

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	Cleaning Solar Panels on the Village Hall	Version: Date:	5 Feb 22	Adopted Date: Minute no.:	TBC TBC	Review Date:	June 23
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The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required				
	1	2	3	4	5								
	2	4	6	8	10					6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
	3	6	9	12	15								
	4	8	12	16	20								
	5	10	15	20	25					10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk whilst it is assessed.)

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Accessing the panels	Risk of ladders moving whilst accessing the solar panels	Person cleaning the panels	Ensure the ladder is stable, on even ground and <u>two people</u> stabilise the ladder when it is being used by a third person.	4	3	12	Work from the side of the hall where the base of the ladder is against the low wall and the ladder can rest on the building rather than guttering.	Cleaner before commencing work

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Accessing the panels	Risk of harm to hall users whilst the work is performed	Users of the hall and those cleaning the panels	The panels should be cleaned on a day when there are no users of the hall and the ladder positioned away from the fire exit doors at the rear of the building	3	2	6	To confirm working times with Booking manager and always have a mobile phone available and having checked the mobile coverage is sufficient before starting work	Cleaner before commencing work
Working from heights	Standing on the roof to access the panels	Person cleaning the panels	There is a risk the roof will be slippery due to moss, and it will become more slippery with the water from cleaning	3	3	9	Choose footwear with good grip and take care working near the roof edges	Cleaner before commencing work
Working from ladders	Risk of over-stretching if the panels are cleaned with a long-handled cleaning device from a ladder	Person cleaning the panels and the person stabilising the ladder	The ladder should be moved during the cleaning to improve access to the panels and avoid over-reaching where the cleaner might fall.	3	2	6	The rear second row of solar panels are not accessible from a ladder so plan to work on the roof of the hall	Cleaner ASAP
Cleaning the panel	Risk of injury from cleaning products (whilst cleaning the panel)	Person cleaning the panels	Ensure the front of the panels are cleaned with a non-abrasive cloth and soapy water. Do not use chemicals to clean the panels.	2	2	4	Use soft cleaning pads with water and washing up liquid	Cleaner ASAP
Cleaning the panel	Risk of damage to the solar panels	Person cleaning the panel and those involved with future servicing of the panels	There is a risk of damaging the panels if abrasive cleaners and cleaning pads are used	2	2	4	Use soft cleaning pads with water and washing up liquid	Cleaner ASAP
Cleaning the panel	Risk of electric shock	Person cleaning the panels	Following the instructions next to the inverter in the cleaning cupboard to turn off the DC and AC supplies during cleaning	3	4	12	Person cleaning to turn off the electrics during the work and then enable once the cleaning has completed.	Cleaner before commencing work
Cleaning the roof light	Risk of falling through the roof light	Person cleaning the panels	The roof light should be cleaned the same way as the solar panels and the cleaner should not place their full weight onto it to avoid falling through	3	4	12	Be aware of cables and other trip hazards on the roof. Walk carefully around the roof light area and do not place full weight onto the roof light	Cleaner whilst working

Chairman's signature Date		Clerk's Signature Date	
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