

## GOSFIELD PARISH COUNCIL – MANAGEMENT OF HEALTH & SAFETY

### MECHANICAL & ELECTRICAL EQUIPMENT RISK ASSESSMENT

**MECHANICAL EQUIPMENT** – such as Grass Cutting Equipment, Strimmers etc.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Personal Injury	Parish Councillors Volunteers Members of the public Employees of the Parish Council	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>Ensure that all users of mechanical equipment have received appropriate training for the equipment's use.</li> <li>If the machine requires re-fuelling, make sure that the operator is aware of the actions to take to prevent a fire &amp; what to do in the event of a fire</li> <li>If any minor maintenance of any machinery is required, anyone carrying out this maintenance must be fully trained</li> </ul> <p><b>Pre-Use Inspection/Safety Check</b></p> <ul style="list-style-type: none"> <li>All machines must have safety checks carried out before use with any defects reported to the Parish Council or Management Committee.</li> <li>If any safety critical faults are identified, the equipment must not be used</li> </ul>	<p>A record of all training for operators in using, re-fuelling &amp; maintaining mechanical equipment must be kept.</p> <p>Training sources &amp; materials must be obtained from either the manufacturer or supplier of the mechanical equipment</p> <p>If the equipment is not safe to use, it should either be removed and securely stored or signage/hazard tape must be visible on the equipment to prevent others using it</p>			

		<p><b>Site Inspection/Safety Check</b></p> <ul style="list-style-type: none"> <li>• For all grass-cutting equipment, an inspection of the area to be cut/strimmed must take place with hazards identified &amp; removed.</li> <li>• The conditions in which the equipment is used (i.e. weather etc.) must be assessed to ensure that damage &amp;/or additional hazards are not created.</li> <li>• Ideally, mechanical equipment should be used when there is little or no use of the area by members of the public. However, if there are members of the public &amp;/or likely to be members of the public using the facility, then adequate signage must be used to warn the public.</li> <li>• All users must ensure that they are aware of any members of the public in the vicinity of the works &amp; measures taken to reduce risk of harm.</li> <li>• If a member of the public approaches the machine whilst it is in use, the machine must be made safe/turned off.</li> </ul>	<p>Signage can be obtained via the Parish Council if required.</p> <p>Any hazards that prevent the works from taking place must be reported to the Parish Council &amp; Management Committee.</p>			
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		<p><b>Use of the machines</b></p> <ul style="list-style-type: none"> <li>• The machine must only be used in accordance with the manufacturers guidance.</li> <li>• Should the machine malfunction, the machine should be stopped immediately, made safe &amp; securely stored until it can be repaired.</li> <li>• Should a machine's cutters become blocked, the engine must be switched off &amp; where possible the ignition key removed before any attempt of clearing the blade is made.</li> <li>• Gloves must be worn when clearing blocked cutter blades.</li> <li>• Make sure the area is clear when re-starting the machine &amp; do not re-adjust the blade with the engine running</li> <li>• After use, make sure the machine is correctly &amp; safely stored</li> <li>• When refuelling the machine refer to COSHH risk assessment &amp; wear the appropriate PPE.</li> </ul>	<p>All mechanical machinery must be regularly serviced &amp; maintained. Records should be kept detailing when servicing/repairs or maintenance have taken place.</p> <p>Any PPE required will be made available in line with manufacturers recommendations</p> <p>COSHH Risk Assessment available from the Parish Council or the Management Committee.</p>			
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**ELECTRICAL APPLIANCES EQUIPMENT – such as Heaters, Refrigerators, etc.**

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Personal Injury	Parish Councillors Volunteers Members of the public Employees of the Parish Council	<p><b>Fixed Electrical Installations (e.g. Pavilion)</b></p> <ul style="list-style-type: none"> <li>Ensure that fixed installations are correctly installed, maintained &amp; repaired by a qualified electrician.</li> </ul> <p><b>Electrical appliances</b></p> <ul style="list-style-type: none"> <li>Safety plugs provided in sockets when not in use.</li> <li>Any new electrical appliance must carry the CE mark &amp; logged in an Electrical Items Log.</li> <li>Any electrical appliance must be visually checked before use – checking to ensure there is no damaged wiring &amp; that the plug socket is not overloaded.</li> <li>All electrical appliances must be PAT tested annually.</li> <li>Any users of Parish Council property must be informed that they are responsible for any equipment used on site.</li> <li>All users of Parish Council property must be aware to the location of the isolator switch.</li> </ul>	<p>Ensure that fixed installations are regularly inspected – legal requirement is for every 5 years</p> <p>Electrical items log to be displayed in the kitchen of the Pavilion.</p> <p>If any electrical appliance is not safe to use, it should either be removed and securely stored or signage/hazard tape must be visible on the equipment to prevent others using it.</p> <p>All records of testing &amp; certification must be held by the Management Committee with copies provided for the Parish Council.</p> <p>RCDs (Residual current devices) can be used where appropriate.</p>			

		<ul style="list-style-type: none"> <li>Any extension cables to external appliances are suitably weatherproofed &amp; protected.</li> <li>Any cables are suitably covered or marked to prevent them being a trip hazard.</li> <li>Any electrical appliance must only be used for the designed use as designated by the manufacturer.</li> <li>Ensure that water &amp; other liquids are kept at an appropriate distance from cables &amp; plugs.</li> <li>If an electrical appliance needs to be cleaned or repaired – the appliance must be switched off and the plug removed from the socket.</li> <li>Regularly check that the correct fuse is being used for the appliance.</li> <li>Where possible, unplug unused appliances to reduce potential risks.</li> <li>Ensure that appropriate ventilation is available for all appliances so as to not induce overheating.</li> </ul>	<p>Any hazards that prevent an electrical appliance from being used must be reported to the Parish Council &amp; Management Committee.</p> <p>Any cleaning &amp; repairs must be line with guidance from the manufacturer. Where necessary refer to the COSHH Risk Assessment when cleaning an appliance &amp; wear the suitable PPE.</p>			
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Re-Adopted

Date 15<sup>th</sup> May 2023

Minute reference 23/084 Item Y

Signed .....Chairman

Review Date: 2024