding available for emergency requirements that may crop up, due to unforeseen circumstances beyond control of PCC	Low 1	None as long as Monitoring takes place	Keep in touch with SALC to check on any changes in advice.	Constantly Monitored By Parish Council
Private Hiring of Parish Land or Property		High 10	Parish Councillors	Anyone hiring or seeking to use any Parish Land or property may be required to show evidence of suitable insurance and to sign a letter of indemnity	Low 3	Documents up To date	A suitable indemnity document for using Gallowsfield Wood is in place	Further indemnities to be drafted as required
<b>The Cricket and Gallowsfield Wood</b>								
							Risk assessment for Gallows field Wood to be completed in conjunction with playing field committee.	
Hire or Use for public events and Private Business	Slips, trips and falls, broken glass, falling trees. Unintentional or Wilful damag	High 7	All persons on field	Hirers / Organiser will be required to take out own insurance cover if not covered by the H.P.C insurance. Deposit will be required at the discretion of the G.F.W committee.	Low 3	Persons not taking care	Review insurance and Risk assessment of Hirer / Organisation.	Reviewed by P.F.C and G.F.W committee on cases by case basis.
Ponds	Drowning	High 10	General public and volunteers	Side of pond where there is potential public access to be kept clear of long grass and vegetation in order to clearly define edge of pond.	Medium 4	General public swimming	Consideration to be given to maintaining banks at a shallow gradient, where possible, to minimise risks of accidental slips trips and falls. Consideration also to be given to installing sign advising of risk of deep water	Recommendations to be reviewed on an annual basis.

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Air Raid Shelter	Falling into air raid shelter	High 7	General public	Area of air raid shelter to be kept clear so that edge of air raid shelter is clear. The shelter has been roofed over and steps created to provide safe access	Medium 5	Falling into air raid shelter	None	Regular inspection
Play equipment	Slips, trips and falls	Medium 4	Users of the play equipment	Play equipment to be inspected on a regular basis to ensure that it is fit for purpose. No concrete or hard standing present – grass only.	Low 1	Children not using equipment Properly	Inspection required on three month basis by working party.	Regular Maintenance
Slips, trips and falls	Uneven ground	Medium 5	All users	Paths and areas around play equipment to be kept mown in order to reduce potential for unidentified trip hazards to be present.	Low 2	Residual risk will remain in area of long grass.	None	Regular mowing
General maintenance	Risk of leptospirosis (Weil's disease) from infected water	Medium 5	Volunteers	All volunteers to be told about the potential risk of leptospirosis. Advice to be given to include covering all cuts and abrasions, wearing disposal gloves and good personal hygiene. Anyone flu-like symptoms after contact with fresh water should contact their doctor immediately. All volunteers to be provided with gloves.	Low 1	Spilt gloves	Spare gloves	Checks to see Gloves in good condition
Cutting back vegetation with hand tools	Cuts and other injuries	Medium 5	Volunteers	All volunteers to provide work gloves to minimise risk of cuts to hands. All volunteers to provide their own equipment.	Low 3	Spilt gloves	Spare gloves	Checks to see Gloves in good condition
Cutting back trees with chain saw	Cuts and other injuries	High 10	Volunteers	Use of chain saw will only be undertaken by people holding applicable license. Other volunteers to be kept clear while chain sawing activities are being carried out.	Low 3	Equipment failure	Arrange training for chain saw users	Completed
<b>Allotments</b>								

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Slips, trips and falls	Uneven ground, hosepipes and other equipment	Medium 4	All users	Access route to be kept mown to reduce potential for unidentified hazards to be present. Equipment, hosepipes and other trip hazards must be put away on completion of use.	Low 2	Muddy ground	None	None experienced gardeners
Tools	Cuts and other injuries.	Medium 4	All users	Allotment users are responsible for the maintenance etc. of their own tools. No tools to be provided by HPC.	Low 2	Tools breaking	None	None experienced gardeners
<b>Footpaths</b>								
Slips	Slipping on wooden footbridges	High 7	Walkers	All footbridges to be inspected periodically. Suffolk CC to be informed of any footbridges that do not have chicken - wire grip covering in order that maintenance can be carried out.	Low 1	Weather damage	Suffolk CC maintenance is likely to be discontinued. Consideration to be given to setting up a working party to carry out maintenance.	Regular Maintenance
Falls	Falling from wooden styles	Medium 6	Walkers	All styles to be inspected periodically. Suffolk CC to be informed on any wooden styles are broken in order that maintenance can be carried out.	Low 1	Weather damage	Suffolk CC maintenance is likely to be discontinued. Consideration to be given to setting up a working party to carry out maintenance.	Regular Maintenance
<b>King George V Playing Field</b>								
							Risk assessment for playing field to be completed in conjunction with playing field committee.	

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<b>Village Hall</b>								
							Risk assessment for village hall to be completed in conjunction with village hall committee.	
<b>Village Maintenance Activities</b>								
Sign Cleaning	Traffic accidents	High 8	Public / Handyman / Litter Picker	Person to be provided with high vis jacket and to be worn at all times.	Medium 4	traffic	Regular reminders on safety concerns and checks on equipment	Monitored by H.P.C
Sign Cleaning	Cleaning equipment / chemicals	High 7	Public / Handyman / Litter Picker	Gloves provided if required and clear instructions given on use of chemicals	Low 3	Care not be taken	Regular reminders on safety concerns and checks on equipment	Monitored by H.P.C
Litter Picking	Traffic accidents	High 8	Litter picker	Litter picker to be provided with high visibility jacket. Jacket to be worn at all times while working.	Medium 4	traffic	Regular checks on equipment	Regular meetings
Litter Picking	Hypodermic needles	Medium 5	Litter picker	Litter picker to be provided with hand held litter picker in order that waste is not handled directly. Inform litter picker of council response number if needles are identified. Council will arrange for correct handling and disposal.	Low 3	Broken syringe	Regular checks on equipment	Regular meetings
Litter Picking	General hygiene	Medium 4	Litter picker	Litter picker to be provided with gloves and informed of the need for good personal hygiene. Welfare facilities to be made available.	Low 1	Spilt glove	Regular checks on equipment	Regular meetings

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Mowing Allotment Area, Footpaths and Around Play Equipment	Rotating blades causing injury	High 7	Village handyman	Mowing equipment has contained rotary blade which minimises potential contact. Only authorised people to use equipment. Personal protection equipment (e.g. gloves and boots) to be worn at all times. Close fitting clothing to be worn that cannot become entangled in machinery.	Medium 4	Stones being Thrown out	Further assessment of the use of the equipment is required. Risk assessment information to be provided to handyman.	Next 6 months by HPC.
Mowing Public Open Space		Medium 4	Contractors	All contractors must be approved.	Low 2	Stones being Thrown out	Keep people clear	By mower driver when cutting grass
Cutting Hedges	Accidents resulting from use of mechanical equipment	Medium 4	Contractors	All contractors must be approved.	Low 2	Branches on Paths trip hazard	Keep people clear	By person cutting hedges
Cutting Hedges	Accidents resulting from use of mechanical equipment	Medium 4	Village handyman	Hedge cutting equipment to be in good order'. High Visibility jacket/ safety boots eye protection and heavy grade gloves to be worn whilst working		Branches on Paths trip hazard	Need to ascertain if this is still undertaken by handyman and risk assessment completed if it is.	By person cutting hedges
Lone Working with Machinery	Toppling and other accidents	Medium 6	Village handyman	Village handyman to inform someone of their daily routine prior to commencing work. Mobile phone to be carried at all times.	Low 3	Still potential for accident but consequences are minimised.	None	Regular meetings
Working in vicinity of traffic	Traffic accidents	High 8	Village handyman	Village handyman to be provided with high visibility jacket. Jacket to be worn at all times while working in vicinity of roads/traffic.	Low 3	Still potential for accident but consequences are minimised.	None	Regular meetings
Installing wooden posts along curb.	Utility strikes	High 8	Village handyman	Review of post location will be made by HPP prior to installing post. Post holes less than 0.3m to be excavated carefully by hand. If located in area where shallow utilities are likely to be present and hole will be greater than 0.3m deep consideration will be given to using avoidance measures such as using CAT (cable avoidance tool) scanner.	Low 3	Utilities can still be present within top 0.3m. Care must be taken while excavating.	None	Warning signs Cones

**Review March 2022.**