



STOKE HOLY CROSS PARISH COUNCIL

Health and Safety Risk Assessments

Asset	Hazard	Who might be at risk.	Risk Rating	Action Required to Reduce Risk
Bus Shelters	Tripping on uneven surface.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
	Injury from damaged shelter.	Public	M	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
SAM2	Roadside accident Lifting heavy equipment	Public Councillors and volunteers	M	Councillors to report any known damage to SAM2 or area to the Clerk promptly, Clerk to take necessary action to make area safe. Councillors and volunteers not to work alone and to take a mobile phone. Should also wear fluorescent jacket. Inspections to be carried out every 3 months
Village Signs	Sign falling onto someone.	Public	L	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
Notice Boards	Injury from damaged notice board.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safe. Inspections to be carried out every 3 months.

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Meetings – Village Hall	Failing to escape in the case of a fire.	Public, Councillors and Clerk	M	Fire exits checked at the beginning of each meeting - Chair. Public informed of action in the event of a fire at the beginning of each meeting - Chair.
	Access around doors, entrances and toilets. Risk of: - Trip hazards - Obstruction	Public, Councillors and Clerk	M	Meeting room, toilets and accesses checked prior to the meeting – Chair.
	Burning from hot liquids	Public, Councillors and Clerk	L	Serve drinks in sturdy mugs.
	Contracting Coronavirus or any other virus / disease	Public, Councillors and Clerk	M	Hand Sanitisers and cleaning aids provided at the Pavilion. Signs and notices asking anyone entering and leaving the pavilion to wash / hand sanitise their hands and to wipe clean areas touched.
Long Lane & Carol Close Playing Area and Verge Adjacent to Primary School	Trees	Public, Councillors, Volunteers	M	Tree inspection carried out bi-annually, or more frequently if necessary.

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Allotment	Injury when accessing site	Public Allotment holders	M	Requirement for allotment holders to comply with the Stoke Holy Cross Allotments' own risk assessment. Allotments fenced in to exclude those not permitted access to the site.
Dog Bins	Injury from damaged dog bin.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
	Handling of contaminated waste.	Public	M	Only employ approved contractors to empty bins
	Handling of contaminated waste.	Public – young children	M	Ensure that the bins have lids, Councillors to report any known damage to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
Long Lane and Carol Close Play Equipment	Falls	Users of the equipment	M	Suitable grass matting for fall height is installed. Condition monitored weekly
	General injuries from using the equipment	Users of the equipment	M	Equipment complied with regulations at time of installation, equipment is inspected annually.
	Injury from damaged equipment	Users of the equipment	M	Equipment inspected visually weekly and any defaults dealt with immediately. Full operational inspection monthly by a trained person. Annual RoSPA inspection undertaken.
	Trip hazards on the approach to equipment	Users of the equipment	M	Visual inspection of area carried at time of other inspections.

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Employment	Lone working	Clerk / Public	M	When meeting contractors and members of the public, Clerk to make arrangements to be accompanied and should never meet a contractor / member of the public alone.
	Working from Home	Clerk	L	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

Reviewed: October 2023
Next review: October 2024