

**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<br>Contractor<br>Members of the Parish Council undertaking the work.<br>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.<br><br>Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.<br><br>Carry a suitable First Aid Box for the work activity. |                |                |           |

|                       |   |   |   |  |  |  |
|-----------------------|---|---|---|--|--|--|
| Lone Working          | <p>Cleaner<br/>Contractor<br/>Members of the Parish Council undertaking the work.<br/>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.<br/>Contact the police for advice.</p> |   |  |  |  |
| Trips Slips and falls | <p>Cleaner<br/>Contractor<br/>Members of the Parish Council undertaking the work.<br/>Members of the Public Volunteers from Community Groups<br/>Contractors.</p> <p>Cuts and bruises to the parts of the body,<br/>Eye injuries<br/>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 | Cleaner<br>Contractor<br>Members of the Parish Council undertaking the work.<br>Members of the Public Volunteers from Community Groups Contractors. | Always check the label on how the chemical/soap needs to be applied.<br><br>Suitable protective clothing to 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.<br><br>Carry a suitable First Aid Box during the work activity |  |  |  |
|----------------|---|--|---|--|--|--|

| Risk Rating – Likelihood x Severity = Risk Rating |          |                 |                           |             |          |                        |
|---|----------|-----------------|---------------------------|-------------|----------|------------------------|
| <b><u>Risk Ratings</u></b>                        |          |                 |                           |             |          |                        |
| <b><u>Likelihood</u></b>                          |          |                 | <b><u>Risk Rating</u></b> |             |          | <b><u>Priority</u></b> |
| 1. Low (Seldom)                                   |          |                 | 1                         |             |          | No Action              |
| 2. Medium (Frequently)                            |          |                 | 2                         |             |          | Low Priority Action    |
| 3. High (Certain or Near Certain)                 |          |                 | 3/4                       |             |          | Medium Priority Action |
|   |          |                 | 6                         |             |          | High Priority Action   |
| <b><u>Severity</u></b>                            |          |                 |                           |             |          |                        |
| 1. Slight (Off Work for up to 3 days)             |          |                 |                           |             |          |                        |
| 2. Serious (Off work for over 3 days)             |          |                 |                           |             |          |                        |
| 3. Major (Death/Major Harm)                       |          |                 |                           |             |          |                        |
| <b>Likelihood</b>                                 | <b>2</b> | <b>Severity</b> | <b>2</b>                  | <b>Risk</b> | <b>2</b> | <b>Priority</b> Low    |

### Re-Adopted

19<sup>th</sup> May 2025

Minute reference 25/078 Item T

Signed .....Chairman

Review Date: 2026