

## Haughley Parish Council - Risk Assessment For period 1 April 2023 to 31 March 2024

| Topic  | Identified Hazards               | Uncontrolled Risk Rating | Who Could Be Affected?        | Actions Taken to Minimise or Eliminate Hazard  | Controlled Risk Rating | Residual Hazard or Risk  | Further Action Required?   | Further Action – How, When Whom?       |
|--|----------------------------------|--------------------------|-------------------------------|--|------------------------|--|--|--|
| <b>Financial / Communication / Insurance</b> |                                  |                          |                               |  |                        |  |  |  |
| Communication                                | Misconstrued policy or decisions | Medium<br>5              | Villagers, Parish Councillors | Statement or reports either in writing or verbally will only be given by HPC Chairman or Clerk with permission from Chairman or Council.   | Low<br>1               | None identified  | none   | Constantly Monitored By Parish Council |
| Accounting                                   | Accounting errors                | High<br>10               | Parish Councillors            | Monthly management accounts prepared by Clerk and presented to HPC at monthly meeting. Management accounts are checked by at least another Councillor prior to agenda item is reached and signed as checked item. The councillor checking cannot carry out this responsibility on consecutive meetings; the responsibility shall pass to another. Finally the appointed auditor will check periodically as well. | Low<br>3               | Low risk, by spreading the risk, it will eliminate the onus on the Clerk and help eliminate human error. | NB – one does not need to have knowledge of accounting to carry out this task. | Constantly Monitored By Parish Council |
| Accounting                                   | Stolen cash                      | High<br>10               | Parish Councillors            | Where any cash is held by any Councillor or the Clerk, for an interim period, between banking hours or visits to the bank, the cash in question shall be held in a secure place, known to at least two people selected from the Councillors and Clerk. Should the amount be large (in excess of £100) then it must be held in an overnight deposit box or personal safe.   | Low<br>3               | Small risk taking Money to bank  | Review amount to be held at regular intervals                                  | Constantly Monitored By Parish Council |

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|  |  |            |                               |  |             |  |   |   |
|--|--|------------|-------------------------------|--|-------------|--|---|---|
| Financial  | Lack of funds  | High<br>10 | Parish<br>Councillors         | A minimum of half the value of the total yearly precept to be kept as reserve. It is imperative that the percentage stays the same. This gives a cushion of funding available for emergency requirements that may crop up, due to unforeseen circumstances beyond control of PCC | Low<br>1    | None as long as Monitoring takes place | Keep in touch with SALC to check on any changes in advice.  | Constantly Monitored<br>By<br>Parish<br>Council               |
| Private Hiring of Parish Land or Property          |  | High<br>10 | Parish<br>Councillors         | Anyone hiring or seeking to use any Parish Land or property may be required to show evidence of suitable insurance and to sign a letter of indemnity   | Low<br>3    | Documents up To date                   | A suitable indemnity document for using Gallowsfield Wood is in place   | Further indemnities to be drafted as required                 |
| <b>The Cricket and Gallowsfield Wood</b>           |  |            |                               |  |             |  |   |   |
|  |  |            |                               |  |             |  | Risk assessment for Gallows field Wood to be completed in conjunction with playing field committee.   |   |
| Hire or Use for public events and Private Business | Slips, trips and falls, broken glass, falling trees. Unintentional or Wilful damag | High<br>7  | All persons on field          | Hirers / Organiser will be required to take out own insurance cover if not covered by the H.P.C insurance. Deposit will be required at the discretion of the G.F.W committee.  | Low<br>3    | Persons not taking care                | Review insurance and Risk assessment of Hirer / Organisation.   | Reviewed by P.F.C and G.F.W committee on cases by case basis. |
| Ponds  | Drowning   | High<br>10 | General public and volunteers | Side of pond where there is potential public access to be kept clear of long grass and vegetation in order to clearly define edge of pond.   | Medium<br>4 | General public swimming                | Consideration to be given to maintaining banks at a shallow gradient, where possible, to minimise risks of accidental slips trips and falls. Consideration also to be given to installing sign advising of risk of deep water | Recommendations to be reviewed on an annual basis.            |

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|   |  |             |                             |  |             |  |  |  |
|---|--|-------------|-----------------------------|--|-------------|--|--|--|
| Air Raid Shelter                        | Falling into air raid shelter                              | High<br>7   | General public              | Area of air raid shelter to be kept clear so that edge of air raid shelter is clear. The shelter has been roofed over and steps created to provide safe access   | Medium<br>5 | Falling into air raid shelter                    | None   | Regular inspection                     |
| Play equipment                          | Slips, trips and falls                                     | Medium<br>4 | Users of the play equipment | Play equipment to be inspected on a regular basis to ensure that it is fit for purpose. No concrete or hard standing present – grass only.   | Low<br>1    | Children not using equipment Properly            | Inspection required on three month basis by working party. | Regular Maintenance                    |
| Slips, trips and falls                  | Uneven ground  | Medium<br>5 | All users                   | Paths and areas around play equipment to be kept mown in order to reduce potential for unidentified trip hazards to be present.  | Low<br>2    | Residual risk will remain in area of long grass. | None   | Regular mowing                         |
| General maintenance                     | Risk of leptospirosis (Weil's disease) from infected water | Medium<br>5 | Volunteers                  | All volunteers to be told about the potential risk of leptospirosis. Advice to be given to include covering all cuts and abrasions, wearing disposal gloves and good personal hygiene. Anyone flu-like symptoms after contact with fresh water should contact their doctor immediately. All volunteers to be provided with gloves. | Low<br>1    | Spilt gloves                                     | Spare gloves   | Checks to see Gloves in good condition |
| Cutting back vegetation with hand tools | Cuts and other injuries                                    | Medium<br>5 | Volunteers                  | All volunteers to provide work gloves to minimise risk of cuts to hands. All volunteers to provide their own equipment.  | Low<br>3    | Spilt gloves                                     | Spare gloves   | Checks to see Gloves in good condition |
| Cutting back trees with chain saw       | Cuts and other injuries                                    | High<br>10  | Volunteers                  | Use of chain saw will only be undertaken by people holding applicable license. Other volunteers to be kept clear while chain sawing activities are being carried out.  | Low<br>3    | Equipment failure                                | Arrange training for chain saw users                       | Completed                              |

### Allotments

## Haughley Parish Council - Risk Assessment For period 1 April 2023 to 31 March 2024

|                                    |  |             |           |  |          |                |  |                            |
|------------------------------------|--|-------------|-----------|--|----------|----------------|--|----------------------------|
| Slips, trips and falls             | Uneven ground, hosepipes and other equipment | Medium<br>4 | All users | Access route to be kept mown to reduce potential for unidentified hazards to be present. Equipment, hosepipes and other trip hazards must be put away on completion of use.            | Low<br>2 | Muddy ground   | None   | None experienced gardeners |
| Tools                              | Cuts and other injuries.                     | Medium<br>4 | All users | Allotment users are responsible for the maintenance etc. of their own tools. No tools to be provided by HPC.   | Low<br>2 | Tools breaking | None   | None experienced gardeners |
| <b>Footpaths</b>                   |  |             |           |  |          |                |  |                            |
| Slips                              | Slipping on wooden footbridges               | High<br>7   | Walkers   | All footbridges to be inspected periodically. Suffolk CC to be informed of any footbridges that do not have chicken - wire grip covering in order that maintenance can be carried out. | Low<br>1 | Weather damage | Suffolk CC maintenance is likely to be discontinued. Consideration to be given to setting up a working party to carry out maintenance. | Regular Maintenance        |
| Falls                              | Falling from wooden styles                   | Medium<br>6 | Walkers   | All styles to be inspected periodically. Suffolk CC to be informed on any wooden styles are broken in order that maintenance can be carried out.                                       | Low<br>1 | Weather damage | Suffolk CC maintenance is likely to be discontinued. Consideration to be given to setting up a working party to carry out maintenance. | Regular Maintenance        |
| <b>King George V Playing Field</b> |  |             |           |  |          |                |  |                            |
|                                    |  |             |           |  |          |                | Risk assessment for playing field to be completed in conjunction with playing field committee.   |                            |

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| <b>Village Hall</b>                   |                                |          |                                   |   |          |                   |  |                    |
|---------------------------------------|--------------------------------|----------|-----------------------------------|---|----------|-------------------|--|--------------------|
|                                       |                                |          |                                   |   |          |                   | Risk assessment for village hall to be completed in conjunction with village hall committee. |                    |
| <b>Village Maintenance Activities</b> |                                |          |                                   |   |          |                   |  |                    |
| Sign Cleaning                         | Traffic accidents              | High 8   | Public / Handyman / Litter Picker | Person to be provided with high vis jacket and to be worn at all times.   | Medium 4 | traffic           | Regular reminders on safety concerns and checks on equipment                                 | Monitored by H.P.C |
| Sign Cleaning                         | Cleaning equipment / chemicals | High 7   | Public / Handyman / Pitter Picker | Gloves provided if required and clear instructions given on use of chemicals  | Low 3    | Care not be taken | Regular reminders on safety concerns and checks on equipment                                 | Monitored by H.P.C |
| Litter Picking                        | Traffic accidents              | High 8   | Litter picker                     | Litter picker to be provided with high visibility jacket. Jacket to be worn at all times while working.   | Medium 4 | traffic           | Regular checks on equipment  | Regular meetings   |
| Litter Picking                        | Hypodermic needles             | Medium 5 | Litter picker                     | Litter picker to be provided with hand held litter picker in order that waste is not handled directly. Inform litter picker of council response number if needles are identified. Council will arrange for correct handling and disposal. | Low 3    | Broken syringe    | Regular checks on equipment  | Regular meetings   |
| Litter Picking                        | General hygiene                | Medium 4 | Litter picker                     | Litter picker to be provided with gloves and informed of the need for good personal hygiene. Welfare facilities to be made available.   | Low 1    | Spilt glove       | Regular checks on equipment  | Regular meetings   |

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|  |  |             |                  |  |             |  |   |                                    |
|--|--|-------------|------------------|--|-------------|--|---|------------------------------------|
| Mowing Allotment Area, Footpaths and Around Play Equipment | Rotating blades causing injury                       | High<br>7   | Village handyman | Mowing equipment has contained rotary blade which minimises potential contact. Only authorised people to use equipment. Personal protection equipment (e.g. gloves and boots) to be worn at all times. Close fitting clothing to be worn that cannot become entangled in machinery.  | Medium<br>4 | Stones being Thrown out  | Further assessment of the use of the equipment is required. Risk assessment information to be provided to handyman. | Next 6 months by HPC.              |
| Mowing Public Open Space                                   |  | Medium<br>4 | Contractors      | All contractors must be approved.  | Low<br>2    | Stones being Thrown out  | Keep people clear   | By mower driver when cutting grass |
| Cutting Hedges   | Accidents resulting from use of mechanical equipment | Medium<br>4 | Contractors      | All contractors must be approved.  | Low<br>2    | Branches on Paths trip hazard  | Keep people clear   | By person cutting hedges           |
| Cutting Hedges   | Accidents resulting from use of mechanical equipment | Medium<br>4 | Village handyman | Hedge cutting equipment to be in good order'. High Visibility jacket/ safety boots eye protection and heavy grade gloves to be worn whilst working   |             | Branches on Paths trip hazard  | Need to ascertain if this is still undertaken by handyman and risk assessment completed if it is.                   | By person cutting hedges           |
| Lone Working with Machinery                                | Toppling and other accidents                         | Medium<br>6 | Village handyman | Village handyman to inform someone of their daily routine prior to commencing work. Mobile phone to be carried at all times.   | Low<br>3    | Still potential for accident but consequences are minimised.                         | None  | Regular meetings                   |
| Working in vicinity of traffic                             | Traffic accidents                                    | High<br>8   | Village handyman | Village handyman to be provided with high visibility jacket. Jacket to be worn at all times while working in vicinity of roads/traffic.  | Low<br>3    | Still potential for accident but consequences are minimised.                         | None  | Regular meetings                   |
| Installing wooden posts along curb.                        | Utility strikes                                      | High<br>8   | Village handyman | Review of post location will be made by HPP prior to installing post. Post holes less than 0.3m to be excavated carefully by hand. If located in area where shallow utilities are likely to be present and hole will be greater than 0.3m deep consideration will be given to using avoidance measures such as using CAT (cable avoidance tool) scanner. | Low<br>3    | Utilities can still be present within top 0.3m. Care must be taken while excavating. | None  | Warning signs<br>Cones             |

Review May 2024