

Rusper Parish Council - General Risk Assessment

HAZARD IDENTIFIED	RISK	H/M/L	PRECAUTIONS TO BE TAKEN [CONTROLS]	H/M/L	COMMENTS / FUTURE ACTIONS
Live Traffic	Being struck by a vehicle	M	Work must not take place on roads with a speed limit exceeding 40mph.	L	Clerk to advise which roads are suitable for work activities.
			Note that Horsham District Council has a policy that litter should not be collected on roads over 40mph, and West Sussex County Council has a policy that volunteers must not work on roads above 30mph.		
			High-visibility clothing, including suitable footwear, must be worn at all times.	L	Clerk to issue high-visibility clothing where required.
			Work must only be undertaken during daylight hours and in suitable weather conditions.	L	Conditions to be monitored on the day.
			Always work facing oncoming traffic.	L	
			When walking between locations, continue to wear high-visibility clothing and follow the rules for pedestrians set out in the Highway Code.	L	
			Carry a fully charged mobile phone at all times.	L	
Lone Working	Inability to summon assistance	M	Advise the Clerk or a councillor at the start and end of the working period.	L	
			Where possible, the individual should be periodically checked by a councillor or colleague.	L	
Manual Handling	Injury	M	Tasks should only be carried out by trained, experienced and competent persons.	L	Training to be provided where necessary.
Adverse Weather	Incident caused by poor visibility or unsafe conditions	M	Cease activity if weather conditions become unsafe or unsuitable.	L	Monitor conditions on the day and check forecasts before work commences.
Use of Hand or Powered Tools	Personal injury	M	Tools and equipment must be maintained in good condition.	L	Equipment to be serviced where necessary.

			Inspect tools and equipment before use.	L	Conditions to be monitored on the day.
			Ensure members of the public and other workers remain clear of operations.	L	Clerk/councillor to assist with cordoning off working areas where necessary. Warning notices to be displayed if appropriate.
			Powered equipment must only be used by competent persons wearing appropriate Personal Protective Equipment (PPE). No mains-powered equipment is to be used.	L	PPE to be provided where necessary.
Digging or Excavation Work (e.g. erecting notice boards or dog bins)	Electrocution or damage to underground services	H	Excavation work must only take place in areas checked for underground services.	L	Clerk to advise on known services.
Attack by Member of the Public	Personal injury	L	Carry a fully charged mobile phone at all times.	L	
Slipping / Tripping	Personal injury	M	Appropriate footwear must be worn and surface conditions assessed before and during work. Safety footwear to be worn where necessary.	L	Conditions to be monitored on the day.
Falls from Height	Personal injury	H	All work should be undertaken at ground level. No work at height is to be carried out unless undertaken by a trained, experienced and competent person.	L	Training to be provided where necessary.
Hazardous Materials	Personal injury	H	Hazardous materials must be treated as high risk. If contents cannot be identified, or are confirmed as hazardous, the Clerk must be notified and removal arranged through an authorised contractor.	L	PPE to be provided by the Council where required.

			Dangerous items such as chemicals, asbestos, oil drums, gas cylinders, needles/sharps or other unknown materials must not be handled and should be reported to the Clerk immediately.	L	
Infectious Diseases / Viruses	Risk of infection or transmission to others	H	Hand sanitising should be carried out before and after activities.	L	Gloves, masks and hand sanitiser to be provided by the Council where required.
			Where there is a known illness circulating and the local risk is considered high, masks should be worn when working indoors and when working outdoors within 2 metres of another person.	L	
			Individuals who are unwell should not attend work activities.	L	