

Risk Assessment – Village Green Working Group – 2022

For Leaffield Parish Council

To be used in conjunction with Leaffield Parish Risk Assessment - approved 10 August 2022

Risk Assessment Completed by: Anne Ogilvie, Clerk to the Parish Council

Date Completed: 08.08.22 Risk Assessment Review Date: 01.08.23

Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
Machinery and equipment accidents	Volunteers Councillors Staff Physical injury	<ul style="list-style-type: none"> • Machinery and tools well maintained and fully certified (if appropriate) • All operations to be undertaken on suitable stable ground conditions and footing • All machinery to be used by suitably competent persons • All equipment to be used by suitably competent persons • All hand tools to be used by suitably competent persons • Appropriate PPE to be worn • Working areas to be cordoned off as appropriate to prevent access by those not approved to be operating in the area • Only to be used in appropriate weather conditions • All electrical equipment to be used by appropriately trained and competent person • All electrical equipment to be checked for safety by competent person before use 	Medium			
Manual handling	Volunteers Councillors Staff Physical injury from incorrect lifting or unplanned lifting	<ul style="list-style-type: none"> • Manual handling controls in Leaffield Parish Council risk assessment to be followed • Working areas to be cordoned off as appropriate to prevent access by those not approved to be operating in the area • Work to take place in appropriate weather conditions • Higher risk tasks to be individually risk assessed prior to carrying out, and suitable safety measures taken 	Medium			
Lone working	Volunteers Councillors Staff Person may be taken ill, have accident or suffer personal attack	<ul style="list-style-type: none"> • Second person (staff/councillor/member of family) informed of location and start/end times of task • Charged mobile phone to be carried at all times when lone working 	Low			
Slips, trips, falls	Volunteers Councillors Staff	<ul style="list-style-type: none"> • Suitable stout, well-soled shoes with toes and heels covered worn 	Low			

Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
Working at height	Volunteers Councillors Members of staff Injury from fall from height	<ul style="list-style-type: none"> Working at height to be minimised Working at height to be undertaken by competent persons Appropriate PPE to be worn Ladders checked before use for safety No lone working Appropriate, well maintained equipment to be used Only undertaken in appropriate weather conditions Suitable, stable ground to be selected 	Medium			
First Aid emergency	Volunteers Councillors Staff First aid required	<ul style="list-style-type: none"> First aid kit carried or accessible if deemed necessary for activity 	Low			

Key to Risk Ratings

Very Low Risk - Continue with existing control measures

Low Risk – Continue with existing control measures

Medium Risk – Proceed with caution. Review whether task can be carried out another way or whether additional control measures are required

High Risk - Do not proceed until an alternative safe system of work or other control measures are put into place

Very High Risk - Do not proceed until an alternative safe system of work or other control measures are put into place

Risk Matrix

Likelihood			
Highly likely (3)	Medium (3 x 1 = 3)	High (3 x 2 = 6)	Very High (3 x 3 = 9)
Possible (2)	Low (2 x 1 = 2)	Medium (2 x 2 = 4)	High (2 x 3 = 6)
Unlikely (1)	Very Low (1 x 1 = 1)	Low (1 x 2 = 2)	Medium (1 x 3 = 3)
Impact	Negligible (1)	Moderate (2)	Severe (3)

Date created	Carried out by (Name)	Signature	Job Title
08.08.22	Anne Ogilvie		Parish Clerk and RFO