

Thornton-Le-dale Parish Council Generic Risk Assessment

This document has been produced to enable the Parish Council to assess risk and ensure adequate steps have been taken to manage risk • This Risk Assessment is a general examination of activities to enable potential risks to be identified. • The Parish Council will take all practical and reasonable steps to reduce or eliminate the risks identified.

This Generic Risk Assessment should be read in conjunction with other Parish Council specific risk assessment documents.

Subject	Risk(s) Identified	L	S	High, Medium or Low	Management/Control Measures	Review/Assess/Revise
Assets: Streetlamps	Potential damage and harm to members of the public from cracked columns, loose bowls, rusty bracket connections etc. Third Party Damage caused requiring need to replace or repair the column or bracket with accompanying cost to the council.	1	1	L	Periodic inspection of columns and units by Street Lighting Maintenance contractor and repairs undertaken if necessary. Structural inspection every 6 years and electrical safety every 2 Years. Liaison with NYC Highways representations.	Public liability insurance Action against the party or parties responsible to recover costs of replacement or repair. Internal Audit assurance
Assets: Railings	Damage to Metal Railings may cause injury or harm to members of the public.	1	1	L	Periodic inspection of railings by Maintenance contractor and repairs undertaken if necessary.	Public liability insurance Action against the party or parties responsible to recover costs of replacement or repair.
Assets: Benches	Damage to benches may cause injury. Theft of benches need to be replaced at cost.	1	1	L	Seats anchored to make it more difficult to remove them. Bench Policy includes maintenance schedule.	Regular audit inspection. Annual review of insurance cover to ensure its adequacy.
Assets: Litter bins, Dog Waste Bins and Grit Bins	Deterioration or damage of litter bins, dog waste bins and Grit Bins may cause injury.	1	1	L	Bi-annual inspection of bins and repairs undertaken if necessary. Insurance cover against all risks. Potential claim against third party.	Annual review of insurance cover to ensure its adequacy. Regular Audit inspection.

Assets: AED Defibrillator	Deterioration or damage to the AED Defibrillator will result in ineffective use.	1	1	L	AED Registered with Circuit Management. Regular inspection by nominated volunteers. Approved parts ordered accordingly	On-going management with audit records of regular inspections.
Assets: Theft of any equipment	The need to replace any stolen equipment owned by the PC incurs a cost to the council.	1	1	L	Insurance of equipment and furniture against theft. Insurance of equipment and furniture against theft. The appropriate equipment and furniture are kept in a locked room.	Annual review of insurance cover to ensure its adequacy Internal Audit assurance.
Assets: Damage to equipment and furniture	The need to repair or replace the damaged equipment or furniture owned by the PC with accompanying costs to the council.	1	1	L	Insurance of equipment and furniture against damage. Annual inspection by electrical engineer. Internal Audit assurance	Annual review of insurance cover to ensure its adequacy.

Subject	Risk(s) Identified	L	S	High, Medium or Low	Management/Control Measures	Review/Assess/Revise
Monuments & Clocks: Village Green Market Cross	Damage to Historic Stone structure may result in harm or injury to members of the public.	1	1	Low	Stone Structure is regularly inspected for damage or maintenance concerns. Whilst in a public area, the stone column does not require a boundary fence.	Regular inspection. Recorded on asset register and covered by Liability Insurance.
Monuments & Clocks: Village Green Stocks	Damage to Historic Wooden structure may result in harm or injury to members of the public.	1	1	Low	Wooden Structure is regularly inspected for damage or maintenance concerns. Whilst in a public area, the Stocks are locked closed and not accessible.	Regular inspection. Recorded on asset register and covered by Liability Insurance.
Monuments & Clocks: Parish Clock	Damage to Historic Clock structure may result in harm or injury to members of the public.	1	1	Low	Clock is subject of regular inspection and servicing by qualified engineers. Public access to the clock is not allowed.	Regular inspection. Recorded on asset register and covered by Liability Insurance.
Monuments & Clocks: Hill Inst Clock	Damage to Historic Clock structure may result in harm or injury to members of the public.	1	1	Low	Clock is subject of regular inspection and servicing by qualified engineers. Public access to the clock is not allowed.	Regular inspection. Recorded on asset register and covered by Liability Insurance.

Subject	Risk(s) Identified	L	S	High, Medium or Low	Management/Control Measures	Review/Assess/Revise
Land & Open Spaces: Slips Trips or Falls	Uneven or defective grassed open spaces will create a slip, trip or fall hazard to Members of the Public, Visitors, Contractors or Trespassers	1	1	L	Regular Inspections for safety defects such as obstacles, to be undertaken by contractor. All defects to be reported to the Parish Clerk. Quick response to all reported defects. Grass cuttings swept from walkways, grass cutting maintained by contractor.	Regular open inspections and Review. Public Liability Insurance Cover
Land & Open Spaces: Trees	Any Tree or Branch falling to the ground may cause crush or trap injuries to Members of the Public, Visitors, Contractors or Trespassers.	1	1	L	All trees are inspected in accordance with the Parish Councils Tree Policy. All maintenance work is carried out by a qualified contractor Maintenance work also undertaken when emergency attention is required such as natural damage or bad weather.	Regular Site Inspections and Review. Emergency Site Inspections following damage / weather. Public Liability Insurance Cover
Land & Open Spaces: Contractors	Any Accident to members of the public arising from the work of the Caretaker, or other Maintenance Contractor could result in injury.	1	1	L	Ensure Caretaker, or other Maintenance Contractor have a full understanding of the health and safety regulations that govern their activity and are Insured to conduct that activity.	Regular Site Inspections and Review. Public Liability Insurance Cover
Land & Open Spaces: Winter Maintenance of paths	Injury to users of footpaths.	1	1	L	Grit bins provided by PC & NYC To be used in a Flick the Grit principle by Caretaker or Volunteers.	Regular Site Inspections and Review. Public Liability Insurance Cover

Subject	Risk(s) Identified	L	S	High, Medium or Low	Management/Control Measures	Review/Assess/Revise
Council Meeting Venue:	Public gatherings within unsafe premises or venues could result in harm or injury to those attending.	1	1	LOW	Regular meeting venue used is covered by a Risk Assessment, Fire Regulations, H&S at Work Policy and Insurance cover.	Regular liaison with venue provider and review of H&S Policy.
Council Records: Documents	Risk of loss or damage to historic documents associated with local governance.	1	1	LOW	A Fireproof and Secure filing cabinet is located at the Hill Memorial Inst building.	Regular review and actions undertaken as required.
Council Records: Data	Theft of and the possible release of personal data and that data being used for criminal purposes.	1	1	LOW	All reasonable steps are taken to prevent Cyber Crime including the use only of gov.uk email system.	Regular review and actions undertaken as required.
Council Records: Accident at Workbook	All incidents involving risk or actual injury should be reported to the Parish Clerk and recorded in compliance with H&S at Work Rules.	1	1	LOW	Accident at Workbook is provided and accessible to all persons involved in activities relating to the Council.	Regular review and actions undertaken as required.
Council Records: F.O.I	Non-Compliance with statutory regulation will have consequences for corporate bodies and public confidence.	1	1	LOW	Relevant Policies and Procedure adopted by the Parish Council are available on the website and available for inspection.	Regular review and actions undertaken as required.
Council Records: Data Protection	Non-Compliance with statutory regulation will have consequences for corporate bodies and public confidence.	1	1	LOW	Relevant Policies and Procedure adopted by the Parish Council are available on the website and available for inspection.	Regular review and actions undertaken as required.
Council Records: Insurance	Public Liability and Employers Liability Insurance Cover required by Law,	1	1	LOW	Annual review and assessment of Insurance requirements regularly undertaken.	Regular review and assessment of needs.

Outdoor Work Risk Assessment:

Council Members, Council Staff, Caretaker and Volunteers undertaking any outside work within the Parish of Thornton le Dale must observe the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) and stop work immediately if compliance is not possible.

PUWER places duties on people and companies who own, operate or have control over work equipment.

PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that the equipment provided for use at work is:

- *suitable for the intended use*
- *safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate*
- *used only by people who have received adequate information, instruction and training*
- *accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices*
- *used in accordance with specific requirements, for mobile work equipment and power presses*

HSE Guidance on Safe Use of Work Equipment

Duties of employees and volunteers:

No specific duties under PUWER but all have general legal duties to take reasonable care of themselves and others who could be affected by their actions, and to co-operate with Thornton le Dale Parish Council (the Council) so that the Council can comply with their health and safety duties and requirements. If you are an employee, or working under someone else's control, the law says you must:

1. (a) report any safety hazard you identify to the Council.
2. (b) use the equipment and safety devices supplied or given to you properly, in accordance with any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Details of any accidents to be reported in writing as soon as practically possible, and preferably within 24 hours, to the Clerk at Thornton le Dale Parish Council.

Activity or Event	Potential consequences of Risk	Level	Control Measures taken
ALL outdoor work: Lack of visibility	Injury through lack of visibility	Low	Hi-Viz Gilet must be worn at all times.
ALL outdoor work: Use of power tools	Bodily injury	High	The use of power tools by staff or volunteers without training.
ALL outdoor work: Ladder Use	Fall	HIGH	All ladder work is to be undertaken by a competent person only. HSE Guidelines: Competence can be demonstrated through a combination of training, practical and theoretical knowledge, and experience in the use of ladders.
ALL outdoor work: Chainsaw Use	Bodily injury	HIGH	No use of a chainsaw by staff or volunteers without qualification.
ALL outdoor work: Personal Injury	Bodily injury	Med	Suitable clothing that meets Personal Protective Equipment standards must be worn for example: Wear facial protection and always wear goggles, e.g. when using clippers or, caretaker only – a trimmer or mower - BS EN 1731 mesh eye protection Hedge trimmer or BS EN 166 for trimmer/brush cutter Hearing protection. Wear personal hearing protection, such as ear defenders. Only applicable to the caretaker, as the only person authorised to use a power tool. BS EN 352 ear protection Gloves. Heavy-duty gloves, preferably made of leather.

			Leg protection. Tight-fitting clothing. Safety boots. Sturdy shoes with non-slip soles Caretaker – sturdy summer and winter jackets. Non-snag clothing. First Aid Kit in vehicle. The Caretaker should purchase all PPE as listed above
ALL outdoor work: Lone working	No one knows of mishaps or accident	Low	Always inform someone where you are working on a specific day and your approx. timetable. Let the same person know when you have finished.
ALL outdoor work: Weather Conditions	Sunburn, Dehydration, Hypothermia, Frostbite, Slipping in wet weather	Low	Appropriate clothing is to be worn for the weather conditions, hot, cold, wet, windy. Bring adequate fluids for hydration, sun protection and coverings where appropriate. In wet weather, take care on garden surfaces which can become Slippery, as well as paths and walkways. Wear appropriate safety boots to minimise slipping. Work in daylight hours only, and in good light.
ALL outdoor work: Use of equipment with sharp edges	Body injury	Low	Use protective gloves whilst handling equipment. Adopt proper manual handling techniques when lifting
ALL outdoor work: Ground Levels – changes/uneven surfaces	Trips and falls	Low	Stick to paths where possible Take care when carrying equipment or ground obscured by vegetation. Spatial awareness

Activity or event	Potential consequences of Risk	Level	Control Measures taken
Outdoor Activity: Mowing/trimming or hedge cutting	Injury to a third party or object, e.g. car Eye injury or other injury caused by debris	Low	Warning signs or cones when power tools in use. Trimming Operator to display a sign on each cemetery gate – "Proceed with Caution, Trimming or mowing in operation" Hedge cutting – operator to put up warning cones at each end of work area. Area to be visually checked first for glass and stones that may fly up. Staff ensure there are no members of the public within 30 feet of equipment when in use.
Outdoor Activity: Trimming	Vibration	Low	Caretaker does not use trimmer for more than an hour at a time. Caretaker must wear gloves when trimming.
Outdoor Activity: Trimming / Mowing	Foreign object in eye or ingestion	Low	Wear gloves and safety glasses (goggles) Fill machines with petrol in a controlled, competent manner.
Outdoor Activity: Clearing of blockages	Bodily injury	Low	Any powered device to be turned off before examination. Mowers/trimmer's fitted with safety cut off devices.

Outdoor Activity: Frost / Ice Damage	Damage and unnecessary cost may be incurred should the Water System at Cemetery and/or Allotments become frozen.	Low	Equipment to be subject of regular routine inspection by both the Caretaker and Members. Any risk of frost or adverse weather, water to be turned off at the Meter.
Outdoor Activity: Maintenance of equipment	Accident or equipment failure	Low	Equipment is subject to a regular, routine service and maintenance programme. Maintenance is done by a trained person. The caretaker will organise this every year, get equipment professionally repaired when necessary and arrange with the clerk for replacements when needed.
Outdoor Activity: Storage – theft or vandalism	Expense to the council if stolen or vandalised	Low	Safe storage and care taken to keep secure when not in use.
Outdoor Activity: Bonfires/incinerator	Contact with harmful substance, burns	Low	Only approved fuel containers to be used. Carry out fueling away from sources of ignition. Fuel container to be kept at a minimum of 10m from running machinery. No smoking at the work site.
Outdoor Activity: Working near the Highway	Injury to pedestrian or motorist	Med	Wear a high-visibility jacket Put out cones if necessary No working on the highway.

Activity or event	Potential consequences of Risk	Level	Control Measures taken
Power Tools: Strimmer, Mower or Hedge Trimmer	Bodily injury	Med	Use restricted to the caretaker and authorised contractors. The caretaker is competent, skilled, knowledgeable and experienced and can perform these tasks safely. The Caretaker will inspect all the equipment before it is used.
Power Tools: Defective equipment	Risk of injury to the operator and others	Med	The user is responsible for carrying out pre-use checks and checking that routine maintenance has been carried out in accordance with manufacturer's instructions and safety procedures. The user must carry out routine checks on the equipment if working for prolonged periods. The operator must ensure that the equipment is only used with all the safety devices in efficient working order and all the correct guards in place. Any faults or defects are reported promptly and repairs arranged. While the machine is unserviceable it is clearly marked as such.
Power tools: Moving parts	Cuts from moving parts	Med	Always keep moving parts guarded when not in use. Do not hold or carry by the moving parts

			Always cut away from the body, never towards the body. Stand on a firm level footing.
Power Tools: Maintenance of equipment	Accident or equipment failure	Low	Equipment is subject to a regular, routine service and maintenance programme. Maintenance is done by a trained person. The caretaker will organise this every year, get equipment professionally repaired when necessary and arrange with the clerk for replacements when needed.
Power Tools: Purchase of new equipment	Unsafe working	Low	Any new work equipment must be suitable: be CE marked and have a Declaration of Conformity. Instructions for use to be in English

Risk Assessment (Risk Matrix)

Score	Severity / Consequence if Harm Occurs (defined by the nature of the hazard)			Likelihood of Harm Occurring (considers existing controls in place)			
1	Minor: slight / negligible injury or illness requiring first aid treatment only			Low: harm is unlikely to occur (once / 5 years) because appropriate controls are in place			
2	Serious: >7-day injury or illness (as defined by RIDDOR)			Medium: harm will probably occur (once / annum) because controls are incomplete			
3	Major: can cause death, permanent disability or life-threatening injury			High: harm is certain / near certain to occur (once or more / month) because of inadequate controls			
Likelihood Severity		1	2	3		Risk Rating	Description (Action & Timescale)
1		Low	Low	Medium		Low	Adequately controlled or minor residual risk. No additional controls required. Monitoring is required to ensure that the controls are maintained.
2		Low	Medium	High		Medium	Minor residual risk / not adequately controlled. Consider need for improved measures to reduce risks as low as reasonably practicable. Efforts to be implemented within a defined time period.
3		Medium	High	High		High	Not adequately controlled- do not start / continue with the activity. Measures urgently needed to reduce level of risk as low as reasonably practicable. Significant resources may be needed to reduce risk.

Adopted by Thornton Le Dale Parish Council

Signed

Position.....

date.....