

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION										
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23			PROPOSED DATE OF NEXT ASSESSMENT			Feb-24			
REVIEWED BY	Cllr Lawtey									
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Members of the public	1			0				0
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	1.			0				0
Manual Handling	Risk of musculoskeletal injuries, strains, sprains	Members of the public	1			0				0
Hit by falling objects	Risk of bruising, cuts , soft tissue injury	Members of the public	1			0				0
Fire	Risk of burns or smoke inhalation	Members of the public	1			0				0
Electricity or electrical equipment	Risk of electricution or fire	Members of the public	1			0				0
Chemicals or sustances	Risk of chemical burns, poisoning or fume inhalation	Members of the public	1			0				0
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	1			0				0

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	ALLOTMENT AREA									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23		PROPOSED DATE OF NEXT ASSESSMENT			01/02/24				
REVIEWED BY	J Lawtey			Clerk to the Council – Vicky Haines						
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Allotment users	1. Allotment entrance and pathways to be kept clear of equipment and rubbish at all times. 2. Pathways to be kept cut and allotment plants not allowed to grow over the path edges.	2	2	4	None at this time	2	2	4
Hit by falling objects	Risk of bruising, cuts , soft tissue injury	Allotment users	1. Allotment holders are responsible for the structural soundness of any buildings on their allotment. 2. Trees and hedges on the allotment boundary at check regularly for the possibility of falling branches.	1	3	3	None at this time	1	3	3
Fire	Risk of burns or smoke inhalation	Allotment users	1. Bonfires are not allowed on the allotments.	1	2	2	None at this time	1	2	2
Chemicals or substances	Risk of chemical burns, poisoning or fume inhalation	Allotment users	1. Allotment holders are responsible for informing other users if they are going to use pesticides or weed control chemicals. 2. Spraying is not allowed on windy days.	2	2	4	None at this time	2	2	4

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
1.7.19	J Lawtey	Transferred RA to new form.	

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	CEMETERY									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23		PROPOSED DATE OF NEXT ASSESSMENT			01/02/24				
REVIEWED BY	J LAWTEY			Clerk to the Council – Vicky Haines						
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Members of the public	1. Undertakers to ensure that the edges of open graves are protected and that members of the public can not get close to them.	1	3	3	None at this time	1	3	3
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	1.Pathways to be kept clear of equipment and rubbish at all times.	1	2	2	None at this time	1	2	2
Hit by falling objects	Risk of bruising, cuts , soft tissue injury	Members of the public	1. Memorials to be checked on a regular basis during cemetery inspections to keep within the required regulations	1	3	3	None at this time	1	3	3
Fire	Risk of burns or smoke inhalation	Members of the public	1. Bonfires not allowed on the cemetery grounds	1	1	1	None at this time	1	1	1
Chemicals or sustances	Risk of chemical burns, poisoning or fume inhalation	Members of the public	1. Grounds maintenance contractor to ensure that signage is placed at the cemetery entrance if chemical spraying is being carried out	1	3	3	None at this time	1	3	3
Hit by moving vehicle	Risk of bruising, cuts , soft tissue injury	Members of the public	1. Driver of the hearse to be aware at all times of people in the cemetery when manouvering to the grave side.	2	3	6	None at this time	2	3	6

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction stratagies required

Date of Change	By Whom	Details of Change	History
1.7.19	J Lawtey	RA transferred to new form	
1.2.23	J Lawtey	Method of memorial inspection changed	No requirement for Topple Testing

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	CHILDRENS PLAY AREA									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23		PROPOSED DATE OF NEXT ASSESSMENT			01/02/24				
REVIEWED BY	J LAWTEY					Clerk to the Council – Vicky Haines				
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Members of the public	Area round and under play equipment is either grass or suitable soft surface	2	2	4	No further action required	2	2	4
Fall of person on same level (e.g. slip or trip)	Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	Area maintained by contractor, inspected regularly by the Council to identify and remove trip hazards	2	2	4	No further action required	2	2	4
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	No further action required	2	2	4
Injury due to defective equipment	Risk of bruising, cuts , soft tissue injury	Members of the public	Equipment inspected regularly and recorded by the Council. Equipment inspected annually by NLC	1	3	3	No further action required	1	3	3
						0				0

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History

GOXHILL PARISH COUNCIL RISK ASSESSMENT

GOXHILL PARISH COUNCIL RISK ASSESSMENT										
LOCATION	CHILDRENS PLAY AREA (COVID-19)									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	06/07/20	PROPOSED DATE OF NEXT ASSESSMENT			NO LONGER REQUIRED					
Name of Assessors	J LAWTEY				Clerk to the Council – Vicky Haines					
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts, soft tissue injury	Members of the public	Area round and under play equipment is either grass or suitable soft surface	2	2	4	No further action required	2	2	4
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	Area maintained by contractor, inspected regularly by the Council to identify and remove trip hazards	2	2	4	No further action required	2	2	4
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	No further action required	2	2	4
Injury due to defective equipment	Risk of bruising, cuts, soft tissue injury	Members of the public	Equipment inspected regularly and recorded by the Council. Equipment inspected annually by NLC	1	3	3	No further action required	1	3	3
Risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of Play Area visits.	Risk of Covid-19 infection	Members of the public	Signs displayed clearly at entrance to Park and MUGAs to build awareness of good personal hygiene, hand sanitization and personal behaviors for example around coughing and sneezing. Social distancing site signage in place (2 metre rule). Initial disinfection of entire activity base and surrounding seating area prior to opening.	2	4	8	Follow daily government updates and take advice from official bodies, e.g.API, ERNLLCCA and UK Government	2	4	8
			1			0				0

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
06/07/20	J Lawtey	RA changed to take into consideration COVID 19 precautions for re-opening the play area	Due to COVID 19 the play area had been closed for a number of weeks, when the Government allowed the play areas to be re-opened an additional RA was created to cover safety precautions for the use of the area.
03/02/22	J Lawtey	RA suspended due to removal of restrictions by the Government	

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	PLAYING FIELD									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23		PROPOSED DATE OF NEXT ASSESSMENT			01/02/24				
REVIEWED BY	J LAWTEY					Clerk to the Council – Vicky Haines				
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	Playing fields maintained by contractors and inspected regularly by the Council to ensure there are no trip hazards	1	2	2	No action required	1	2	2
Hit by falling objects	Risk of bruising, cuts , soft tissue injury	Members of the public	Trees surrounding the playing fields are inspected and maintained as required	1	2	2	No action required	1	2	2
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	No action required	2	2	4

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION										MULTI USE GAMES AREA																			
PERSONS AT RISK										Members of the public and persons using Council property																			
DATE OF ASSESSMENT					01/02/23					PROPOSED DATE OF NEXT ASSESSMENT					01/02/24														
REVIEWED BY										J LAWTEY										Clerk to the Council – Vicky Haines									
SIGNATURE																													
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk																					
				L	S	R		L	S	R																			
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Members of the public	The play area isn't designed for climbing and members of the public are discouraged from doing so.	1	2	2	No further action required	1	2	2																			
Fall of person on same level (e.g. slip or trip)	Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	MUGA surface is a recognised material for this activity. It is inspected and maintained regularly.	2	2	4	No further action required	2	2	4																			
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	No further action required	2	2	4																			
Injury due to defective equipment	Risk of bruising, cuts , soft tissue injury	Members of the public	Equipment inspected regularly and recorded by the Council. Equipment inspected annually by NLC	1	3	3	No further action required	1	3	3																			
			1			0				0																			

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	MULTI USE GAMES AREA									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	07/07/20			PROPOSED DATE OF NEXT ASSESSMENT			NO LONGER REQUIRED			
REVIEWED BY	Sam England			Clerk to the Council – Vicky Haines						
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Members of the public	The play area isn't designed for climbing and members of the public are discouraged from doing so.	1	2	2	No further action required	1	2	2
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	MUGA surface is a recognised material for this activity. It is inspected and maintained regularly.	2	2	4	No further action required	2	2	4
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	No further action required	2	2	4
Risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of MUGA visits.	Risk of COVID 19 infection	All visitors to the MUGAs and surrounding Pic-Nic Benches and Basketball hoop.	<p>Signs displayed clearly at entrance to Park and MUGAs to build awareness of good personal hygiene, hand sanitization and personal behaviors for example around coughing and sneezing.</p> <p>Social distancing site signage in place (2 metre rule).</p> <p>Initial disinfection of entire activity base and surrounding seating area prior to opening.</p>	2	4	8	Follow daily government updates and take advice from official bodies, e.g.API, ERNLLCCA and UK Government	2	4	8
			1			0				0
			1			0				0

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
03/02/22	J Lawtey	RA suspended due to the lifting of restrictions by the Government	

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	Skatepark on the Playing Field									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	16/02/23			PROPOSED DATE OF NEXT ASSESSMENT			01/02/24			
Name of Assessor	J LAWTEY			Playing Field and Millennium Green Sub Committee			Clerk to the Council – Vicky Haines			
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Falls, Trips, Collisions, Slips resulting from the use of ramps, flatbeds, jumpboxes, driveways, quarter pipes, half pipes.	Risk of bruising, cuts , soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 No free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of grindblocks, blocks, manual pads	Risk of bruising, cuts , soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 No free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of grindrails	Risk of bruising, cuts , soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 No free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of the skate surface	Risk of bruising, cuts , soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park Wet surfaces cause slips – users to be made aware of dangers of using the park in the wet	2	3	6	No further action required	2	3	6
Slips and falls on the bank sides	Risk of bruising, cuts , soft tissue injury	Skaters; spectators	The banks are currently bare soil and will remain so until the grass grows. Access onto the skate area is via a ground level access point.	4	3	12	No further action required	4	3	12
Slips and trips on access footpaths	Risk of bruising, cuts , soft tissue injury	Members of the public	Regular checks for defects and reporting of these Timely maintenance as required	1	3	3	None at present	1	3	3
Injuries from litter,glass	Minor injuries, cuts / abrasions	Members of the public	Inspection of the area and litter pick as required Provide adequate litter bins Emptying of litterbins	2	2	4	No further action required	2	2	4
Injury due to defective equipment	Risk of bruising, cuts , soft tissue injury	Members of the public	Equipment inspected regularly and recorded by the Council. Equipment inspected annually by NLC	1	3	3	No further action required	1	3	3
Animal waste	Risk of infection , toxicariasis	Members of the public	Adequate provision of dog litter bins in the park area	1	3	3	None at present	1	3	3
NOTES ON THE RISK ASSESSMENT	<p>The Skate park has been built to BSEN14974 with appropriate 2 metre safety zones around it. All risks were found to be Low to Medium.</p> <p>It should be recognised that there is always a certain level of risk when using a skate park. Skateboarding, BMX riding, scooter riding, roller blading is a high risk sport.</p> <p>Adequate low-level access points in and out of the park have been provided to ensure child safety.</p> <p>It has been assumed that young children would be under close supervision by an adult. Dogs would be kept on a lead or closely supervised by owners.</p>									

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
03/02/22	J Lawtey	Slips resulting from use of the skatepark – current risk rating reduced to 6	Signage supplied
03/02/22	J Lawtey	Injuries from litter,glass – current risk rating reduced to 4	Bun supplied and emptied
16/02/23	Playing field sub committee	Decision made not to provide steps to the back of the skate park ramps by the sub committee	Users have cut temporary steps into the bank for access, these should be made permanent as soon as practicable. Reseeding of the banks to take place in the Autumn if necessary.

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	Skatepark on the Playing Field										
PERSONS AT RISK	Members of the public and persons using Council property										
DATE OF ASSESSMENT	07/07/20		PROPOSED DATE OF NEXT ASSESSMENT			NO LONGER REQUIRED					
Name of Assessor	Sam England			Clerk to the Council – Vicky Haines							
SIGNATURE											
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk			
				L	S	R		L	S	R	
Falls, Trips, Collisions, Slips resulting from the use of ramps, flatbeds, jumpboxes, driveways, quarter pipes, half pipes.	Risk of bruising, cuts, soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	No	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of grindblocks, blocks, manual pads	Risk of bruising, cuts, soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	No	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of grindrails	Risk of bruising, cuts, soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 free fall height greater than 1m Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park	No	2	3	6	None at present	2	3	6
Falls, Trips, Collisions, Slips resulting from the use of the skate surface	Risk of bruising, cuts, soft tissue injury	Skaters; spectators	Designed to comply with BSEN14974 Awareness of other users Regular checks for defects and reporting of these RoSPA inspecton of the park Wet surfaces cause slips – users to be made aware of dangers of using the park in the wet	No	3	3	9	Skatepark signage to provide warning regarding wet surfaces.	2	3	6
Slips and falls on the bank sides	Risk of bruising, cuts, soft tissue injury	Skaters; spectators	The banks are currently bare soil and will remain so until the grass grows. Access onto the skate area is via a ground level access point.	No	4	3	12	Users have cut temporary steps into the bank for access, these should be made permanent as soon as practicable. Reseeding of the banks to take place in the Autumn if necessary.	2	3	6
Slips and trips on access footpaths	Risk of bruising, cuts, soft tissue injury	Members of the public	Regular checks for defects and reporting of these Timely maintenance as required	No	1	3	3	None at present	1	3	3
Injuries from litter,glass	Minor injuries, cuts / abrasions	Members of the public	Inspection of the area and litter pick as required Provide adequate litter bins Emptying of litterbins	No	3	2	6	Litter bin to be provided	2	2	4
Animal waste	Risk of infection , toxicariasis	Members of the public	Adequate provision of dog litter bins in the park area	No	1	3	3	None at present	1	3	3
Risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of Skatepark visits.	Risk of Covid 19 infection	All visitors to the Skatepark and Pic-Nic Bench.	Signs displayed clearly at Skatepark to build awareness of good personal hygiene, hand sanitization and personal behaviors for example around coughing and sneezing. Social distancing site signage in place (2 metre rule). Initial disinfection of the Pic-Nic bench.	No	2	4	8	Follow daily government updates and take advice from official bodies, e.g.API, ERNLLCCA and UK Government	2	4	8
NOTES ON THE RISK ASSESSMENT	The Skate park has been built to BSEN14974 with appropriate 2 metre safety zones around it. All risks were found to be Low to Medium. It should be recognised that there is always a certain level of risk when using a skate park. Skateboarding, BMX riding, scooter riding, roller blading is a high risk sport. Adequate low-level access points in and out of the park have been provided to ensure child safety. It has been assumed that young children would be under close supervision by an adult. Dogs would be kept on a lead or closely supervised by owners.										

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
03/02/22	J Lawley	RA suspended due to lifting of restrictions by the Government	

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	MILLENNIUM GREEN									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23		PROPOSED DATE OF NEXT ASSESSMENT			01/02/24				
REVIEWED BY	J LAWTEY			Clerk to the Council – Vicky Haines						
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person on same level (e.g. slip or trip)	Risk of muscoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public	Pathways kept clear of grass and debris to allow members of the public to see any trip hazards. Area checked by contractors during maintenance	2	2	4	None at this time	2	2	4
Hit by falling objects	Risk of bruising, cuts , soft tissue injury	Members of the public	Trees in the area are checked by the maintenance contractor and any branches that look dangerous are removed.	1	2	2	None at this time	1	2	2
Animal waste and litter	Risk of contamination, poisoning, cuts and grazes	Members of the public	Area maintained by contractor and inspected regularly by the Council	2	2	4	None at this time	2	2	4

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	PARISH ROOM									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	01/02/23			PROPOSED DATE OF NEXT ASSESSMENT			01/02/24			
REVIEWED BY	J LAWTEY			V Haines			Clerk to the Council – Vicky Haines			
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts, soft tissue injury	Caretaker, Councillors	Access to the loft restricted, no unauthorised access. Equipment to access the loft kept out of view	1	3	3	None at this time	1	3	3
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Members of the public, Clerk, Councillors	Floor space in the Parish Rooms to be kept clear of trip hazards, chairs to be stored away when not in use, no trailing cables.	1	2	2	None at this time	1	2	2
Manual Handling	Risk of musculoskeletal injuries, strains, sprains	Clerk and councillors	Dynamic RA to be carried out before any movement of furniture, no more than 2 chairs to be lifted at one time, Clerk not to move furniture unaided	1	2	2	None at this time	1	2	2
Hit by falling objects	Risk of bruising, cuts, soft tissue injury	Clerk and councillors	No heavy items to be stored over head height. Items being removed/stored in the loft are to be passed not carried up and down	1	3	3	None at this time	1	3	3
Fire	Risk of burns or smoke inhalation	Members of the public, Clerk, Councillors	No smoking in the Parish Rooms	1	3	3	None at this time	1	3	3
Electricity or electrical equipment	Risk of electricution or fire	Members of the public, Clerk, Councillors	All electrical equipment annually tested	1	3	3	None at this time	1	3	3
Chemicals or sustances	Risk of chemical burns, poisoning or fume inhalation	Members of the public, Clerk, Councillors	Only domestic cleaning products to be used when cleaning the Parish Rooms. Caretaker to be responsible for correct usage	2	3	6	None at this time	2	3	6
Risk of infection from Covid-19 from members of the public and Councillors with lockdown eased – when visiting the Clerk .	Risk of COVID 19 infection	Members of the public, Parish Councillors and Clerk	During any national lock down periods, should the Clerk work from the parish rooms the door shall remain locked to prevent any interaction with any councillors or parishioners to illimate the spread of the virus. Once the covid tier system is re-established there will be hand sanitiser located near to the entance to the parish rooms to be used by any member entering the parish rooms other than the clerk. Hand sanitizer located on the Clerks desk and anti-bacterial wipes for the clerk to clean the desk and laptop, prior to use and after, again to illimate contamination. A perspex sneeze guard is also permanently located on the Clerks desk when the government allows visitors to the parish rooms	2	4	8	Follow daily government updates and take advice from official bodies, e.g.API, ERNLLCCA and UK Government	2	4	8

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction stratagies required

Date of Change	By Whom	Details of Change	History
3.11.2020	V Haines	Covid-19 precautions for 2 nd lockdown	The Parish room was closed for the 1 st lockdown but there is a need for the clerk to continue working from the office at times during the 2 nd lockdown.
1.2.2023	J Lawtey	Council decided to commence holding meetings in the Parish Room from 2.2.23. No requirement to change the RA other than to suspend the previous Covid restrictions	

GOXHILL PARISH COUNCIL RISK ASSESSMENT

GOXHILL PARISH COUNCIL RISK ASSESSMENT										
LOCATION	LONE WORKING – Clerk to the Council									
PERSONS AT RISK	Clerk to the council									
DATE OF ASSESSMENT	01/02/23			PROPOSED DATE OF NEXT ASSESSMENT			01/02/24			
REVIEWED BY	J LAWTEY			V Haines			Clerk to the Council – Vicky Haines			
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Fall of person from height	Risk of bruising, cuts , soft tissue injury	Clerk	No working at height when working alone	1	1	1	No further action required	1	1	1
Fall of person on same level (e.g. slip or trip)	Risk of musculoskeletal injuries, soft tissue damage or bruises by slipping, tripping or falling	Clerk	Clerk to ensure all access and egress within the Parish Rooms and her working area is clear of trip hazards at all times.	1	2	2	No further action required	1	2	2
Manual Handling	Risk of musculoskeletal injuries, strains, sprains	Clerk	No manual handling activities to be carried out when working alone	1	1	1	No further action required	1	1	1
Fire	Risk of burns or smoke inhalation	Clerk	The Parish Rooms is a no smoking environment, Clerk to be aware of all fire exits.	1	3	3	No further action required	1	3	3
Stress	Clerk could be affected by factors such as lack of job control, bullying, not knowing their role	Clerk	Clerk to understand her duties and undertake training as necessary. Clerk to notify Chair to the Council or a member of the Personnel Coommittee if feeling unwell or not at ease about things at work. No Bullying Policy	1	3	3	No further action required	1	3	3

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
03/02/22	J Lawtey	Stress – current risk rating changed to 3 following implimentation of additional controls.	Councillors to drop into the Parish Rooms at times when the Clerk is known to be working alone.

GOXHILL PARISH COUNCIL RISK ASSESSMENT										
LOCATION	PARISH ROOM – Outdoor Christmas Tree									
PERSONS AT RISK	Members of the public and persons using Council property									
DATE OF ASSESSMENT	02/11/22			PROPOSED DATE OF NEXT ASSESSMENT			01/12/23			
NAME OF ASSESSORS	J Lawtey						Clerk to the Council – Vicky Haines			
SIGNATURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk Rating			What additional controls are required?	Residual Risk		
				L	S	R		L	S	R
Manual Handling	Risk of musculoskeletal injuries, strains, sprains	Members of the public	Dynamic assessment to be made by volunteers installing the tree prior to lifting into place. Tree to be lifted and placed in container by 2 or more volunteers dependant on assessment.	1	2	2	None at this time	1	2	2
Hit by falling objects	Risk of bruising, cuts, soft tissue injury	Members of the public	Once the tree is located in the container it will be secured to the fence at the rear of the tree to ensure that it can not fall over. The tree will not be decorated with anything other than lights so there is no risk of falling objects.	1	1	1	None at this time	1	1	1
Electricity or electrical equipment	Risk of electricution or fire	Members of the public	Christmas lights decorating the tree are certified out door lights for the purpose of decoration. The lights are connected to a certified out door electrical point and the power source is controled from inside the bulding.	1	1	1	None at this time	1	1	1
Trip or fall	Risk of bruising, cuts, soft tissue injury	Members of the public	The tree is placed by the access to the side of the Parish Room out of the main line of the public footpath. It is secured to the fence and can not be easily moved into the path of pedestrians	1	2	2	None at this time	1	2	2
Risk of COVID 19 infection	Illness from Covid -19	Councillors installing Xmas tree	Only one councillor is to be present when the tree is being erected and when the lights are being installed. The same rules to apply on removing the tree if needed.	1	4	4	None at this time	1	4	4

Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction stratagies required

Date of Change	By Whom	Details of Change	History
2.11.2020	J Lawtey	Added Covid -19 precautons to 2020 assessment	
2.11.22	J Lawtey	Covid restriction lifted	