

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

**Work Activity:** Clearance of Ha-Ha Drain in the Parish of Gosfield  
**Date of Assessment:** May 2023  
**Next Review Date:** May 2024

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
Cutting back vegetation and debris with hand tools	Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups.  Cuts to the body. Bruises to the body. Sprains and strains from using hand held tools. Fractures to bones in the body.	Communicate with Parish Council Members and volunteers prior to the designated day for clearing to indicate suitable clothing and footwear to worn on the day. Sturdy Boots or wellingtons, gloves, trousers and long-sleeved top.  Brush long grass with rake before cutting to ensure that no animals, snakes, hedgehogs etc are amongst it before commencing.  Ensure that any hand held tools provided or supplied by Parish Council Members/volunteers are in a good condition.	Parish Council to ensure that suitable protective clothing is worn by Parish Council members and any volunteers assisting with the clearing of vegetation or debris.  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.  Cover any cuts and wash hands before eating particularly if animals have been touched			

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Flying Debris	<p>Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups.</p> <p>Cuts and bruises to parts of the body Eye injuries causing irritation to the eye</p>	<p>Always wear long trousers, sturdy footwear, gloves and Consider wearing eye protection.</p> <p>Walk the area prior to clearing to clear the area of debris e.g. bottles and cans and dog fouling before work commences. Dog fouling must be removed before commencing work.</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 for the work activity.</p>			

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Trips Slips and falls	<p>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 ditch prior to undertaking the work activity to note any area which would create a tripping/slipping hazard. Example raised roots/vegetation, slippery, holes etc</p> <p>Check weather forecast prior to undertaking work activity and do not undertake work. during wet/windy or severe weather.</p> <p>Wear suitable protective clothing, footwear, gloves, trousers 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> <p>Check Met office weather warnings on line prior to undertaking work activity.</p>			

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Lone Working	<p>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>Injury whilst undertaking the work activity,</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>Parish Council to date and time when ditch is to be cleared. Contact the member of the Parish Council once the work activity is completed.</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>				
Manual Handling	<p>Contractor Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups</p> <p>Injury to back, pulled muscles in parts of the body. Cuts, bruises to the body Fracture to parts of the body.</p>	<p>Bags filled with debris must not be overfilled and assistance sort to carry bags back to the vehicle for disposable.</p> <p>Protective clothing must be worn, gloves, long trousers, long sleeve shirt</p>	<p>Parish Council to check that Manual Handling training has been undertaken by contractor and/or Members of the Parish Council.</p> <p>Carry a suitable First Aid Box during the work activity.</p>			

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Working during periods of hot weather or cold/wet weather	<p>Contactors Members of the Parish Council Volunteers from the Community Groups</p> <p>Dehydration. Sunburn</p> <p>Hypothermia</p>	<p>Protective clothing must be worn, gloves, long trousers, long sleeve shirt and a suitable hat to protect the head from the sun. Suitable sunglasses/eye protection.</p> <p>Waterproof clothing during wet weather. Warm clothing during cold weather. Wear layers rather than thick jumpers/coats. Wear suitable warm gloves/hats. Suitable footwear eg wellies/protective boots.</p> <p>Carry bottles of water. Take regular breaks in the shade. Flask of warm liquid during cold weather</p> <p>Flask or container of warm liquid/soup/coffee/tea etc during cold weather</p> <p>During hot weather plan work activity to ensure that work does not have to be undertaken in direct sun during the hottest hours of the day 11.00 until 15.00. (work in the shade) during hot weather.</p>	<p>Check the Met Office weather warnings which can be accessed on-line prior to undertaking work activity.</p> <p>Work activities may have to be cancelled due to weather conditions.</p> <p>Read HSE leaflet 'keep your top on' for advice when working outdoors during hot weather.</p>			

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Using Hand Tools	<p>Contractor Members of the Parish Council Volunteers from the Community</p> <p>Cuts, bruises, fractures to bones in the body. Pulled muscles, strains and sprains.</p>	<p>Ensure all Members of the Parish Council and volunteers/contractors are trained in the use of hand tools</p> <p>Check tools prior to using to ensure they are in good working order.</p>	<p>Strimmers. bush cutters only to be used by authorised contractors or trained members from the Parish Council.</p> <p>Tools that are in a poor state of repair to be removed and disposed of in a safe manner.</p>			
Wet Weather	<p>Contractor Members of the Parish Council Volunteers from the Community</p>	<p>Wear suitable gloves, eye protection where appropriate. During wet conditions wipe down the handles of the tools prior to use and throughout the work activity.</p>				

<b>Risk Rating – Likelihood x Severity = Risk Rating</b>						
<b><u>Risk Ratings</u></b>						
<b>Likelihood</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>Severity</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>3</b>	<b>Severity</b>	<b>2</b>	<b>Risk</b>	<b>3/4</b>	<b>Priority Medium</b>

Re-Adopted

15<sup>th</sup> May 2023

Minute reference 23/084 Item O

Signed .....Chairman

Review Date: 2024