



HEADCORN PARISH COUNCIL – OPEN SPACES RISK ASSESSMENT – NOVEMBER 2023				
Subject	Risk(s) Identified	H/M/L	Management of Risk	Review/Assess/Revise
Lengthsmen Personal Safety Equipment	Physical Injury to Lengthsmen	H	All material risks identified, and awareness reinforced through working procedures. Provision of equipment that is fit for purpose. All safety equipment checked as required, by Head Lengthsman, to include but not limited to, high visibility jackets, gloves, boots, masks, safety goggles, safety hats. Worn or faulty items must be replaced as necessary. Any accidents/incidents must be logged in Accident Book and reported to the Clerk and Council.	Regular monitoring by Head lengthsman and Clerk
Lengthsmen Equipment	Faulty electrical, powered or manual equipment	M	All machinery is to be serviced each December on an annual basis by an external contractor. Faulty equipment must be taken out of use and reported immediately to the Clerk and replaced/repared as necessary. Training as required.	Regular monitoring by Head lengthsman and Clerk Annual Review December each year
Use of Equipment	Contact with moving mechanical parts	L	All equipment purchased to the appropriate standard and subject to British Standards Fitted with appropriate guards.	Before use each time Head lengthsman to check and report defects to Clerk
	Dust/Particles from cutting/strimming	M	Appropriate safety equipment - masks with visors/glasses provided, gloves, safety footwear.	Regular monitoring by Head lengthsman
	Fumes from petrol	L	Fill all petrol machinery outside (not in store) Always ensure adequate ventilation	Regular monitoring by Head lengthsman
	Noise	L	Appropriate safety equipment – ear defenders Select equipment with low noise emissions	Regular monitoring by Head lengthsman
	Vibration	L	Select equipment with low vibration	Regular monitoring by Head lengthsman
	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 Head lengthsman



	Use of Petrol	M	Fill machines at start of day. If refueling necessary only to be done outside when machine has cooled. No smoking or use of naked flames	Regular monitoring by Head lengthsman
	Weed Spraying on Headcorn Parish Council land, and areas controlled by HPC	M	Only used by qualified lengthsman Stored in flame retardant cabinet in Headcorn Parish Council lengthsman stores. Used only in accordance with strict legislation/guidelines for spraying in public places, in line with training. MBC certified	Regular monitoring by Head lengthsman
	Danger posed by vehicles	L	Use of high visibility clothing at all times. Only persons authorised with the appropriate licence classification to drive vehicles.	Regular monitoring by Head lengthsman and Clerk. Informing of licence classification required at interview stage
	Extreme weather: - Heavy Rain, Snow, Ice, High Winds Hot/ Sunny weather	M M	Provision of waterproof, high visibility clothing and footwear as appropriate Advise use of sun blocks Provision of head cover Advise regular breaks to be taken in the shade Provide water	Regular monitoring by Head lengthsman and reporting to Clerk as required The working day maybe called to an end at the discretion of the Head Lengthsman and/or the Clerk, due to adverse weather conditions. Reporting to Clerk as required
	Slips, trips and falls	M	Lengthsman must examine each site before commencing work and identify/eliminate any hazards	Regular monitoring by Head lengthsman and reporting to Clerk as required
	Biological Hazards Including but not limited to Poisonous plants/animal waste	H	Lengthsman must examine each site before commencing work and identify/eliminate any hazards Wearing of gloves and other safety equipment Provide washing facilities	Regular monitoring by Head lengthsman and reporting to Clerk as required



	Extreme dangerous/hazardous materials/waste Including but not limited to asbestos, medical needles/waste, flammable/corrosive liquids		Lengthsman to cordon off area and inform Clerk immediately for the appropriate bodies to be informed.	
Open Spaces	Childrens Play Areas	H	Regular monitoring by Lengthsmen, in the execution of their duties and to co-ordinate closure of site if required. Weekly inspections by Councillor and results reported to Clerk Annual ROSPA inspection - Summer	ROSPA Results implemented All faults and associated progress and reinstatements to be reported to Clerk and Council.
Open Spaces	Ponds	H	Weekly inspections by Councillor and results reported to Clerk	Review bi-monthly by Open Spaces walk of Village
Open Spaces	Green spaces	L/M	Weekly inspections by Councillor and results reported to Clerk	Review bi-monthly by Open Spaces walk of Village
Open Spaces	Burial Grounds – see specific Assessment in Appendix A	L/M	Weekly inspections by lengthsman and results reported to Clerk	Review bi-monthly by Open Spaces walk of Village
Open Spaces	War Memorial - see specific Assessment in Appendix A	L/M	Weekly inspections by lengthsman and results reported to Clerk	Review annually – August each year
Open Spaces	Weekly Councillor Reports	M	Councillor’s weekly reports	Clerk and Head Lengthsman

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