

**Gosfield Parish Council**  
**Management of Health and Safety at Work Regulations 1999**  
**Risk Assessment Record**

**Work Activity:** Cleaning the Toilets in the Pavilion in the Parish of Gosfield  
**Date of Assessment:** May 2025  
**Next Review Date:** May 2026

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Cleaning	Cleaner Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups.	Communicate with Parish Council Members and volunteers prior to the designated day /evening for cleaning to indicate suitable clothing and footwear to be worn on the day. Sturdy shoes or boots, gloves, trousers and long-sleeved top.	Parish Council to ensure that suitable protective clothing is worn by the cleaner.  Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.  Carry a suitable First Aid Box for the work activity.			

Lone Working	<p>Cleaner Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups</p> <p>Verbal or physical abuse from users of the area or householders and landowners adjacent.</p>	<p>Always carry a mobile phone &amp; check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.</p> <p>If a member of the public/landowner/householder becomes verbally or physically abusive leave the area and refer to them to the Chair or Vice Chair of the Parish Council. Contact the police for advice.</p>				
Trips Slips and falls	<p>Cleaner Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups Contractors.</p> <p>Cuts and bruises to the parts of the body, Eye injuries Fracture to parts of the body.</p>	<p>Check the floor prior to undertaking the work activity to note any area which would create a tripping/slipping hazard. Example wet floor slippery, etc</p>	<p>Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.</p> <p>Carry a suitable First Aid Box during the work activity.</p>			

Chemicals/Soap	<p>Cleaner Contractor Members of the Parish Council undertaking the work.</p> <p>Members of the Public Volunteers from Community Groups Contractors.</p>	<p>Always check the label on how the chemical/soap needs to be applied.</p> <p>Suitable protective clothing to worn by the cleaner.</p>	<p>Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.</p> <p>Carry a suitable First Aid Box during the work activity</p>		
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**Risk Rating – Likelihood x Severity = Risk Rating**

**Risk Ratings**

**Likelihood**

1. Low (Seldom)
2. Medium (Frequently)
3. High (Certain or Near Certain)

**Risk Rating**

- 1
- 2
- 3/4
- 6

**Priority**

- No Action
- Low Priority Action
- Medium Priority Action
- High Priority Action

**Severity**

1. Slight (Off Work for up to 3 days)
2. Serious (Off work for over 3 days)
3. Major (Death/Major Harm)

**Likelihood 2 Severity 2 Risk 2 Priority Low**

**Re-Adopted**

19<sup>th</sup> May 2025

Minute reference 25/078 Item T

Signed ..... Chairman

Review Date: 2026