

Haughley Parish Council VAS Risk Assessment – For the period 1 April 2024 to 31 March 2025

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Monitored by
Working on steps.	Person locating or removing sign or replacing battery could fall.	Steps to be placed in safe, level, position. Second person to be present to assist in securing and stabilising steps.	Ensure that site conditions are maintained to an acceptable level, e.g. foliage cut back and a level base for safe and unencumbered use of steps.	Approved list of designated persons only.	From first installation, then ongoing.	Haughley Parish Council
At risk from passing traffic.	Person, as above, and/or assistant could be struck by errant vehicle.	Accompanying vehicle to be positioned, on highway, with hazard lights on, to safeguard working area. Warning triangle and/or cones to be used to give advanced warning to road users. At Haughley New Street only, it may be possible to park off road and work safely some distance from highway edge. Cones will still be necessary. All persons to wear high visibility clothing.	Minimise time that safeguarding vehicle is stationary, if on highway.	Approved list of designated persons only.	From first installation, then ongoing.	Haughley Parish Council
Lifting and locating sign.	Persons, above, may mishandle sign weighing 6kg.	Ensure that persons are able to safely handle 6kg sign, from steps to position on post, without assistance. Anyone lifting heavy items to wear safety footwear.	Positioning of sign to take place without battery, to minimise lift weight. Battery to be fitted separately.	Approved list of designated persons only.	From first installation, then ongoing.	Haughley Parish Council

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

Review May 2025