

Hanham Abbots

PARISH COUNCIL

Parish Warden Risk Assessment Schedule

DEFINITION OF RISK MANAGEMENT

Risk is the threat that an event or action will adversely affect the health and safety of the parish warden. Risk management is the process by which risks are identified, evaluated and controlled.

AUDIT COMMISSION – WORTH THE RISK: IMPROVING RISK MANAGEMENT IN LOCAL GOVERNMENT (2001:5)

This document has been produced to enable the Parish Council to assess the risks that the Warden faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focussed approach to management risk, which:-

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT

Subject	Risk(s) Identified	H /M /L	Management/Control of Risk	Review / Assess/ Revise
Roadsides & verges	Slip, trip or fall	L	Appropriate footwear to be worn and examine work area to identify any hazards before starting work. Equipment not to be left unattended.	Review when necessary
Road	Traffic	L	Hi-viz clothing to be worn, safety cones/signs to be used. Always work towards on-coming traffic, try to work at quieter non-rush hour periods.	Existing procedure adequate
Flora & Fauna	Insect bites, nettle stings, brambles, animal faeces and poisonous plants	M	Wear safety gloves, have access to first aid kit as necessary, use litter picker grabber where possible, wash hands. Use washing facilities in the pavilion as required. Use dog poo bags and dispose of faeces in appropriate bins.	Existing procedure adequate.
Sunlight & heat	Sunburn	M	Wear appropriate high factor sun-lotion when working on sunny warm days, consider wearing a hat, take rest breaks in shade where possible & drink plenty of water	Existing procedure adequate.

Glass bottles/jars	Cuts	M	Wear safety gloves; take care when handling broken glass, use litter picker where possible. Dispose of appropriately, understanding the potential risks to others.	Existing procedure adequate.
Hypodermic needles	Infection / cuts	H	Report any found syringes immediately to South Gloucestershire Council Streetcare on 01454 868000 who will send a specialist team to collect the sharps. Advise parish council as appropriate.	Existing procedure adequate.
Inclement weather	Cold, ice, rain etc	M	Wear appropriate rainproof clothing under hi-viz vest, have an awareness of weather conditions. Do not work in poor visibility, i.e. fog or darkness.	Existing procedure adequate.
Manual handling	Musculo skeletal problems from carrying tools or from working in awkward positions.	M	Parish Warden to be aware of manual handling guidance and best practice (HSE website)	Existing procedure adequate.
Work equipment, inc screwdrivers, hand saws, garden equipment	Staff or third party could be harmed by improper use and selection of equipment or using faulty equipment.	M	All equipment should only be used for its intended purpose. Use appropriate PPE relevant to each task, i.e. gloves, eye protection.	Existing procedure adequate.
Lone Worker	Risk of illness, accident and harm	L	Make sure the Parish Warden makes others aware of their work pattern and hours of work. Carry mobile phone.	Existing procedure adequate.

RISK RATING

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain.	No action or low priority action

REVIEW

Action:	Completed by:	Date:
Reviewed and updated	Claire Dolman, Clerk	11/05/2021

Date of next review: May 2022