

Wakes Colne Parish Council
Management of Health and Safety at Work Regulations 1999
Risk Assessment Record

Work Activity: Generic Public Right of Way in the Parish of Wakes Colne
Date of Assessment: May 2020
Next Review Date: May 2021


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	<p>Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups.</p> <p>Livestock and animal.</p> <p>Cuts to the body. Bruises to the body. Sprains and strains from using hand held tools. Fractures to bones in the body.</p>	<p>Communicate with Parish Council Members and volunteers prior to the designated day for clearing to indicated suitable clothing and footwear to worn on the day. Sturdy Boots or wellingtons, gloves, trousers and long sleeved top.</p> <p>Ensure that any hand held tools provided or supplied by Parish Council Members/volunteers are in a good condition and working order. Ensure hand tools are maintained/repared as required. Do not use broken hand tools. Use the correct tool for the work activity.</p>	<p>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.</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> <p>If working in a field which has livestock contact the landowner prior to the designated day to ask if the livestock can be removed or contained away from the working area.</p>			

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		<p>Signs must be displayed at entrance areas of the footpath to inform other users of the footpath that the footpath is being cleared</p>	<p>Cover any cuts and wash hands before eating particularly if animals have been touched</p> <p>Post signs a week in advance on the footpath (date and time am/pm) to highlight that the area is to be cleared and walkers to find an alternative route.</p>			
Flying Debris	<p>Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups.</p> <p>Livestock and animal</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 footpath 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>Signs must be displayed at entrance areas of the footpath to inform other users of the footpath that the footpath is</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. Post Signs a week in advance as above.</p> <p>If working in a field which has livestock contact the landowner prior to the designated day to ask if the livestock can be removed or contained away from the working area. Cover any cuts and wash hands before eating particularly if animals have been touched</p>			

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Installation of Waymark Posts,	<p>Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups</p> <p>Livestock /animals</p> <p>Cuts to the body. Bruises to the body. Sprains and strains to the back and other body parts from using handling the posts/gates. Fractures to bones in the body. Infection from treated timber.</p>	<p>Always wear long trousers, sturdy footwear, gloves and any member of the working group lifting and handling materials wear steel-toe cap boots/shoes. Wear suitable eye protection if concrete or stone is to be broken up. Signs must be displayed at entrance areas of the footpath to inform other users of the footpath that the footpath is being cleared. Consideration to be given to posting a person on the footpath to request walkers to find an alternative route whilst the Waymark Posts/gates are being erected.</p>	<p>If working in a field which has livestock contact the landowner prior to the designated day to ask if the livestock can be removed or contained away from the working area. Cover any cuts and wash hands before eating particularly if animals have been touched</p> <p>Ensure that all volunteers and members of the Parish Council have been trained in the use of the hand tools to be used.</p>			
Fire	<p>Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups</p> <p>Livestock /animals</p>		<p>Consider evacuation route from the work area on the footpath.</p> <p>Check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency.</p>			

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	<p>Fire to vegetation and work area on</p> <p>Smoke Inhalation Cuts & Bruises to the body</p>					
Trips Slips and falls	<p>Members of the Parish Council undertaking the work. Members of the Public Volunteers from Community Groups</p> <p>Cuts and bruises to the parts of the body, Eye injuries Fracture to parts of the body</p>	<p>Walk the footpath prior to undertaking the work activity to note any area which would create a tripping/slipping hazard. Example raised roots/vegetation, slippery, holes etc 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>Members of the Parish Council undertaking the work.</p> <p>Members of the Public Volunteers from Community Groups Verbal or physical abuse from users of the footpath or householders and landowners adjacent to the footpath.</p> <p>Injury whilst undertaking the work activity,</p>	<p>Always carry a mobile phone & check the mobile phone signal prior to undertaking work to ensure assistance can be summoned in the event of an emergency. Inform a member of the Parish Council date and times and which footpaths are 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.</p> <p>Contact the police for advice.</p>	<p>Consider if it is appropriate to undertake lone working. Arrange for an additional person to accompany the operator during the work activity.</p>			
Manual Handling	<p>Members of the Parish Council undertaking the work.</p> <p>Members of the Public Volunteers from Community Groups Injury to back, pulled muscles in parts of the body. Cuts, bruises to the body Fracture to parts of the body.</p>	<p>Vegetation left at the side of the paths to compost into the ground.</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,</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>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> <p> img-Z27122146-0001.pdf</p>			
Working during periods of hot weather or cold/wet weather (continued)		<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>Ensure there are areas to shelter to retain a suitable body temperature during periods of cold/wet weather</p>				
Using Hand Tools	<p>Contactors 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>			
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		<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>				

Risk Rating – Likelihood x Severity = Risk Rating						
<u>Risk Ratings</u>						
Likelihood		<u>Risk Rating</u>		<u>Priority</u>		
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		
Severity	9			Urgent Action		
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	1	Risk	2	Priority Low

Re-Adopted

Date 6th May 20

Minute reference 20/079 Item 28

SignedChairman

Review Date: May 2021