



HEADCORN PARISH COUNCIL – OPEN SPACES RISK ASSESSMENT – NOVEMBER 2020

Subject	Risk(s) Identified	H/M/L	Management of Risk	Review/Assess/Revise
Lenghtsmen Personal Equipment	Injury to Lengthsmen	M	Provision of equipment that is fit for purpose. All safety equipment checked on a monthly basis, to include but not limited to, high visibility jackets, gloves, boots, masks, safety goggles, safety hats. Worn or faulty items must be reported to the Clerk and replaced as necessary. Any accidents/incidents must be reported to the Clerk. Such incidents must be logged in the accident register.	Regular monitoring by lengthsmen and Clerk Annual Review
Lengthsmen Equipment	Faulty electrical, powered or manual equipment	M	All machinery is to be serviced on an annual basis by an external contractor. Faulty equipment must be taken out of use and reported immediately to the Clerk and replaced as necessary	Regular monitoring by lengthsmen and Clerk Annual Review
Use of Equipment	Contact with moving parts	L	All equipment purchased to highest standard and subject to British Standards Fitted with appropriate guards.	Regular monitoring by lengthsmen and Clerk
	Dust/Particles from cutting/trimming	M	Appropriate safety equipment - masks with visors/glasses provided, gloves, safety footwear.	Regular monitoring by lengthsmen and Clerk
	Fumes from petrol	L	Fill all petrol machinery outside (not in store) Always ensure adequate ventilation	Regular monitoring by lengthsmen and Clerk
	Noise	L	Appropriate safety equipment – ear defenders Select equipment with low noise emissions	Regular monitoring by lengthsmen and Clerk
	Vibration	L	Select equipment with low vibration	Regular monitoring by lengthsmen and Clerk
	Storage of petrol	M	All flammable liquids stored in flame retardant safety cabinet No smoking or use of naked flames in store	Regular monitoring by lengthsmen and Clerk
	Use of Petrol	M	Fill machines at start of day. If refueling necessary only to be done when machine has cooled. No smoking or use of naked flames	Regular monitoring by lengthsmen and Clerk



	Weed Spraying	M	Only used by qualified lengthsman Stored in flame retardant cabinet Used only in accordance with strict legislation/guidelines for spraying in public places	Regular monitoring by lengthsman and Clerk
	Danger posed by vehicles	L	Use of high visibility clothing at all times	Regular monitoring by lengthsman and Clerk
	Extreme weather Heavy Rain	M	Provision of water prof, high visibility clothing	Regular monitoring by lengthsman and Clerk
	Hot/ Sunny weather	M	Advise use of sun blocks Provision of head cover Advise regular breaks to be taken in the shade Provide water	The working day maybe called to an end at the Clerks discretion due to adverse weather conditions
	Slips, trips and falls	L	Lengthsman must examine site before commencing work and identify/eliminate any hazards	Regular monitoring by lengthsman and Clerk
	Biological Hazards Poisonous plants/animal waste/needles	M	Lengthsman must examine site before commencing work and identify/eliminate any hazards Wearing of gloves and other safety equipment Provide washing facilities	Regular monitoring by lengthsman and Clerk
Open Spaces	Childrens Play Areas	H	Weekly inspections by Councillor and results reported to Clerk Annual ROSPA inspection	Review annually
Open Spaces	Ponds	H	Weekly inspections by Councillor and results reported to Clerk	Review annually
Open Spaces	Green spaces	L/M	Weekly inspections by Councillor and results reported to Clerk	Review annually
Open Spaces	Burial Grounds – see specific Assessment in Appendix A	L/M	Weekly inspections by lengthsman and results reported to Clerk	Review annually
Open Spaces	War Memorial - see specific Assessment in Appendix A	L/M	Weekly inspections by lengthsman and results reported to Clerk	Review annually