

RISK ASSESSMENT		PLAYING FIELDS & GROUNDS	
<b>Location:</b> Parish Councillor Role Risk Assessment	<b>Assessment by:</b>  <b>Allan Kerrigan</b>	<b>Date:</b>  <b>25<sup>th</sup> August 2009</b>	
	<b>Review Date: 29<sup>th</sup> August 2010</b>	<b>Approved by:</b>	<b>Date:</b>

**Woodham Ferrers & Bicknacre Parish Council**  
**Woodham Ferrers Village Hall,**  
**Main Road,**  
**Woodham Ferrers**  
**CM3 8RJ**

Hazard / Risk	Who is at Risk?	Initial Risk Rating H/M/L Note 1	Normal Control Measures (Brief description and/or reference to source of information).	Control Measures Y/N/NA		Additional Control Measures (To take account of local/individual circumstances). Note 2	Residual Risk Rating Note 3
				In Place	Adequate		
<b>Lone Working</b>	Councillors Parish Clerk	M	Have a buddy system in place. Under 16 year old must be accompanied by an adult-or work in pairs. Minimum age 14 years old Information of what tasks they are doing, what time and what location must be provided to a responsible person, half hour checks by phone to ensure that everything is OK Clerk to have door entry system to office-visitors by appointment only	Y	Y	N/A	L
<b>Driving on Parish Council business</b>	Councillors Clerk Volunteers	M	Ensure MOT-Insurance –Driving licence appropriate for task-(If over 25,000 miles pa on PC Business advance driving course) If attending Training Courses over 4 hours driving plus course equals 10 hours, over night accommodation must be provided.	Y	Y	N/A unless over 25000 miles pa	L
<b>Youth Council activities School Visits</b>	Councillors Clerk	M	All persons involved with young children to have CRB checks. Ensure that Youth Council meeting have appropriate First Aid cover.	Y	Y	N/A	L

<b>Working on Roadside Verges-Speed Watch Initiative-Leaflet distribution</b>	Clerk Councillors Litter picker Volunteers  Distributors Helpers	H	On high speed roads training must be given. Hi Viz Jackets with sleeves. Competence must be proved to work on roadside verges.  All those under the age of 18 years old should be accompanied by a responsible adult.	N	N	N/A	H
<b>Working with Community Payback groups</b>	Clerk Councillors Volunteers Litter Picker Gate Keeper	M	Full work Risk assessments to be provided by Probation Service, Training( briefing) for PC volunteers by Probation Service	N	N		M
<b>Threat of violence and abuse from members of Public-adduction-assault-harassment</b>	Clerk Councillors-Field Officers & Planning Officers Litter Picker Gate Keeper Playground Inspector	M	Basic training in non confrontation to be provided.	M	N		M
<b>Working with Chemicals</b>	Cleaner Maintenance Contractor	M	Cleaner to be trained in use of Parish Council approved cleaning chemicals. Maintenance Contractor to supply Safe Systems of Work or Method statements, and Risk Assessments on use of Chemicals	L	N	N/A	L
<b>Working at Heights</b>	Maintenance Contractor	H	To Supply Method Statements-proof of competence and Risk assessments on Working at Height	L			L
<b>Working with Hand tools</b>	Maintenance Contractor "FoPF " volunteer group	M	To Supply Risk Assessments and Safe Systems of Work	L		Safe systems of work supplied. See index attached.	L

<b>Working with electrical power tools</b>	<b>Maintenance Contractor "Friends if Playing fields" volunteer group</b>	H	To supply proof of competence, Method Statements, Risk Assessments. FOPF See Index.	L			L
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<b>REVIEWS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
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Note 1 Indicate High (H) / Medium (M) / Low (L)  
Note 2 Enter relevant measure or N/A (Not Applicable)  
Note 3 Indicate High (H) / Medium (M) / Low (L)

# Appendix: Safe Systems of Work

## **FOPF:**

FoPF – Proposed H&S instructions

These instructions are to be followed when undertaking any tasks around Priory Fields and are for the benefit of you and others you will be working with as well as members of the public who may be nearby.

At all times you should follow the instructions of the working party supervisor and also apply basic common sense to the dangers present in all tasks.

### Personal Protective Equipment

When provided for any job you are about to undertake, this must always be used.

#### Protect your head

A safety helmet must be worn where there is a danger of falling objects – these will be provided. However, we do not provide sun hats, which are always advisable on hot sunny days.

#### Protect your eyes

Safety goggles will be provided if your job could involve dust or flying particles. These should be correctly worn whenever there is a possibility of danger to your eyes.

#### Protect your ears

Ear defenders will be supplied when working with noisy equipment.

#### Protect your hands

Work gloves are very useful in protecting hands from cuts, scratches and blisters. Normally volunteer workers bring their own, but we can supply them if necessary. Do not wear gloves when swinging wooden handled tools (e.g. pickaxe, hammers, grass hooks) to prevent slippage. Please take special care when lighting or tending bonfires and do not use petrol or paraffin.

### Protect your back

Lifting and handling loads incorrectly can cause injury. Persistent bad lifting may cause strain, which in time may become severe. Pushing and pulling (e.g. shovelling and dragging) can also cause similar problems.

Where possible use any mechanical means available to lift or carry loads, Where not possible always consider the following:-

How heavy is the load?

Do I need help?

Can I get a good grip?

Can I get some mechanical assistance (e.g. barrow or tractor trailer)?

Does the load have splinters, sharp projections or hazardous material?

If in any doubt, ask for help or talk to the working party supervisor.

### Always lift in the correct manner

Place feet a shoulder width apart to provide a stable base.

Bend your knees so that your hands are close to waist level when the load is grasped and

keep your back in its natural shape.

Get a firm grip that will not need to be changed while carrying

Lift smoothly, utilising the muscles of your thighs and buttocks and keeping control of the

load.

Don't twist your body – use your feet instead.

Keep the load as close to your body as possible, with the heaviest side close to the body.

Avoid lifting above shoulder level or lowering below ground level.

To lower the load, reverse the above actions.

Never walk backwards or run while carrying loads.

Stop work if you feel any pull or stain. Call for help if required.

### Protect your feet

You are strongly advise to wear a sturdy pair of boots with good soles. It is best to 'break in' new boots before working in them

### Protect your health

You are recommended to have an up to date tetanus injection.

All cuts and grazes should be covered to prevent infection, especially when working in water.

Wear gloves and wash your hands before eating or drinking.

When working in vegetation, it is also advisable to keep your arms and legs fully covered.

### Working Conditions

#### Working outdoors

In cold, wet or windy conditions always wear sufficient clothing to keep warm and dry.

On very hot days avoid the possibility of heat exhaustion by wearing a sun hat, drinking plenty of water and working in shade when possible.

Avoid the risk of sunburn by keeping your skin covered or using the appropriate level of sunscreen.

#### Smoking

We ask those who do smoke to consider the health, safety and comfort of others.

Please do not smoke in enclosed spaces and take care in very dry conditions by ensuring that cigarette ends and matches are properly extinguished.

#### Working on a slope

Take extra care when working on a slope, particularly when driving a tractor or grass cutter.

Ensure tools or other objects do not slide down slopes.

#### Working in water

Ensure there is always some one else around, even if working in shallow water.

### Working with hand tools

Use the correct tool for the job

Do not use damaged or worn tools

Lift and carry tools in a safe manner

Take care when using sharp tools

When using tools such as pickaxes, ensure other people are safe distance away.

Never leave tools when they might injure someone else.

If in any doubt on any of the above, speak to the working party supervisor.

### Working with power tools

When approaching someone using a power tool, ensure they are aware of your presence and wait till they indicate it is safe to do so, before getting close to them.

### Accidents and illnesses

Hopefully these will be rare, but if it happens then:-

Involve the working party supervisor as soon as practical

Use a mobile phone to summon medical help, if needed

Do not move an injured person unless they are in a dangerous position

Make an injured person as warm and comfortable as possible

**Make sure you know where the first aid kit is stored.**

### Look after your neighbour

Please always ensure that you do not do anything that will put yourself, other workers or members of the public at any risk. If you see a hazard or an 'accident waiting to happen', please either correct the problem yourself or advise the working party supervisor.