

## Coffinswell Parish Council – Risk Assessment

<b>Location</b>	Public Rights of Way and Council Owned Land	<b>Lead Councillor</b>	Ashley Brent
<b>Date</b>	30/11/20	<b>Reference Number</b>	SRA01
<b>Activity</b>	Carrying out general maintenance work on Public Rights of Way (PRoW) and on Council owned land within the Parish.		

Description: Councillors, volunteers and contractors carrying out practical maintenance tasks on PRoW and Council owned land such as surveying, strimming/brushcutting, pruning, repairing fixtures etc. This risk assessment does not apply to landowners working on their own land in order to fulfill their obligations to keeping PRoW clear.

Nature of Hazard	Groups at Risk	Current Precautions	Estimation of Risk	Potential Additional Precautions
Slips, trips and falls	Councillors & volunteers	<p>Safety boots to be worn at all times.</p> <p>Annual survey to identify problem areas with appropriate action plan to reduce identified risks.</p> <p>No maintenance work to be done during or immediately after periods of wet weather.</p> <p>Site to be walked by task leader prior to work commencing to check for trip hazards. Hazards communicated and/or marked to others working in the vicinity.</p> <p>No dogs allowed at working parties.</p>	<p>Severity of Hazard: Moderate Likelihood of Event: Possible Adequacy of Controls: Good</p>	
Potential Minor Injuries from Hand Tools	Councillors, volunteers & public	<p>Basic guidance provided on safe use of handtools when registering as a volunteer.</p> <p>PPE worn as stipulated – safety boots and gloves as a minimum.</p> <p>Sharp tools kept closed when not in use.</p> <p>Tools kept in pre-determined locations and not left lying around when not in use.</p> <p>Warning signs displayed either side of work area or at access points to footpath.</p>	<p>Severity of Hazard: Moderate Likelihood of Event: Possible Adequacy of Controls: Good</p>	

		First aid kit available on site.		
Working with Hazardous Plants	Councillors and Volunteers	<p>Annual survey of PRoW and land to identify potential issues.</p> <p>Site assessed by knowledgeable person prior to work commencing.</p> <p>All allergies and known medical conditions to be declared to group leader prior to work commencing.</p> <p>PPE to be worn (boots, gloves) with eye protection available if needed.</p>	<p>Severity of Hazard: Moderate Likelihood of Event: Possible Adequacy of Controls: Good</p>	
Using strimmers / brushcutters including noise and vibration hazard	Councillors, volunteers & Public	<p>Only qualified individuals to operate machinery.</p> <p>PPE to be worn – boots, full leg covering and gloves provided by individual, helmet with ear protection and face shield provided by CPC. Goggles (provided by CPC) to be worn in addition when using cord.</p> <p>Warning signs with guidance for public located either side of work area or at access points to footpath.</p> <p>First aid kit carried by operator.</p> <p>Fully charged mobile phone to be carried by operator/group leader.</p> <p>No other person to be within 15 metres of operations including other operators.</p> <p>Machinery serviced as per manufacturers' guidance. Pre-start checks to be carried out before each use.</p> <p>Working time limits set by lead councillor based on manufacturers' information. Exposure Action</p>	<p>Severity of Hazard: Severe Likelihood of Event: Possible Adequacy of Controls: Good</p>	

		<p>Value should be managed to avoid exceeding 100. Exposure Limit Value must never exceed 400. Individual logs to be kept and collated by lead councillor or volunteer.</p> <p>Refuelling to be done on level area away from water courses and sources of ignition – ideally at home on a driveway prior to commencing work therefore negating the need to carry fuel.</p> <p>If fuel must be carried, fuel should be carried in containers of no more than 5 litres capacity and marked Highly Flammable.</p>		
Environmental hazards – bites, bee stings, ticks etc	Councillors and Volunteers	<p>Work area walked to check for environmental hazards. Findings communicated and problems marked and/or removed from work schedule.</p> <p>All medical conditions and/or allergies that could be exacerbated by environmental risks to be communicated to group leader before work.</p>	<p>Severity of Hazard: Moderate Likelihood of Event: Possible Adequacy of Controls: Good</p>	
Lone working	Councillors and Volunteers	<p>A 'buddy' system will be in place for lone working. Any lone working to be agreed in advance with the 'buddy'. Check in intervals (minimum 1 hour) should be prearranged with a 'buddy'. If check in does not happen at the prearranged time, the 'buddy' must physically go and search for the lone worker. This can be a relative, friend or colleague.</p> <p>Fully charged mobile phone to be carried.</p> <p>Only prearranged work to be carried out. Deviations in plans must be communicated to and acknowledged by the 'buddy'.</p> <p>A personal first aid kit should be carried by lone workers.</p>	<p>Severity of Hazard: Severe Likelihood of Event: Possible Adequacy of Controls: Good</p>	
Weather (sun/heat, cold, wind)	Councillors & Volunteers	<p>Work should be avoided on windy and/or wet days as well as particularly hot days.</p>	<p>Severity of Hazard: Moderate Likelihood of Event: Possible</p>	

		<p>Participants advised to wear clothing appropriate for the weather conditions.</p> <p>Participants advised to bring hot/cold drinks and food as appropriate.</p> <p>Participants advised to wear sunscreens and head coverings according to conditions.</p>	Adequacy of Controls: Good	
--	--	---	----------------------------	--

**Assessment carried out by:** Cllr Ashley Brent  
**Role:** Council lead for PRow