



Sprotbrough and Cusworth Parish Council

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RISK ASSESSMENTS

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Introduction

1. Risk management is “a process that allows individual risk events and overall risk to be understood and managed proactively, optimising success by minimising threats and maximising opportunities”. The aim of risk management is to identify and manage those things that could prevent an organisation from achieving its objectives. By practising good risk management, an organisation can reduce the amount of time and money it spends on handling losses associated with accidents, incidents and personal injuries.
2. To achieve this the Parish Council is required to put measures in place to prevent incidents. These could include more frequent inspections, better equipment maintenance and closer supervision of on-site contractors. Risk management is increasingly recognised as being concerned with both positive and negative aspects of risk.
3. Under common law everyone has a duty of care which stipulates that we must not endanger any other person by our acts or omissions and must take *reasonable* care not to cause foreseeable injury or loss. For example, a duty of care is involved in the following relationships:
 - Employers to employees, contractors, volunteers, members of the public
 - Employees to employers, colleagues, contractors, volunteers, members of the public
 - Occupiers to members of the public
 - Contractors to other contractors, employers, employees, members of the public.

In the case of employers, their duty of care is to:

 - Provide safe plant and equipment
 - Ensure a safe working environment, with safe systems of work
 - Provide adequate training
 - Ensure effective supervision
 - Select competent people.
4. The Parish Council faces a wide range of risks relating to the potential hazards which could cause personal injury or death. These risks can affect everyone who is employed by, who volunteers for or comes into contact with the work of the organisation, e.g. employees, volunteers, members of the public, contractors and trespassers. In addition, there are risks associated with hiring out facilities owned or managed by the Parish Council. To manage this process effectively this document sets out the risks identified which impact on the Parish Council and the controls put in place to minimise the chance of an accident occurring.

Section 1: Outdoor facilities

Set out below are the risk assessments for the following management procedures;

1. Allotments
2. Car parks - general
3. Outdoor Gym - general
4. Playgrounds - general
5. Parks and Recreation Grounds (including sports pitches) - general
6. Skate Park – general

Risk assessment form

Activity: Allotments

Assessment date: 04/03/2024

Review date: 03/25

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Unauthorised activities - BBQ parties. - Fundraising events etc.	Allotment tenants Members of the public Employees / Volunteers	<ul style="list-style-type: none"> Allotment tenancy agreement details authorised activities. Tenancy agreements updated and signed for all sites in January 2021. Permission required for activities outside the scope of the allotment tenancy agreement. Allotment tenants hold block insurance organised by the Allotment Society. Notices advising of authorised activities displayed. 	Review and monitor quarterly. Deputy Clerk to visit site monthly to monitor activities.	Low	Clerk/Dep Clerk
Overgrown vegetation - Personal injury. - Rodents.	Allotment tenants Members of the public Employees / Volunteers	<ul style="list-style-type: none"> Owner employ contractor to ensure that area is cleared. General maintenance of plots carried out by Employees / Volunteers and/or contractor once a year. On receipt of complaint, site is inspected and level of risk assessed to prioritise work. Pest control contractor employed where required. 	Review and monitor quarterly	Low	Clerk/ Dep Clerk
Mowing and/or strimming - Personal injury.	Allotment tenants Members of the public Employees / Volunteers	<ul style="list-style-type: none"> Grass cutting carried out by contractor and/or members of allotment society. Contractors / members of allotment society provide and service their own equipment. 	Review and monitor quarterly	Low	Clerk/ Dep Clerk

Risk assessment (continued)

Activity: Allotments		Assessment date: 04/03/2024	Review date: 03/25		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Unauthorised visitors in allotments – particularly children. - Personal injury. - Vandalism. - Access to hazardous equipment or chemicals.	Allotment tenants Members of the public Children Trespassers	<ul style="list-style-type: none"> • Members warn unauthorised visitors away. • Secured gates and perimeter fence provided to allotment sites. • Fence regularly inspected by allotment owners and any damage reported. Repairs done as soon as possible. • All equipment and chemicals locked away. Members only allowed sheds on allotments with explicit permission. • Sheds secured when not in use. • Any vandalism immediately and formally reported to local police. • Damage repaired dependent on hazard created. • Petrol and fuel oil is not permitted to be stored on site. • 'No unauthorised access' warning signs erected. 	Review and monitor quarterly. Deputy Clerk to visit site monthly to monitor activity.	Low	Clerk/ Dep Clerk
Use of Liquefied Petroleum Gas (LPG) - Fire and explosion.	Allotment tenants Members of the public Employees / Volunteers	<ul style="list-style-type: none"> • Storage & use of LPG prohibited • Site inspected periodically to ensure no LPG on site. • Reminders sent to allotment tenants to service LPG heaters. 	Review and monitor quarterly	Low	Clerk/ Dep Clerk
Rodent control - Human contact with rodent bait and dead rodents. – Weil's disease.	Allotment tenants Members of the public Employees / Volunteers Children	<ul style="list-style-type: none"> • Plot holders notified that poison to be laid, prior to baiting. • Notices displayed at entry points advising when bait is in use. Poison safety data/information sheet provided at allotment sites. • Licensed pest control officer carries out all baiting. • Society/plot holders are provided with information regarding Weil's disease. 	Review and monitor quarterly	Low	Clerk/ Dep Clerk

Risk assessment (continued)

Activity: Allotments

Assessment date: 04/03/2024

Review date: 03/25

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Smoke from fires - Breathing difficulties, particularly for those suffering from asthma. - Fire spread.	Allotment tenants Members of the public Neighbours	<ul style="list-style-type: none"> • Fires permitted only within specified times. • Tenants advised of fire policy at their site. • Tenants monitored to ensure compliance with local rules. • Signs/information located at entry to each allotment, detailing the rules of the allotment society. • Letting agreement includes rules on fires. • Tenants advised to have extinguishers available where fires are permitted. 	Review and monitor quarterly	Low	Clerk/ Dep Clerk

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Car parks - general

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Surfaces - Trips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Surface condition regularly inspected and recorded (inspected 6 monthly – with advice from Doncaster Council) Defects repaired according to risk they pose as soon as possible Unauthorised use (lorry parking) prohibited and monitored. 	Monitor/ review as required	L	Clerk/site staff
Trees - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> PC responds to reports from employees/public if concern raised relating to tree condition. Tree inspections undertaken every year by competent person. Remedial work undertaken upon receipt of reports. Tree Risk assessments undertaken on all sites every 3 years by competent person – next 2027 Records relating to inspections kept, including where no defect is found and retained for minimum of 6 years. Rolling programme of maintenance of trees identified in PC budget. 	Annual tree inspections by competent person and remedial work undertaken. Tree management policy (in conjunction with Doncaster Council) adopted by PC Tree risk assessments undertaken by competent person every 3 years.	L	Clerk/Deputy Clerk/ Doncaster Council
Hedge Trimming - Personal injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> SEE RISK ASSESSMENT FOR GROUNDS MAINTENENCE. Doncaster Council have risk assessments for their employees. Work carried out by competent contractor every year as necessary (Doncaster Council) Contractor provides personal protective equipment, training and equipment to his Employees. Contractors own risk assessments carried out for the work and copies obtained. 	PC to ensure compliance with Doncaster Council contract specification	L	Deputy clerk/Clerk
Posts/markers - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Posts and markers inspected regularly and recorded. Defects repaired according to the risk posed. 	Monitor and report action as required	L	Deputy Clerk/ Clerk as required
Fixed furniture, e.g. benches etc - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Benches secured into ground. Litter bins emptied and inspected regularly by PC staff and damage reported and remedied as soon as practicable. Contractor/employee/volunteer formally reports any damage as part of weekly site inspections. 	Monitor and report action as required	L	Deputy Clerk/ Clerk as required

Risk assessment (continued)

Activity: Car parks - general		Assessment date: 04/03/2024	Review date: 03/25		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Damaged lighting columns (or similar) - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Lights regularly and formally inspected by Doncaster Council Defects repaired according to the risk posed. 	Apply if and when necessary	L	Deputy Clerk/ Clerk as required/ Doncaster Council
Traffic movement - Vehicle collision. - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Clear directional arrows/signs in place. Pavements or segregated area provided for pedestrians. Lighting provided. Anchorage Lane and Goldsmith Centre have designated/lined parking bays including disabled and bike specific provision. Clear visibility for oncoming traffic at entry/exit points. 	Apply if and when necessary	L	Deputy Clerk/ Clerk
Surface drainage - Slips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Drains regularly cleaned. Sitting water noted and request for drain clearance made to responsible authority. Potholes repaired as soon as possible. Moss regularly treated and removed as soon as possible to reduce slip hazard. 	Review and monitor as required and apply when necessary	L	Deputy Clerk/ Clerk
Snow/ Ice	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> Snow clearance/ gritting at Goldsmith Centre by site staff. Close Goldsmith Centre according to severity of problem. At Newlands and Anchorage Pavilion leave until melted – generally not in use in the winter and surrounded by grassed recreation site. 	Monitor annually	M	Deputy Clerk/ Clerk/ Site staff

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Outdoor Gym (general assessment)

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Equipment - Siting of equipment - proximity of unsupervised children's play equipment	Members of the public	<ul style="list-style-type: none"> • Children's play area is over 25m away from outdoor gym • Skate park is over 25m away from outdoor gym • Football pitches are over 10m away from outdoor gym • Basketball court is over 25m away from outdoor gym • Weekly inspections by site staff • Regular inspections by Doncaster Council which are reported and any remedial action taken 	Monitor and review annually as required. Ensure all future equipment installed meets Play Inspectors recommendations	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Suitability of equipment -age range - other available facilities within proximity	Members of the public	<ul style="list-style-type: none"> • Existing facilities on the site are aimed at other user groups; play area for children who should be supervised; skate park for older children/ teenagers; football pitches are used by adult teams for formal club matches; basketball court for older children/ teenagers • Fencing/ screening was not considered necessary as the site is situated away from other play equipment and access to the road is fenced 	Ensure all future equipment is installed in accordance with Play Inspectors recommendations	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Health and safety inspections – Maintenance and security	Users Members of the public Staff	<ul style="list-style-type: none"> • Equipment designed and installed by competent play provider/ supplier. • Yearly inspections by ROSPA as part of annual inspections of all sites – started in January 2021 and will continue every Sept/ Oct each year. • Daily inspections of equipment and safety surfaces by PC staff of structures and cleaning/ litter picking • 6/8 week inspections by Doncaster Council – reporting of inspection and remedial action taken where necessary. • Records of all inspections kept. • See grounds maintenance risk assessment for measures in connection with the site 	Monitor and review according to usage/ legislation	M	Clerk/ Deputy Clerk (via on site staff)

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Playgrounds (general assessment)

Assessment date: 04/03/2024

Review date: 02/2025

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Play equipment - Physical injury.	Members of the public	<ul style="list-style-type: none"> Equipment installed to current standards. Recorded weekly inspections by site staff (all trained to Level 1 RoSPA) Regular recorded inspections by Doncaster Council. Annual inspections undertaken by RoSPA and remedial work undertaken as required) – started January 2021 and will continue yearly in Sept/ Oct each year. Repairs carried out as soon as possible by a competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off, etc as required. 	Monitor and review annually as required.	M	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Recorded regular inspections for safety defects e.g. pot holes, glass etc. Repairs carried out according to the risk posed. Warning signs erected. Lighting regularly checked and repaired. Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified. 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Bins - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. Dangerous bins removed from use, including base to prevent trip hazard. Bin constructed of toughened material. Bins emptied regularly by PC staff 	Monitor and review annually as required.	L	Site staff via Deputy Clerk/ Clerk
Fencing - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. Fence removed if in dangerous condition and temporary one erected. 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk

Risk assessment (continued)

Activity: Playgrounds (general assessment)

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Seating - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Defective seating removed from use. • Seating constructed of durable materials. • Seating secured to ground to minimise vandalism. • Recorded regular inspections and repairs carried out according to risk posed by site staff 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Dog fouling - Infection/ill health.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Dog bins provided and emptied regularly. • 'No Dogs' signs erected. • Request local authority dog warden patrols area. • Grass walked and fouling removed prior to grass cutting. 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Mowing and strimming - Various.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • SEE GROUNDS MAINTENANCE RISK ASSESSMENT. 		L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Gates - Entrapments.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections and repairs carried out according to risk posed. • Regular liaison with Doncaster Council Public Rights of Way team to record problems and remedy where appropriate. 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk
Vegetation - Poisoning. - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Non-hazardous plants in play areas. • Hazardous vegetation removed and/or cut well back. 	Monitor and review annually as required.	L	Site staff/ Doncaster Council via Deputy Clerk/ Clerk

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

**Activity: Parks and recreation grounds (including sports pitches)
(general assessment)**

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Open space - Potholes in grass.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Grass area inspected when cut and results recorded by site staff and Doncaster Council as part of grounds maintenance contract (grass cut, inspected and litter picked 13x per year) • Holes backfilled. • All sites inspected by ROSPA as part of annual inspections of all sites – started January 2021 and will continue yearly in Sept/ Oct. Remedial work undertaken as required. 	Continue to liaise and monitor with site staff and Doncaster Council. Action remedial work as required	L	Site staff via Deputy Clerk
Trees - Collapse. - Structural damage.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Annual tree inspections undertaken by competent person. First done in Feb 2021 and will continue annually. Tree risk assessments undertaken by a competent person every 3 years- next 2027 • Annual programme of tree maintenance in place at Newlands Park (started in 2021) • Complaint system in place through PC Tree Management Policy 	Continue to liaise with Doncaster Council arboriculturist as required. PC tree management policy to be implemented by PC staff.	L	Site staff via Deputy Clerk/ Clerk/ Doncaster Council
Fixed furniture, e.g. benches etc - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Benches are bolted to the ground. • Dog bins inspected and emptied by PC staff . • Litter bins emptied and inspected regularly by PC staff. • Any damage/vandalism reported and repaired as soon as practicable 	Monitor and action remedial work as required	L	Site staff via Deputy Clerk/ Clerk/ Doncaster Council

Risk assessment (continued)

**Activity: Parks & recreation grounds (including sports pitches)
(general assessment)***

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Footpaths - Slips, trips and falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Paths checked on a regular basis for signs of damage by PC staff • No vehicles permitted unless authorised by PC/Doncaster Council • Leaf clearance carried out regularly. • Grass growing over path edging cut back regularly. • Moss on footpaths is cleared regularly. • Defects to footpaths are repaired according to the risk posed. • Damage to footpaths caused by tree roots, monitored and actioned where damage is likely to pose trip hazard. 	Monitor and action remedial work as required	L	Site staff via Deputy Clerk/ Clerk/ Doncaster Council.
Lone Working - Violence. - Accident.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. • Employees / Volunteers advised not to approach gangs of people. • Emergency contact with police available. • No cash handling in park/ recreation sites • All staff have Skyguard personal alarms. 	Monitor and review as required	L	Site staff via Deputy Clerk/ Clerk
Play equipment - Slips, trips and falls.	Members of the public	<ul style="list-style-type: none"> • SEE PLAYGROUND RISK ASSESSMENT. 			
Use of drugs - Employees / Volunteers and/or members of the public coming into contact with drugs, needles, body fluids etc.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Employees / Volunteers advised of safe working procedure to deal with sharps and have suitable safety equipment. • Prompt response to complaints of sharps. • Police advised of problem. • Liaison with community outreach worker. 	Monitor and review as required	L	Site staff via Deputy Clerk/ Clerk

Risk assessment (continued)

**Activity: Parks & recreation grounds (including sports pitches)
(general assessment)**

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Football pitches/ cricket strip/ fitness trails	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> • Cut, line and maintain as part of grounds maintenance contract with Doncaster Council. • RoSPA undertake annual assessments of recreation sites including football pitches. • Site staff undertake weekly litter picking at each site. Posts regularly inspected for damage/vandalism and record kept. • Repairs carried out according to risk posed. • Dangerous equipment removed from use. • Fixing bolts/welds regularly inspected and tested at the beginning of the season. • Members of the public discouraged from swinging on them when observed by Employees / Volunteers. • Upright post movement checked regularly and remedied. • Fixing holes filled in when posts removed. • Responsibilities clearly set out in hire agreement 	Monitor via PC insurance annually to ensure adequate cover. Monitor DMBC grounds maintenance contract.	L	Site staff via Deputy Clerk
Public Liability		<ul style="list-style-type: none"> • PC currently holds £10m insurance cover 	Monitor via PC insurance annually to ensure adequate cover	L	Clerk/ RFO

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Skate park (general assessment)

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Access/ egress – Various injuries.	Users Members of the public	<ul style="list-style-type: none"> Road/ traffic considerations taken into account at design stage. Area sited away from trees. All paths inspected and adequately maintained. Regular inspections completed and recorded. 	Monitor and review according to usage/ legislation	L	Clerk/ Deputy Clerk (via on site staff)
Falls/ collisions - Various injuries.	Users Members of the public	<ul style="list-style-type: none"> Equipment regularly inspected by PC Employees for defects and recorded. RoSPA inspect/ assess the skate park as part of annual inspections. Equipment sited spaciouly throughout site. Health and Safety notices provided on site. Litter bins provided on site Accident records maintained by PC. PC staff informally encourage/ support wearing of appropriate safety equipment. Public Liability insurance reviewed annually by PC to ensure adequate cover 	Monitor and review according to usage/ legislation	M	Clerk/ Deputy Clerk (via on site staff)
Noise - Nuisance.	Members of the public Neighbours	<ul style="list-style-type: none"> Sited away from neighbours. Neighbours consulted on the area at the design stage. Manufacturer/supplier consulted on appropriate material of construction. 	Monitor and review as appropriate	L	Clerk/ Deputy Clerk (via on site staff)
Violent/ aggressive behaviour	Employees / Volunteers Users Members of the public	<ul style="list-style-type: none"> Informal observation and monitoring by PC Employees. Training provided to PC Employees. 	Monitor and review as appropriate	L	Clerk/ Deputy Clerk (via on site staff)
Vandalism/ Fire risk	Employees / Volunteers Users Members of the public	<ul style="list-style-type: none"> Lighting installed to provide more security. Equipment inspected 6/8 weeks by Doncaster Council and daily by PC staff for signs of damage and recorded. Repairs authorised as soon as possible. Annual inspections by ROSPA undertaken – first January 2021 and thereafter in Sept/ October each year. Remedial work undertaken as required. Ensure all fly tipping/ loose objects are removed and reported where necessary as required 	Rigorously monitor/ liaise with PC/Doncaster Council staff as required. Review and monitor where appropriate.	M	Clerk/ Deputy Clerk (via on site staff)

Risk assessment (continued)

Activity: Skate park

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Health and safety inspections – Maintenance and security	Users Members of the public Staff	<ul style="list-style-type: none"> • Equipment designed and installed by competent play provider/ supplier. • Yearly inspections undertaken by ROSPA and remedial work undertaken. • Daily inspections by PC staff of structures and cleaning/ litter picking. • PC staff hold Rospa Level 1 play equipment inspection certificate. • 6/8 week inspections by DMBC with reporting of issues and remedial action taken immediately if problem is found. • Records of all inspections kept. 	Monitor and review according to usage/ legislation	M	Clerk/ Deputy Clerk (via on site staff)
Public Liability	n/a	<ul style="list-style-type: none"> • Existing cover is £10m 	Monitor and review insurance cover annually in light of any claims/ liaison with insurance company when required	L	Clerk/ Deputy Clerk (via on site staff)
Child protection	Users Members of the public Staff	<ul style="list-style-type: none"> • Enhanced DBC checks as appropriate via any user group formed need to have a policy in their constitution. 	Review and monitor as appropriate	L	Clerk/Deputy Clerk (via on site staff/ liaison with user groups)

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Section 2: Management Procedures

Set out below are the risk assessments for the following management procedures;

1. Age of Workers
2. First Aid
3. Hiring of facilities
4. Use of contractors

Please also refer to the adopted Health and Safety Policy and Legionella and Water Management Policies.

Risk assessment form

Activity: Age of workers

Assessment date: 07/03/2023

Review date: 03/2024

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	All Employees / Volunteers Members of the public	<ul style="list-style-type: none">• Provide all employees with sufficient information, instruction, training and supervision to carry out their activities.• Discussed at annual appraisal and central record kept of training, etc.• Restrict activities where identified and required.• Tailor activities to capabilities of individual.	Staff appraisal system to identify issues, monitor and implement any actions as necessary. Review job specifications as required. Introduction of monthly staff meetings to identify and discuss problems.	M	Clerk/ Deputy Clerk in association with all staff

Completed and signed by: E. Garner (Clerk to the Council)

Date: 07/03/2023

Risk assessment form

Activity: First aid

Assessment date: 07/03/2023

Review date: 03/2024

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Personal injury</p>	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Provide a first aid box at all sites with the correct contents and review annually. • Check the contents of the first aid box and replace contents when used annually. • Remove items that should not be kept in a first aid box. • Provide signage to advise on the location of the first aid box. • Provide signage to advise who to contact for first aid. • Provide first aid kits for mobile workers and/or for remote locations. 	<p>Consider staff training at each site Monitor and review in line with changes to health and safety legislation</p>	<p>L</p>	<p>Clerk/ Deputy Clerk in association with all site staff</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 07/03/2023

Risk assessment form

Activity: Hiring of facilities (general assessment)

Assessment date: 07/03/2023

Review date: 03/2024

Hazard and risk	People at risk	Optional controls Our controls	Our future controls	Risk level	Target date & by whom
<p>Misuse of facility - Injury to person misusing or to person subsequently hiring the facility.</p>	<p>Hirers Cleaners Employees / Volunteers</p>	<ul style="list-style-type: none"> • All hirers have a signed contract which sets out terms of hire. The conditions of hire were updated in 2020 in line with current legislation. • PC responsible for obtaining and adherence to any licence (food hygiene, music and noise abatement). • No inappropriate functions or entertainment allowed. • Caretaker/ Deputy Clerk meets hirer and discusses health and safety arrangements and use of facilities. • All hirers are briefed on 'Instructions and Information for Person in Charge of Function' • Caretaker checks premises once hirer has left. • Damage is immediately reported. Repairs are carried out if possible or alternative arrangements made with next hirer, prior to them using the premises. • Premises are kept locked when not in use. • Premises cleaned after every function, during which time, any defects will be identified and any remedial action taken. • All hirers are issued with instructions and information, including basic safety information and fire safety/ evacuation instructions. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes. Update signage/ hirer agreement as appropriate.</p>	<p>L</p>	<p>Site staff via Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 07/03/2023

Risk assessment form

Activity: Use of contractors

Assessment date: 07/03/2023

Review date: 03/2024

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of contractors - Various injuries.</p>	<p>Employees / Volunteers Members of the public Contractors</p>	<ul style="list-style-type: none"> • All electricians used are NICEIC registered and contractors servicing gas appliances are GasSafe registered. • Work of all contractors is monitored by site staff. • Contractors are not to be left unattended when carrying out work • Copy of health and safety policy obtained from all contractors. • Contractors asked to produce risk assessments for the associated work activities. • Contractor to have public liability insurance cover of at least £5 million. • Contractors handling sanitary waste, herbicides, pesticides for example or materials identified under the COSHH legislation to have appropriate licence. • Records of monitoring activities kept. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes. PC to use contractors who have a previous working history with the PC or on recommendation from Doncaster Council or other governing body. Undertake inspection of contractor's credentials.</p>	<p>L</p>	<p>Site staff via Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 07/03/2023

Risk assessment form

Activity: Age of workers

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	All Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Provide all employees with sufficient information, instruction, training and supervision to carry out their activities. • Discussed at annual appraisal and central record kept of training, etc. • Restrict activities where identified and required. • Tailor activities to capabilities of individual. • Provide reasonable adjustments to activities where required. 	Staff appraisal system to identify issues, monitor and implement any actions as necessary. Review job specifications as required. Introduction of monthly staff meetings to identify and discuss problems.	M	Clerk/ Deputy Clerk in association with all staff

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: First aid

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Provide a first aid box at all sites with the correct contents and review annually. • Check the contents of the first aid box and replace contents when used annually. • Remove items that should not be kept in a first aid box. • Provide signage to advise on the location of the first aid box. • Provide signage to advise who to contact for first aid. • Provide first aid kits for mobile workers and/or for remote locations. 	Consider staff training at each site Monitor and review in line with changes to health and safety legislation	L	Clerk/ Deputy Clerk in association with all site staff

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Hiring of facilities (general assessment)

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Optional controls Our controls	Our future controls	Risk level	Target date & by whom
<p>Misuse of facility - Injury to person misusing or to person subsequently hiring the facility.</p>	<p>Hirers Cleaners Employees / Volunteers</p>	<ul style="list-style-type: none"> • All hirers have a signed contract which sets out terms of hire. The conditions of hire were updated in 2020 in line with current legislation and reviewed annually. • PC responsible for obtaining and adherence to any licence (food hygiene, music and noise abatement). • No inappropriate functions or entertainment allowed. • Caretaker/ Deputy Clerk meets hirer and discusses health and safety arrangements and use of facilities. • All hirers are briefed on 'Instructions and Information for Person in Charge of Function' • Caretaker checks premises once hirer has left. • Damage is immediately reported. Repairs are carried out if possible or alternative arrangements made with next hirer, prior to them using the premises. • Premises are kept locked when not in use. • Premises cleaned after every function, during which time, any defects will be identified and any remedial action taken. • All hirers are issued with instructions and information, including basic safety information and fire safety/ evacuation instructions. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes. Update signage/ hirer agreement as appropriate.</p>	<p>L</p>	<p>Site staff via Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Risk assessment form

Activity: Use of contractors

Assessment date: 04/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of contractors - Various injuries.</p>	<p>Employees / Volunteers Members of the public Contractors</p>	<ul style="list-style-type: none"> • All electricians used are NICEIC registered and contractors servicing gas appliances are GasSafe registered. • Work of all contractors is monitored by site staff. • Contractors are not to be left unattended when carrying out work • Copy of health and safety policy obtained from all contractors. • Contractors asked to produce risk assessments for the associated work activities. • Contractor to have public liability insurance cover of at least £5 million. • Contractors handling sanitary waste, herbicides, pesticides for example or materials identified under the COSHH legislation to have appropriate licence. • Records of monitoring activities kept. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes. PC to use contractors who have a previous working history with the PC or on recommendation from Doncaster Council or other governing body. Undertake inspection of contractor's credentials.</p>	<p>L</p>	<p>Site staff via Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 04/03/2024

Section 3: Financial Procedures

Set out below are the risk assessments for the following management procedures;

1. Cash Handling and Transport
2. Financial/ Insurance

Risk assessment form

Activity: Cash handling and transport

Assessment date: 04/03/2024

Review date: 03/25

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Theft - Threat to personal safety.	Employees / Volunteers	<ul style="list-style-type: none"> • Cash stored in fire proof safe and within locked office/cupboard. • When using safe office door is locked. • Key to safe removed from site when unoccupied. • Minimal amounts of cash stored – maximum of £30. • Cash banking times varied. • Route to bank varied. • Presence of cash when banking not obvious (not transferred in bank bags) • Employees / Volunteers trained and instructed to hand over cash if approached or challenged • Employees / Volunteers issued with personal attack alarm and/or mobile phone. 	<p>Review and closely monitor/ be aware of perceived and actual risk developments</p> <p>Review if necessary for two staff to transport cash.</p>	Low	Clerk/ RFO/ Deputy Clerk
Accusation of theft	Employees / Volunteers	<ul style="list-style-type: none"> • Receipt given and person giving cash required to sign. • If cash received and no one present, envelope not opened until in presence of another individual from the organisation. 	Review and closely monitor/ be aware of perceived and actual risk developments	Low	Clerk/ RFO/ Deputy Clerk

Completed and signed by: E. Garner (Clerk to the Council) and Zoe Attridge Chambers (RFO)

Date: 04/03/2024

Risk assessment form

Activity: Financial & Insurance

Assessment date: 04/03/2024

Review date: 03/25

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Physical assets – buildings and contents	Employees/ Volunteers/ Hirers	<ul style="list-style-type: none"> Insurance values index linked annually. Up to date register of assets 	Review as necessary/annually.	Low	Clerk/ RFO/ Deputy Clerk
Public Liability	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Existing cover – £10m 	Index linked – review annually via insurance company	Low	Clerk/ RFO/ Deputy Clerk
Loss of cash theft/ dishonesty	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Current insured value £1M (Fidelity Guarantee) 	Review annually	Low	Clerk/ RFO/ Deputy Clerk
Money (in premises/ transit)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Loss of cash & non-negotiable money - £500-£5000 dependant on circumstances PLEASE REFER TO CASH HANDLING AND TRANSPORT RISK ASSESSMENT 	Review annually /safe used	Low	Clerk/ RFO/ Deputy Clerk
Employers public liability insurance	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Existing cover - £10m 	Review annually/monitor sector requirements	Low	Clerk/ RFO/ Deputy Clerk
Personal accident	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> £500K per person maximum/£2m per incident maximum. 	Review annually/ monitor sector requirements.	Low	Clerk/ RFO/ Deputy Clerk
Regular maintenance arrangements for physical assets	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Playing fields/play equipment /Skate Park P.C Staff weekly/daily inspections. (Doncaster Council approx.6/8 weekly) and annual inspections by competent person (RoSPA) Use of appropriate contractors re GC. maintenance. Contracts held for utilities in all buildings PLEASE REFER TO GROUNDS MAINTENANCE RISK ASSESSMENT AND RISK ASSESSMENT FOR EACH BUILDING/ OUTDOOR ACTIVITY 	Review and monitor as required	Low	Clerk/ RFO/ Deputy Clerk
Professional services (projects/ planning)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Use Doncaster Council/YLCA advice/guidance – specialist external agencies & professionals as required. 	Rigorously monitor as needed/use Financial Regulations/ Standing Orders.	Low	Clerk/ RFO/ Deputy Clerk
Register of members interests/ gifts/ hospitality	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Members completed Register of Interest forms. Supplemented by declarations personal/prejudicial interests at meetings/ as appropriate. 	Reviewed at full/bye elections/annually as appropriate. Members can undertake training – update in line with changes in legislation.	Low	Clerk/ RFO/ Deputy Clerk

Investment/ cash flow	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Gifts/hospitality declared separately as necessary. 	Review & monitor all Banks/Building Societies or other institutions used by the PC re coverage/level (£) for compensation by the Financial Services Compensation scheme. Monitor bank charges/interest rates.	Low	Clerk/ RFO/ Deputy Clerk
Personnel Staff sickness Staff Pensions Redundancies	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • All staff NALC/SLCC national pay terms/conditions/approved by PC. • Contracts of employment in place. • In-house staff cover for most posts/activities/functions. • If long term sickness absence insurance cover in place if work related injury/accident, contingency reserve in budget if required. • RFO & Clerk separate posts. • Provision in budget. 	Review annually. Clerk absence - Deputy Clerk/ external locum support needed Monitor implications of automatic enrolment legislation External HR support in place as required. Business Contingency Plan in place	Low	Clerk/ RFO/ Deputy Clerk
Expenditure approval/ includes petty cash and postage/ salaries	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Control by Financial Regulations/Standing Orders. RFO certifies invoices – two Members sign cheques/confirm BACS payments – PC approve & minute. 	Update of Standing Orders and Financial Regulations/ reviewed as appropriate in line with NALC guidance.	Low	Clerk/ RFO/ Deputy Clerk
Internal controls of expenditure and income	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Income – Deputy/RFO handles separately (Int. Aud. monitors) • Expenditure – budget/exp/bank rec monitored by PC. (Int. Aud. quarterly reports to PC.) • Additional quarterly Bank verification by Member who is non cheque signatory. 	Maintain controls update re changes is legislation.	Low	Clerk/ RFO/ Deputy Clerk
Income from charges	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Reviewed Annually/budget setting time – PC approved and minuted – Internal Auditor advised 	Review annually each Financial Year	Low	Clerk/ RFO/ Deputy Clerk
Financial records kept in accordance with statutory requirements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Records kept in line with Gov. Audit Regulations 2018. • Professionally Qualified Internal Auditor/RFO 	NALC advise/guidance followed	Low	Clerk/ RFO/ Deputy Clerk
Conducting business activities within Council's legal powers	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Expenditure controlled via Council Financial Regulations and minuted. • Clerk/RFO seeks advice as needed. • Section 137 expenditure recorded separately. 	Training as available/advice and guidance via NALC/YLCA	Low	Clerk/ RFO/ Deputy Clerk
Libel/ slander claims	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Insurance cover £250K in place 	Review annually	Low	Clerk/ RFO/ Deputy Clerk
Payroll/ pension regulations/ legislation – HMRC (tax/ insurance)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Submission of HMRC returns monthly/annually • Submission of SYPA returns monthly 	From 19/20 returns to be monthly. Update/review legislative changes as required	Low	Clerk/ RFO/ Deputy Clerk
Customs and Excise Regulations (HMRC – VAT)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Completion of VAT returns/Monitor Regulations 	Advice as needed from HMRC/NALC	Low	Clerk/ RFO/ Deputy Clerk

Annual precept/ budget	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Budget requirements identified when setting precept/2 monthly budget statement provided to PC 	Maintain budgetary control reports(Monitor Audit Reg changes- advice/guidance NALC/ Int Auditor)	Low	Clerk/ RFO/ Deputy Clerk
Section 137 – funds to local community bodies/local/national charities	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> All requests to PC/identified in Minutes/nationally advised with regard to annual increases which are reported by RFO to PC. 	Continue to monitor legislative changes	Low	Clerk/ RFO/ Deputy Clerk
Accurate reporting of Council business	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> All Council Minutes approved at following Parish Council Meeting held monthly. Draft mins produced. 	Continue to monitor legislative changes Continue procedures as per Standing Orders	Low	Clerk/ RFO/ Deputy Clerk
RFO responsibilities Employer Liability – corporate manslaughter Document/ computer records security	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> FAAT Accountant employed £10M insurance cover. Metal cabinets used/work backed up on external/removable hard drives for each member of office staff. Emails managed and backed up by external provider. Asset records held by PC/ some records and title deeds with PC solicitor Fire proof safe purchased. 	Monitor/update any legislative changes in procedures-advise PC of `good practice` Review annually/in line with sector requirements	Low	Clerk/ RFO/ Deputy Clerk
Responders to electors wishing to exercise rights of inspection	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Public notices of Annual Audit displayed Freedom of Information Act – processes/ policies in place 	Respond to any legislative changes/requests from electors	Low	Clerk/ RFO/ Deputy Clerk
Banking arrangements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> RFO (Clerk and Deputy Clerk) daily administration. Bank signatories reviewed by PC 	Monitor arrangements annually	Low	Clerk/ RFO/ Deputy Clerk
Proper document control	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Data stored in fireproof cupboards as appropriate. electronic back-up used as required 	Monitor and review any required by legislative changes	Low	Clerk/ RFO/ Deputy Clerk
Outsourcing of services	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Use specialist professional services as required Tenders/estimates obtained – in line with Financial Regulations/Standing Orders. Wherever possible contractors obtained via guidance from Doncaster Council 	Update as legislation requires	Low	Clerk/ RFO/ Deputy Clerk
Adoption of Code of Conduct for members and employee contracts	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Codes of Conduct signed/ Contracts of Employment signed. 	Monitor and review changes as required by legislation. Member training on role/responsibilities.	Low	Clerk/ RFO/ Deputy Clerk
Procedures for dealing with enquiries from the public	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Compliance with Freedom of Information Act/ Audit Governance Regulations updated. 	Update legislation as necessary/respond to requests from electors as appropriate	Low	Clerk/ RFO/ Deputy Clerk
Staff salary payments	Employees / Volunteers/	<ul style="list-style-type: none"> 2 stage BACS internet payment system operation by two of clerk/ Deputy Clerk/ RFO. 	Monitor & review as required by legislation.	Low	Clerk/ RFO/ Deputy Clerk

	Hirers	<ul style="list-style-type: none"> • Authorised by members 			
Insurance cover	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Cover level reviewed annually – best value obtained. • Insurance cover is on a 5-year contract. 	Monitor & review annually or obtain fixed term agreement- obtain best value Obtain up to date valuations of fixed assets to ensure cover is suitable.	Low	Clerk/ RFO/ Deputy Clerk
Council expenditure	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Prepare annual budget/ members monitor 2 monthly. 	Monitor & review as required by legislation changes	Low	Clerk/ RFO/ Deputy Clerk
Audit – Internal/ external	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Compliance with latest Audit and Governance Regulations 	Monitor & review changes in legislation.	Low	Clerk/ RFO/ Deputy Clerk

Completed and signed by: E. Garner (Clerk to the Council) and Zoe Attridge Chambers (RFO)

Date: 04/03/2024

Section 4: Buildings

Set out below are the risk assessments for the following management procedures;

1. Cleaning
2. Electricity
3. Fire
4. Gas Safety
5. Halls and pavilions

Please also refer to the adopted Health and Safety Policy and Legionella and Water Management Policies.

Risk assessment form

Activity: Cleaning (general assessment)

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Lone working - Personal safety. - Violent attack. - Unforeseen injury. - Sickness.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING ASSESSMENT. • Building secured when employee working in building alone. • Cleaning done during main opening hours to avoid lone working. • Employees / Volunteers have access to telephone to call for assistance. • All electrical equipment must have been portable appliance tested. • No working at height permitted alone. • Employees / Volunteers record incidents of violence / threat of violence. 	Monitor and review as required	L	Site staff in association with Clerk/ Deputy Clerk
Cleaning windows - Falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Contractor with correct access equipment employed to undertake window cleaning. 	Monitor and review as required	L	Site staff in association with Clerk/ Deputy Clerk
Use of cleaning substances - Risk of inhalation and splashes. - Unauthorised use.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Control of Substances Hazardous to Health (COSHH) assessment completed and Employees / Volunteers trained in necessary precautions. • Non or less hazardous substances used where practicable. • Personal protective equipment issued and correctly worn. • Only diluted substances used. • First aid facilities readily available, including eyewash. • All substances kept in locked fire-retardant cupboard. 	Monitor and review as required	L	Site staff in association with Clerk/ Deputy Clerk

Risk assessment (continued)

Activity: Cleaning (general assessment)

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of floor buffer - Manual handling injury. - Vibration.</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • Light-weight equipment used. • Manual handling assessment completed. • Employees / Volunteers trained in correct manual handling techniques. • Equipment regularly maintained to minimise vibration. • Low vibration equipment used. • Anti-vibration pads on equipment. • Anti-vibration gloves issued and worn. • Time using buffer restricted as appropriate. 	<p>Monitor and review as required</p>	<p>L</p>	<p>Site staff in association with Clerk/ Deputy Clerk</p>
<p>Use of vacuum cleaner - Trips. - Manual handling injury. - Electric shock, etc.</p>	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Other Employees / Volunteers and members of the public excluded from work area. • Cable trailed around skirting and not across access routes. • Signs warning of cleaning activities erected. • Light-weight equipment used. • Manual handling assessment completed. • Employees / Volunteers trained in correct manual handling techniques. • All portable electrical equipment tested regularly (e.g. annually) and records retained. • Employee regularly inspects cables for damage. • Defective equipment taken out of use. • No extension cables used. 	<p>Monitor and review as required</p>	<p>L</p>	<p>Site staff in association with Clerk/ Deputy Clerk</p>
<p>Wet floors - Slips and falls.</p>	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Other Employees / Volunteers and members of the public excluded from work area. • Dry-mopping carried out. • Warning signs erected. • Area secured after cleaning to prevent access. 	<p>Monitor and review as required</p>	<p>L</p>	<p>Site staff in association with Clerk/ Deputy Clerk</p>

Risk assessment (continued)

Activity: Cleaning (general assessment)

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Rubbish collection - Cuts, lacerations, needle stick injuries. - Manual handling injuries.	Employees / Volunteers	<ul style="list-style-type: none"> • Manual handling assessment completed. • Public notices advising no sharp objects to be placed in bins. • Employees / Volunteers use protective gloves. • Advice on needle stick injuries issued to Employees / Volunteers. 	Monitor and review as required	L	Site staff in association with Deputy Clerk/Clerk
Cleaning vomit and other bodily fluids - Potential infection.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Employees / Volunteers provided with suitable protective clothing. • Wash facilities immediately available. • Proprietary blood spillage kit used. • Employees / Volunteers trained in correct cleaning regime and aware of risks associated with bodily fluids. • Inoculations offered for relevant Employees / Volunteers. 	Very infrequent issue – monitor and review as required	L	Site staff in association with Deputy Clerk/Clerk

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Electricity

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Physical injury - Personal injury. - Death.</p> <p>Fire - Property damage.</p>	<p>Employees / Volunteers Members of the public Contractors Building hirers</p>	<ul style="list-style-type: none"> • Building wiring inspection – 5 yearly by qualified electrician. • Portable appliance testing regime on a regular basis with records. One member of staff trained to undertake PAT testing. Recalibration of testing machine undertaken annually by external company. • Visual inspection of portable electrical appliances by users. • Employee training on safe use of electrical equipment. • Provision of adequate electrical sockets to reduce requirement for extension leads and overloading of sockets. • Portable electrical equipment inventory. • Residual current device protection for high-risk portable electrical equipment. • No use of personal portable electrical equipment unless has had portable appliance testing and added to inventory. • Defect reporting system for electrical installation and portable electrical equipment together with quarantine and replacement procedures. • Removal of all defective equipment immediately. • Portable electrical equipment brought onto site tested under portable appliance testing regime. • Workplace inspections to monitor electricity at work safe systems. • Local electrician on call. 	<p>Monitor and review as required in line with current legislative requirements</p>	<p>L</p>	<p>Site staff in association with Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Fire *

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees/ Public	<ul style="list-style-type: none"> • Fire Alarm systems have been installed in all higher risk buildings. Upgraded in 2021. • Fire extinguishers have been provided to all areas/buildings. Regularly inspected and replaced where required. • Fire door inspections in 2022. New fire doors fitted in 2022 (GC). • The Alarm system (GC) & extinguishers checked by an external body-records maintained. • A Fire log (GC) book is kept and is fully up-to-date. • Fire evacuation procedures have been updated in 2021 and displayed in all notice boards and communication to all hirers. • Fire exit signs are clearly displayed. • Fire signs illuminated (last replaced 2015) • Fire alarm tested weekly. • Annual electricity test undertaken at all sites • Separate annual fire risk assessment is undertaken by a competent person. 	Maintain procedures/keep abreast of new legislation – implement as appropriate	L	Site Supervisors/ Clerk/Deputy
Rubbish and Waste	Employees/ Public	<ul style="list-style-type: none"> • Rubbish and waste are not allowed to accumulate and is removed regularly. • All areas are cleaned on a regular basis. • Bins are locked and/or within a compound area at all premises. 	PC staff continue weekly inspections and emptying of bins on all sites	L	Site Supervisors / Deputy Clerk/ Clerk
Electricity	Employees/ Public	<ul style="list-style-type: none"> • Fixed electrical installations are checked by a competent electrician. • Portable appliances are checked on cyclical basis by PC staff. • Records of these checks are fully maintained. • Portable appliances also visually checked by staff before use. • Hirers/facility users advised re PAT testing of their equipment by PC trained staff member. <p>PLEASE ALSO REFER TO ELECTRICITY RISK ASSESSMENT</p>	Continue as opposite/update as required	L	Site Supervisors / Deputy Clerk/ Clerk
Smoking	Employees/ Public	<ul style="list-style-type: none"> • `No Smoking` signs supporting current legislation are in place throughout all PC buildings. • Site staff present at start/end of each hire to monitor. • Commercial style specific container fixed to exterior of GC 	Maintain rigorous supervision of hirers/check & empty external `ash tray`. by GC staff.		Site Supervisors / Deputy Clerk/ Clerk

Kitchens	Employees/ Public	<ul style="list-style-type: none"> All equipment has been installed by competent supplier. The equipment is regularly inspected and records maintained. Heat/carbon monoxide detectors are installed. The gas cooker extraction system is regularly checked and cleaned. Fire extinguisher/blanket has been provided. Instruction given to all hirers relating to the use of equipment 	Maintain rigorous control/update as required by legislation		Site Supervisors / Deputy Clerk/ Clerk
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Risk assessment (continued)

Activity: Fire *		Assessment date: 05/03/2024		Review date: 03/2025	
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Heating Appliances	Employees/ Public	<ul style="list-style-type: none"> Portable electric or gas heaters are kept to an absolute minimum. The gas heating system is fully maintained by an external organisation. No articles are allowed to be placed on the heaters. Daily checks of all systems in GC. Radiator/ thermostatic valves fitted Frost 'stats' installed Weekly checks by site staff at each pavilion. New boiler (2021 – Anchorage, 2014 – Newlands, 2012/2013 2x boiler at GC) 	Maintain all checks– increase as needed particularly sports pavilions in winter.		Site Supervisors / Deputy Clerk/ Clerk
Hazardous Substances	Employees/ Public	<ul style="list-style-type: none"> All hazardous substances are kept to a minimum. All hazardous materials are stored in appropriate containers. All hazardous substances are kept in secure areas only accessible to staff. Site staff maintain locked storeroom and monitor stock levels <p>PLEASE ALSO REFER TO CLEANING RISK ASSESSMENT</p>	Maintain and monitor.		Site Supervisors / Deputy Clerk/ Clerk
Arson	Employees/ Public/Skate Park/Play grounds/GC & sports pavilions	<ul style="list-style-type: none"> Security of all areas is regularly reviewed/liaison with public/local residents for support - liaison with the Police/Doncaster Council has been achieved. Staff regularly observe for inappropriate behaviour. Vandalism and Graffiti is monitored & rectified as required. 	Maintain excellent working relations with other professionals/.local residents as opposite re formal/informal monitoring of outdoor/indoor sites as appropriate. Request assistance with removal of large objects e.g. Doncaster fly tipping section		All staff as required. (Deputy/ Clerk)

Contractors Work	Employees/ Public	<ul style="list-style-type: none">• All contractors are checked for activities involving 'hot work'.• All contractors are monitored to ensure they work safely. PLEASE ALSO REFER TO USE OF CONTRACTORS RISK ASSESSMENT	Continue as opposite – update if legislation requires	Site Supervisors / Deputy Clerk/ Clerk
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Completed and signed by: E. Garner (Clerk to the Council)

*Please refer to separate annual risk assessment undertaken by a competent fire officer. This will be reviewed annually and remedial work required as identified.

Date: 05/03/2024

Risk assessment form

Activity: Gas safety

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Physical injury - Personal injury. - Explosion. - Asphyxiation. - Death.</p> <p>Fire - Property damage.</p>	<p>Employees / Volunteers Members of the public Contractors Building hirers</p>	<ul style="list-style-type: none"> • Gas installations inspected annually by GasSafe registered gas plumbers. • Work on gas installations carried out only by GasSafe registered gas plumbers. • Work on gas installations by non – GasSafe registered gas plumbers prohibited. 	<p>Monitor and review as required in line with current legislative requirements</p>	<p>L</p>	<p>Site staff in association with Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Community Centre and Pavilions

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
<p>Building condition - Injury caused by defect.</p>	<p>Employees / volunteers Members of the public</p>	<ul style="list-style-type: none"> • Regular building inspection internally and externally. • Repairs carried out according to risk posed. • Adequate storage facilities provided at each site. • Access/egress routes clear and in good condition – including internal and external areas. • Adequate lighting (internal & external) provided. Additional lighting installed at Anchorage Pavilion in February 2021. • Fixed electrical installation inspected & maintained on a 5 year rolling programme. • Portable electrical appliances tested annually by competent person. • Equipment removed from use if defective. • Use of electrical extension cables minimised. • Use of circuit breakers on distribution board. • Gas installations inspected by Gas Safe engineer on an annual basis • Asbestos survey carried out and condition of asbestos containing materials monitored. • Asbestos register provided to all contractors carrying out work to the building structure. • Water risk assessment carried out by a competent person. • Legionella risk assessment undertaken by competent person bi annually and remedial work undertaken as required. • Buildings insurance over for all sites as part of block policy including public liability cover for £10m 	<p>Maintain adequate records of inspections/ maintenance. Review maintenance contracts (gas/electricity/water management) annually to ensure fit for purpose. Review insurance requirements annually as required.</p>	<p>M</p>	<p>Site staff/ Deputy Clerk/ Clerk</p>
<p>Car park - Slips, trips, falls.</p>	<p>Employees / volunteers Members of the public</p>	<ul style="list-style-type: none"> • Surface condition regularly inspected and recorded. • Defects repaired according to risk they pose. • Unauthorised use prohibited and monitored. • Posts and markers inspected regularly and recorded. • Lights inspected on a regular basis. • Pavements or segregated area provided for pedestrians. • Clear visibility for oncoming traffic at entry/exit points. <p>SEE ALSO CAR PARK RISK ASSESSMENT</p>	<p>Monitor and review as required</p>	<p>L</p>	<p>Site staff/ Deputy Clerk/ Clerk</p>

Risk assessment (continued)

Activity: Community Centre and pavilions

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
<p>Fire</p> <ul style="list-style-type: none"> - Burns. - Smoke inhalation. - Death. 	<p>Employees / volunteers Members of the public</p>	<ul style="list-style-type: none"> • Fire safety instructions given to hirers/users as part of hire agreement. • Fire exits clearly marked and hirers to keep clear at all times. • Access to emergency phone provided (during office hours and when caretaker present at site) • Caretaker on site/ via telephone during event to monitor safety. • First aid firefighting equipment available and maintained (recorded). • Fire evacuation drills carried out and recorded. • Emergency lighting installed, maintained and recorded. • Electrical equipment and installations inspected and well maintained (recorded). • Limited storage of flammable substances. • Recorded inspection of the premises on a regular basis. <p>PLEASE REFER TO FIRE RISK ASSESSMENT</p>	<p>Monitor and review as required to meet legislative requirements</p>	<p>L</p>	<p>Site staff/ Deputy Clerk/ Clerk</p>
<p>Gas/ Electricity</p>	<p>Employees/ volunteers/ members of the public</p>	<p>PLEASE REFER TO GAS AND ELECTRICITY RISK ASSESSMENT</p>			

Risk assessment (continued)

Activity: Community Centre and pavilions		Assessment date: 05/03/2024	Review date: 03/2025		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
Security - Fire/Arson - Vandalism - Injury	Employees / volunteers	<ul style="list-style-type: none"> Regular premises inspections. Roof-light grilles, anti-climb barriers and paint, etc installed together with suitable warning signs. Visibility of the building improved by cutting back surrounding vegetation. Adequate lighting provided where the building is overlooked by neighbours. All sites have locked palisade security fencing surrounding. Pavilions have anti tamper locks on external doors. 	Monitor and review as required to meet legislative requirements	L	Site staff/ Deputy Clerk/ Clerk
Hiring out facility - Fire/ injury.	Employees / volunteers Members of the public	<ul style="list-style-type: none"> SEE HIRING OF FACILITY RISK ASSESSMENT. Hall/ Pavilion considered suitable for activity. 			
Hazardous substances - Burns/ rashes/ eye injuries	Employees / volunteers Members of the public Contract cleaners	<ul style="list-style-type: none"> Non or least hazardous substances used where possible. Hazardous chemicals in locked cupboard. Chemicals supplied by competent suppliers. Employees / volunteers trained in use of chemicals. Protective equipment provided where necessary. Storage facilities limited to authorised employees Hazard data sheets provided. COSHH assessments completed / obtained. 	Monitor and review as required to meet legislative requirements	L	Site staff/ Deputy Clerk/ Clerk
Events provided by Parish Council	Employees/ volunteers/ members of the public	<ul style="list-style-type: none"> Each event to have an individual risk assessment undertaken Ensure adequate insurance cover for each event Ensure all contractors/ event provision company/ businesses forming part of the event are aware of the risk assessment, have adequate insurance cover for their activity. 	Monitor and review as required	M	Clerk/ Dep Clerk/ Site Staff

Risk assessment (continued)

Activity: Community Centre and pavilions

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
<p>Lone working</p> <ul style="list-style-type: none"> - Illness - Injury - Violence 	<p>Employees / volunteers</p>	<ul style="list-style-type: none"> • Limited public opening times. • Hall / pavilion doors locked at times of lone working. • Landline and or mobile telephone available to all site staff. • CCTV coverage of vulnerable areas. First aid equipment available. • All staff have Sky Guard personal alarms <p>PLEASE REFER TO LONE WORKING RISK ASSESSMENT</p>	<p>Monitor and review as required to meet legislative requirements</p>	<p>L</p>	<p>Site staff/ Deputy Clerk/ Clerk</p>

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Section 5: Employee/ volunteer activities

Set out below are the risk assessments for the following management procedures;

1. Display Screen Equipment
2. Grounds Maintenance (including litter picking)
3. Hazardous substances
4. Lone Working
5. Manual Handling
6. Office activities
7. Stress
8. Use of strimmer

Risk assessment form

Activity: Display screen equipment

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers	<ul style="list-style-type: none"> All workstations assessed. Employees / Volunteers provided with information and guidance on working with display screen equipment. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Eyestrain	Employees / Volunteers	<ul style="list-style-type: none"> Display screens have adjustable brightness and contrast. Reflections of glare are minimised by using blinds/ reduced lighting and workstation siting. Employees / Volunteers are allowed regular breaks away from the screen on other tasks. Employees / Volunteers who work habitually with computers are offered a free eyesight test. Employees / Volunteers who need corrective glasses for working with display screen equipment will be provided with financial assistance to purchase. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Stress and fatigue	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers are allowed regular breaks away from the screen. Work is backed-up on the server. Computer support is available through an outside organisation. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Work related upper limb disorders	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers allowed regular breaks away from the screen. Document holders are provided. Workstations are large enough to allow users to find a comfortable position. Wrist rests are provided if requested. Footstools are provided if requested. Employees / Volunteers provided with guidance on correct seating postures. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers

Risk assessment (continued)

Activity: Display screen equipment

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Back pain	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers are provided with a seat that is adjustable in height and tilt. • The seat can move freely across the floor. • There is room under the workstations for users' legs. • Employees / Volunteers are allowed regular breaks away from the screen. • Employees / Volunteers provided with guidance on correct seating postures. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Grounds maintenance

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of equipment and clearing of blockages - Cuts/ lacerations.	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers are trained in safe use of equipment. • Training records kept. • Equipment fitted with appropriate safety cut-off switches. • Equipment checked prior to use. • Equipment is switched off during blockage clearing. • Employees / Volunteers are provided with (or requested to provide) safety footwear, ear defenders, visors, protective gloves and overalls. • Employees / Volunteers monitored to ensure personal protective equipment worn. • Protective equipment hygienically stored, properly maintained and suitable for use. • Replacement personal protective equipment available. • New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by Doncaster Council under a ground's maintenance contract. 	Monitor and review as required	L	Clerk/ Deputy Clerk
Mowing and strimming - Stones/glass thrown up	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers instructed to check area for glass/stones before cutting grass. • Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. • New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by Doncaster Council under a ground's maintenance contract. 	Monitor and review as required and in line with Doncaster Council contract	L	Clerk/ Deputy Clerk
Noise	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment with low noise levels purchased. • Ear defenders provided (or requested to provide) and worn when equipment is in use. • Employees / Volunteers monitored to ensure ear defenders are worn. • New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by Doncaster Council under a ground's maintenance contract. 	Monitor and review as required and in line with Doncaster Council contract	L	Clerk/ Deputy Clerk

Risk assessment (continued)

Activity: Grounds maintenance		Assessment date: 05/03/2024	Review date: 03/2025		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of hedge trimmer Cuts/lacerations - Eye injury. - Vibration. - Noise induced hearing loss. - Injury from falling branches.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Work contracted via DMBC grounds maintenance contract. DMBC undertake appropriate risk assessments in connection with equipment use and staff training. 	Monitor in line with contract	L	Clerk/ Deputy Clerk
Manual handling - Musculo-skeletal injury.	Employees / Volunteers	<ul style="list-style-type: none"> SEE MANUAL HANDLING RISK ASSESSMENT. Employees / Volunteers trained in manual handling techniques. Ensuring stable work area to avoid slips and tilting. Light-weight equipment used where possible. Restricted time using equipment. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk

Risk assessment (continued)

Activity: Grounds maintenance		Assessment date: 05/03/2024	Review date: 03/2025		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Vibration	Employees / Volunteers	<ul style="list-style-type: none"> Equipment serviced and maintained. Records of maintenance kept. Equipment fitted with anti-vibration mounts. Employees / Volunteers wear gloves provided. Employees / Volunteers not to use equipment for more than one hour continuously. Employees / Volunteers monitored to ensure gloves are worn and procedures followed. New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by DMBC under a ground's maintenance contract. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Contact with pollen, dust, grass etc.	Employees / Volunteers	<ul style="list-style-type: none"> Filter masks provided to Employees / Volunteers on request. Sensitive Employees / Volunteers put on alternative duties to reduce exposure to allergens. New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by DMBC under a ground's maintenance contract. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Contact with dog faeces / rat urine / discarded syringes/ items contaminated with body fluids – Infection risk.	Employees / Volunteers	<ul style="list-style-type: none"> Area to be inspected prior to use of equipment. Hand held litter picker used. Employees have protective gloves/ equipment to assist clean up Employees / Volunteers made aware of potential hazards. First aid kit available. Antiseptic wipes/wash facilities available. Vaccinations provided where appropriate. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Slips/trips	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Leaf blower used on footpaths and/or footpath swept to remove the leaves. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk

Risk assessment (continued)

Activity: Grounds maintenance		Assessment date: 05/03/2024	Review date: 03/2025		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Environment e.g. uneven surface, poor light, extreme weather, confined work area - Slips, trips, falls. - Other injury.	Employees / Volunteers	<ul style="list-style-type: none"> Additional lighting available. Employees / Volunteers visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface. Constricted work areas avoided. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Hot weather - - Heat exhaustion. - Dehydration. - Sunburn.	Employees / Volunteers	<ul style="list-style-type: none"> Access to water/welfare facilities. Breaks permitted as necessary. Hats and long-sleeved shirts worn in sunny conditions. Sunblock used if particularly sensitive. Employees / Volunteers instructed to regularly check skin for new moles and for any growths on face and hands. Heavy manual work in hot weather restricted. Employees / Volunteers trained to recognise symptoms of dehydration, heat exhaustion etc. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Cold weather - Frostbite. - Slips/ trips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Suitable personal protective equipment provided and used. Adequate heating in welfare facilities. Outdoor work in extreme conditions restricted. Suitable area for drying wet clothes to be provided. Work access/egress routes to be gritted when necessary. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Wet weather - Ill-health/ colds / flu.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Suitable personal protective equipment provided and used. Adequate heating in welfare facilities. Outdoor work in extreme conditions restricted. Suitable area for drying wet clothes to be provided. Work access/egress routes to be gritted when necessary. No outdoor working in electrical storms. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk

Risk assessment (continued)

Activity: Grounds maintenance

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of herbicides - Skin / eye contact and accidental ingestion. - PPE contamination. - Spillage.	Employees / Volunteers	<ul style="list-style-type: none"> New Lane, Anchorage, Goldsmith Centre (except the children's play area garden) and Newlands Park are maintained by DMBC under a ground's maintenance contract. 	Monitor in line with contract	L	Clerk/ Deputy Clerk
Lone working - Various risks	Employees	PLEASE REFER TO SEPARATE RISK ASSESSMENT			

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Hazardous substances

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of hazardous substances</p> <ul style="list-style-type: none"> - Risk of inhalation. - Skin / eye contact. 	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Non or less hazardous substances used where practicable. • Only diluted substances used. • Employees / Volunteers trained in necessary precautions and emergency procedures. • Personal protective equipment issued and correctly worn. • Hazardous substance only used in well ventilated areas. • Extract ventilation provided where appropriate e.g. workshops with woodworking. • First aid facilities readily available, including in date eyewash. • Spillages cleared immediately. 	<p>Monitor and review as necessary</p>	<p>L</p>	<p>Site staff in association with Clerk/ Deputy Clerk</p>
<p>Storage area</p> <ul style="list-style-type: none"> - Spills. - Build up of vapours. - Fire. 	<p>Employees / Volunteers Members of the public Emergency services</p>	<ul style="list-style-type: none"> • List of substances stored identified on door for use by emergency services. • Fire safety instructions posted. • Storage area kept secured, access limited to nominated Employees / Volunteers only. • Suitable ventilation provided. • Manufacturers' storage instructions followed. • Suitable lighting provided. • Spillages cleared immediately. • Fire detection provided where appropriate. • Fire fighting equipment provided and routinely inspected. • Smoke detectors installed in storage areas. • Separate flammable store area for flammable chemicals. • No smoking in storage areas. • Exit signs clearly visible. • Fire evacuation practices carried out and recorded. • Emergency lighting system maintained. 	<p>Monitor and review as necessary</p>	<p>L</p>	<p>Site staff in association with Clerk/ Deputy Clerk</p>

Risk assessment (continued)

Activity: Hazardous substances

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Transportation - Spillage.	Employees / Volunteers Members of the public Emergency services	<ul style="list-style-type: none"> • Purpose designed storage box for transit used. • Chemicals contained in appropriate containers. • Chemicals in transit clearly identified on container and/or vehicle. • Spillage kit available. 	Monitor and review as necessary	L	Site staff in association with Clerk/ Deputy Clerk

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Lone working

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Violence - Injury/death.</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • High risk activities identified and individually assessed. • Lone workers have mobile telephones. • Regular communication between lone workers and PC office. • 'No show' procedure in place. • Call in system in place • Staff aware of action required relating to dealing with potentially aggressive situations • Employees / Volunteers instructed in dealing with difficult situations. • Formal lone working and and/or violence at work staff awareness. • Procedures for lone key holders including locked perimeter fencing at all sites. • Video phone entry at PC office – staff can refuse entry into the building if deemed necessary and speak to the visitor via the intercom system. • Site staff whereabouts and return to base times monitored. • On duty site supervisors have mobile phones whilst on/off premises. • Improvements in outside lighting near PC office/ main GC entrance implemented. • Implementation of Sky Guard personal alarms for all staff from March 2020 	<p>Closely monitor/ amend as appropriate. PC need to be aware of increased danger and risks relating to lone working patterns of all staff. This is increased due to hours of Clerk/ RFO/one site supervisor (all female). Three lone working caretakers (male) at each site. All staff working along have the right to refuse entry to the public to any building if they feel unsafe/ threatened whilst working alone. All incidents should be reported to the line manager/PC as appropriate.</p>	<p>M</p>	<p>PC/Clerk/ Deputy Clerk</p>
<p>Accident / ill health - Injury/death.</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • Certain high risk activities prohibited if alone e.g. working at height, excavations, electrical work etc. • Lone workers have mobile telephones. • First aid kits available in vehicles and carried by some Employees / Volunteers. • Regular communication between lone workers and GC. • Formal lone working and violence at work policy adopted and implemented. 	<p>Staff to undertake basic first aid training.</p>	<p>L</p>	<p>PC/Clerk/ Deputy Clerk</p>
<p>Cash handling</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • SEE CASH HANDLING RISK ASSESSMENT. 			

<p>Using equipment - Injury/death.</p>	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Only trained operatives use equipment. • All equipment maintained and records retained. • Equipment inspected by user prior to each use. • Call in system used. • 'No show' procedure in place • Communication available. • Specialist contracts employed as appropriate. • Annual safety checks for all electrical/ gas equipment/ appliances. • One member of staff trained as a PAT tested. 	<p>Monitor and amend as necessary</p>		<p>Council/ Clerk/ Deputy Clerk</p>
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Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Manual handling

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Activities of staff have been reviewed to assess risks. • All Employees / Volunteers are provided with training in manual handling including refresher courses. • Employees / Volunteers are instructed to seek assistance where necessary. • Manual handling aids are provided e.g. sack barrow. • All movement of goods/ equipment undertaken when public are not in the building and/or use delivery contractor. 	Review/ monitor as required	M	Site staff in association with Deputy Clerk/ Clerk
Office activities - Injuries / strains.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Movement of office/hall furniture is kept to a minimum. • Contractors are asked to deliver supplies directly into the office/ hall as appropriate. • Bulk stationery items are split into smaller packages before distribution. • Adequate storage facilities are provided. 	All movement of goods undertaken when public not in buildings as far as practicable.	L	Site staff in association with Deputy Clerk/ Clerk
Halls - Injuries moving tables and chairs.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Small, lightweight tables provided. • Trolley used for moving & stacking chairs. • Appropriate storage facilities for tables and chairs. • Tables and chairs are stored in stacks of reasonable size. • Tables and chairs are not stored in awkward storage areas. 	Review/ monitor as required	M	Site staff in association with Deputy Clerk/ Clerk
Outdoor activities	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Staff are instructed to seek assistance where necessary. • Gloves and protective footwear provided. • Employees / Volunteers are instructed to seek assistance where necessary. • Suppliers to deliver heavy goods to site of work if possible. 	Review/ monitor as required	M	Site staff in association with Deputy Clerk/ Clerk

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Office activities

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Trailing cables etc. - Slips, trips and falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Desks located so as to avoid trailing cables • Use of extension leads minimised. • Employees / Volunteers instructed on risks. • Cabinet drawers kept closed when not in use. • Floors cleaned regularly. • Adequate storage for stationery, etc. • Inspection of the office on a regular basis. • Circuit breakers built in to fuse boards 	Review and monitor any changes required	L	Deputy Clerk/ Clerk/ Site staff
Use of display screen equipment - Eyestrain/ muscle pain / stress.	Employees / Volunteers	<ul style="list-style-type: none"> • PLEASE REFER TO DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT. 			
Electrical equipment - Electric shock and fire.	Employees / Volunteers Members of the public Contractors	<ul style="list-style-type: none"> • PLEASE REFER TO ELECTRICITY RISK ASSESSMENT. 			
Falling objects / reaching high items - Physical injuries.	Employees / Volunteers	<ul style="list-style-type: none"> • Suitable storage facilities provided. • No high-level storage of items. 	Review and monitor any changes required	L	Deputy Clerk/ Clerk/ Site staff

Risk assessment (continued)

Activity: Office activities

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Manual handling - Strains.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE MANUAL HANDLING RISK ASSESSMENT. • Small, lightweight equipment. No heavy lifting required. • Suitable storage facilities provided • Equipment bulk stationery only moved infrequently. • Employees / Volunteers provided with manual handling training. 	Update training as required	L	Deputy Clerk/ Clerk/ Site staff
Hazardous substances/Chemicals - Burns/ rashes/ eye injuries.	Employees / Volunteers Visitors Contract cleaners	<ul style="list-style-type: none"> • Non or least hazardous substances used where possible. • Hazardous chemicals in office restricted, mainly cleaning materials. • Chemicals supplied by competent suppliers. • Protective equipment provided where necessary. • Access to storage facilities limited to authorised Employees / Volunteers 	Review and monitor if increase in usage	L	Deputy Clerk/ Clerk/ Site staff
Cash handling and collections - Violence/ theft.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE CASH HANDLING AND TRANSPORT RISK ASSESSMENT. 			
Lone working - Isolation, accident, illness, violence.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING AND VIOLENCE RISK ASSESSMENT • Limited public opening times. • Office door locked at times of lone working. • Mobile telephone available. • CCTV coverage of reception area. • First aid equipment available. • Logging in and out procedures adopted and monitored. 			

Risk assessment (continued)

Activity: Office activities

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Optional controls Our controls	Our future controls	Risk level	Target date & by whom
Passive smoking	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Smoking banned in all areas • Ban enforced. 	Monitor and review as appropriate	L	Deputy Clerk/ Clerk/ Site staff
Building condition - Various injuries.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Formal defect reporting system in place and rapid response to defects. • Adequate storage facilities provided. • Access/egress routes clear and in good condition – including external areas. • Adequate lighting (internal and external) provided. • Formal, recorded inspection of the premises (including external walkways / car park) on a regular basis. 	Keep up to date with health and safety regulations and new building control changes.	L	Deputy Clerk/ Clerk
Fire	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • PLEASE REFER TO FIRE RISK ASSESSMENT 			

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Stress

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Over/ under work	Employees / Volunteers	<ul style="list-style-type: none"> • Management/ councillors monitor all workloads to ensure suitable amount for Employees / Volunteers in line with expectations. • Workload monitored to ensure adequate personnel level. • Appraisal system addresses workload. • Some cover is in place for site staff on sick or annual leave. • Flexibility and cover available for most staff duties/ responsibilities. • Difficulties are inherent given small work force and part time working arrangements (especially in connection with the Clerk and Deputy Clerk). • Additional cover is available as separate RFO/ Clerk/ Deputy Clerk monitor other staff work loads. 	Monitor unpaid overtime for all staff and review contracts of employment if needed. Part in house cover available or source locum provision relating to Clerk/RFO/Dep Clerk as appropriate.	M	Council/ Clerk/ RFO
Lack of training	Employees / Volunteers	<ul style="list-style-type: none"> • Appropriately qualified Employees / Volunteers appointed as per role requirements. • Training needs addressed as per role and individual. • Appraisal system addresses training requirements. • Employee / Volunteer requests for training are fully considered by management. • Clerk reviews effectiveness of training provided and reviews new training available/ suitability of staff. • Self assessment is encouraged. • Use of YLCA/NALC training offered to all staff and actioned by Clerk/ Chair of Council. • Records of all training kept. 	Maintain knowledge of training available and changes in legislative requirements.	L	Clerk/ Deputy Clerk/ all staff
Public - Expectations. - Conflict. - Violence.	Employees / Volunteers	<ul style="list-style-type: none"> • Complaints from members of the public are handled seriously and there is a complaints procedure and policy that all staff are aware of and is published on the parish council's website • The organisation holds monthly public meetings. • The public are regularly consulted on the organisation's activities. • Training will be given if required in recognising threatening situations i.e. body language and dealing with aggressive situations etc. should this prove necessary. • "Zero tolerance" policy in place to support Employees / Volunteers. • The Council produces a regular newsletter to all households in the parish updating residents on activities. • The Council's website and facebook pages are regularly updated on activities 	A Parish Plan is in preparation to outline the activities of the parish council and future projects set out in an action plan. Extensive public consultation will be undertaken to develop this document.	L	Clerk/ Deputy Clerk/ all staff

Risk assessment (continued)

Activity: Stress

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Working relationships	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers are encouraged to notify management of problems. • The Clerk has an 'open door' policy. • Employee / volunteer meetings held when required. • Monthly team meetings 	Continue to monitor and support process as required	L	Clerk/ Deputy Clerk/ all staff
Reorganisations	Employees / Volunteers	<ul style="list-style-type: none"> • Reorganisations are kept to a minimum to avoid disruption. • Employees / Volunteers consulted on all reorganisations. • Any changes implemented over a lead-in period. 	Develop to meet changing needs and priorities	L	Council/ Clerk/ Deputy Clerk/ all staff
Change of duties	Employees / Volunteers	<ul style="list-style-type: none"> • Changes in duties are kept to a minimum. • Any change is implemented over a lead-in period. • Employees / Volunteers provided with new job descriptions. • Employees / Volunteers consulted on all change of duties. • Performance, Review and Staffing committee review as required and make recommendations to PC. 	Develop to meet changing needs of service/ continue to prioritise good staff/ members working relationship.	L	Council/ Clerk/ Deputy Clerk/ all staff
Lone working	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. 			

Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024

Risk assessment form

Activity: Use of Strimmer

Assessment date: 05/03/2024

Review date: 03/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of equipment and clearing of blockages - Cuts/ lacerations.	Employees	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers are trained in safe use of equipment. • Equipment fitted with appropriate safety cut-off switches. • Equipment checked prior to use. • Equipment is switched off during blockage clearing. • Employees are provided with appropriate PPE. • Employees / Volunteers monitored to ensure personal protective equipment worn. • Protective equipment hygienically stored, properly maintained and suitable for use. • Replacement personal protective equipment available. 	Monitor and review as required	L	Clerk/ Deputy Clerk
Mowing and strimming - Stones/glass thrown. up	Employees / Volunteers Members of the public in the vicinity	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees instructed to check area for glass/stones and remove before cutting grass. • Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. Use 'Caution work in progress' A boards and cordon area off if required. • Staff ensure all safety measures are in place before use. • Staff are supplied with correct PPE including visor, ear defenders, gloves and safety boots. • Any broken or damages machinery must not be used until repaired/ replaced. 	Monitor and review as required and in line with Doncaster Council contract	L	Clerk/ Deputy Clerk
Noise	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment with low noise levels purchased. • Ear defenders provided and worn when equipment is in use. • Employees / Volunteers monitored to ensure ear defenders are worn. 	Monitor and review as required and in line with Doncaster Council contract	L	Clerk/ Deputy Clerk

<p>Use of hedge trimmer</p> <ul style="list-style-type: none"> - Cuts/lacerations - Eye injury. - Hand, Arm <p>Vibration syndrome (HAV)</p> <ul style="list-style-type: none"> - Noise induced hearing loss. - Injury from falling branches. 	Employees	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers are trained in safe use of equipment. • Equipment fitted with appropriate safety cut-off switches. • Equipment checked prior to use. • Equipment is switched off during blockage clearing. • Employees are provided with appropriate PPE. • Employees / Volunteers monitored to ensure personal protective equipment worn. • Protective equipment hygienically stored, properly maintained and suitable for use. • Replacement personal protective equipment available. • Gloves are worn when operating machinery • Staff instructed to take regular short breaks and to switch off strimmer throughout work operations • Staff instructed to stop working immediately if tingling, blanching (loss of colour), pain or numbness in hands, wrists or fingers occur and report immediately • Staff not to use too hard/ tight grip when using strimmer • First aid kits available on each site. 	Monitor in line with contract	L	Clerk/ Deputy Clerk
<p>Manual handling</p> <ul style="list-style-type: none"> - Musculo-skeletal injury. 	Employees	<ul style="list-style-type: none"> • SEE MANUAL HANDLING RISK ASSESSMENT. • Employees trained in manual handling techniques. • Ensuring stable work area to avoid slips and tilting. • Light-weight equipment used where possible. • Restricted time using equipment. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
<p>Lone working</p>	Employees	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT • All staff carry a charged mobile phone at all times. • Notification of when work to be carried out and location of all staff is known to Clerk/ Deputy Clerk before commencing. • Staff have personal alarm • First Aid facilities available at Goldsmith Centre, Newlands Park and Anchorage Park. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
<p>Slips, trips and falls</p>	Employees	<ul style="list-style-type: none"> • Only staff competent in using the equipment will carry out maintenance • Staff to ensure secure footing throughout strimming operation • Staff aware of hazards present on each site • All visible obstacles and trip hazards are removed before starting work • Staff are supplied with correct PPE • Equipment to be cleaned after use and checked for damage, replacement etc • If deemed unsafe work will be postponed • If working on a slope staff work in straight lines across the face of a slope 	Monitor and review s necessary	L	Clerk/ Deputy Clerk

Contact with pollen, dust, grass etc.	Employees	<ul style="list-style-type: none"> Filter masks provided to Employees on request. Sensitive Employees put on alternative duties to reduce exposure to allergens. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Contact with dog faeces / rat urine / discarded syringes/ items contaminated with body fluids – Infection risk.	Employees	<ul style="list-style-type: none"> Area to be inspected prior to use of equipment. Hand held litter picker used. Employees have protective gloves/ equipment to assist clean up Employees made aware of potential hazards. First aid kit available. Antiseptic wipes/wash facilities available. Vaccinations provided where appropriate. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk

Environment e.g. uneven surface, poor light, extreme weather, confined work area - Slips, trips, falls. - Other injury.	Employees	<ul style="list-style-type: none"> Additional lighting available. Employees visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface. Constricted work areas avoided. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Hot weather - - Heat exhaustion. - Dehydration. - Sunburn.	Employees	<ul style="list-style-type: none"> Access to water/welfare facilities. Breaks permitted as necessary. Hats and long-sleeved shirts worn in sunny conditions. Sunblock used if particularly sensitive. Employees instructed to regularly check skin for new moles and for any growths on face and hands. Heavy manual work in hot weather restricted. Employees trained to recognise symptoms of dehydration, heat exhaustion etc. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Cold weather - Frostbite. - Slips/ trips.	Employees	<ul style="list-style-type: none"> Suitable personal protective equipment provided and used. Adequate heating in welfare facilities. Outdoor work in extreme conditions restricted. Suitable area for drying wet clothes to be provided. Work access/egress routes to be gritted when necessary. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk
Wet weather - Ill-health/ colds / flu.	Employees	<ul style="list-style-type: none"> Suitable personal protective equipment provided and used. Adequate heating in welfare facilities. Outdoor work in extreme conditions restricted. Suitable area for drying wet clothes to be provided. Work access/egress routes to be gritted when necessary. No outdoor working in electrical storms. 	Monitor and review as necessary	L	Clerk/ Deputy Clerk

Use of herbicides - Skin / eye contact and accidental ingestion. - PPE contamination. - Spillage.	Employees / Volunteers	<ul style="list-style-type: none"> • Stored in appropriate location within on site compounds • Use determined by manufacturers guidelines • First aid facilities available on each site • Staff instructed to wear appropriate PPE 	Monitor in line with contract	L	Clerk/ Deputy Clerk
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Completed and signed by: E. Garner (Clerk to the Council)

Date: 05/03/2024