

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA1a	Date of Assessment: Nov 2018	Date of Review: 3.7.25												
Task/Work Activity/Work Area Assessed: Maintenance of access road and any common areas within the boundaries of allotments, Love Lane, Wem.														
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor		Signature:												
<p>General safety measures: - Refer to Risk Assessments for using specific types of equipment when cutting grass and hedges.</p> <p><i>Operator must work safely on the premises:</i></p> <ol style="list-style-type: none"> <i>1. Use the lone working system before going to the site.</i> <i>2. Make sure the condition of the road and common areas are kept to a good standard and free from risks to their own and other people's health and safety.</i> <i>3. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</i> <p>Major defects <i>Item taken out of service whilst repairs are carried out</i></p> <p>Medium defects <i>Rectified within 3 months</i></p> <p>Minor defects <i>Monitored</i></p> <ol style="list-style-type: none"> <i>4. Make sure you use a safe system of work and use the right PPE when either doing routine work or carrying out repair work.</i> <i>5. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</i> <i>6. If a hazardous condition cannot fixed in a few hours put up warning signs to alert people of danger and tape-off the boundary around the dangerous area..</i> <i>7. Charged mobile phone must be carried.</i> 														
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <table> <tr> <td>20 or 25</td> <td>High.</td> <td>Unacceptable – Stop or activity until immediate improvements can be made.</td> </tr> <tr> <td>10 to 16</td> <td>Medium.</td> <td>Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</td> </tr> <tr> <td>5 to 9</td> <td>Low.</td> <td>Adequate but look to improve by next review</td> </tr> <tr> <td>1 to 4</td> <td>Very Low.</td> <td>Residual risk is acceptable and no further action will be needed if control measures are maintained.</td> </tr> </table>			20 or 25	High.	Unacceptable – Stop or activity until immediate improvements can be made.	10 to 16	Medium.	Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.	5 to 9	Low.	Adequate but look to improve by next review	1 to 4	Very Low.	Residual risk is acceptable and no further action will be needed if control measures are maintained.
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Score	Likelihood	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Tenant Public	Injury because of a slip, trip or fall on the same level. Caused by fallen branches, pot-holes, uneven, wet or muddy ground	<p>Routine visual check for worn or damaged road surface or kerbs. Visual check of softer ground. Fill in tyre ruts, divots or burrow holes. Rake over molehills or loose spoil. Remove fallen branches, brash; trailing briars or brambles.</p> <p>Report extent and degree of wear or damage on road surface to Town Clerk.</p> <p>Regular communication through annual newsletter and noticeboard with tenants to clarify Wem TC responsibilities and those of the allotment tenants.</p> <p>Allotment holders to maintain interconnecting footpaths and main footpaths adjacent to their plot as highlighted in their lease agreement.</p> <p>All access routes to be always kept free from material and debris.</p> <p>Plot holders to be aware of the condition of the ground being worked on as detailed in Health and Safety Policy</p>	6 (2x3) Low				

		<p>Plot holders and visitors to wear sturdy footwear with a good grip.</p> <p>Regular allotment inspections carried out</p> <p>Health and Safety Policy included in each tenancy agreement and on noticeboard</p>					
Tenants Visitors Staff	Injury from discarded objects, e.g. glass which may cause puncture wounds, crush or other injuries	<p>Health and Safety Policy included in each tenancy agreement advising the wearing of suitable sturdy footwear on site.</p> <p>Plot holders, Council staff and visitors are asked to be vigilant whilst on site and report any dangerous objects.</p>	3 (1x3) Very Low				
Tenants Visitors Staff	Access road shared use with the Wem TC cemetery. Injury from collision with a moving vehicle being used in a funeral service	<p>Vehicle entering cemetery will be driven at walking pace.</p> <p>General safety awareness around moving vehicles.</p>	3 (1x3) Very Low	Monitor whether other types of vehicle are driven onto the access road.	JR	Dec '19	ongoing
Tenants Visitors Staff	Overgrown vegetation Personal injury	<p>Staff monitor allotments and ensure that Council is notified of any overgrown areas that are the Council's responsibility.</p> <p>On receipt of complaint, site is inspected and level of risk assessed to prioritise</p>	3 (1x3) Very Low				
Tenants, visitors Staff, Neighbours	Smoke from fires causing - Breathing difficulties, particularly for those suffering from asthma. - Fire Spread	<p>Fires permitted only within own allotment and rubbish created therefrom.</p> <p>Tenants monitored to ensure compliance with local rules. Tenancy agreement issued to each allotment, detailing the rules of the allotment society.</p>	3 (1x3) Very Low				
Tenant Visitors Staff	Plot holder's buildings (sheds, greenhouses, polytunnels) if unsafe may cause injury	Plot holders to keep their on-site buildings in good state of repair.	6 (2x)				

		Regular allotment inspections will identify derelict or dangerous structures. Individual plot holders advised of required actions and timescales to address the issues.					
Employee	Musculoskeletal Injury – when lifting, carrying or moving ground maintenance equipment	Groundsman has attended Manual Handling training. All Employees will conduct a ‘dynamic’ assessment for any moving and handling task, to avoid hazardous manual handling and use means to reduce risk of injury if the task cannot be avoided.	6 (2 x3) Low	Update due 2025			
Employee Tenant	Exposure to pathogenic micro-organisms	Wash hands and any other contaminated skin after contact with soil, farmyard manure, vegetable compost, blood, fish and bone or bonemeal fertiliser.	8 (2x4) Low	Monitor if farmyard manure is being tipped or stored on common areas.	PO’H JR	Check Spring and Autumn	
Risk Assessment Review 7.7.25 P O’Hagan			Name				Date
Comments: RA updated ref fires, buildings and overgrowth 2025							
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.							
Print Name:			Signature:				Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

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Risk Assessment Reference Number:	WTCRA2a	Date of Assessment:	Nov 2018	Date of Review: 7.7.25												
Task/Work Activity/Work Area Assessed:	Maintenance of access road and cemetery grounds, Love Lane, Wem.															
People Involved in Making This Assessment:	Town Clerk & Clive Yates Shropshire Council H&S Advisor		Signature:													
<p>General safety measures: - Refer to Risk Assessments for using specific types of equipment when cutting grass and hedges.</p> <p><i>Operator must work safely on the premises:</i></p> <ol style="list-style-type: none"> <i>1. Use the lone working system before going to the site.</i> <i>2. Make sure the condition of the road, memorials and lawn surfaces are kept to a good standard and free from risks to their own and other people's health and safety.</i> <i>3. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</i> <p>Major defects <i>Item taken out of service whilst repairs are carried out</i></p> <p>Medium defects <i>Rectified within 3 months.</i></p> <p>Minor defects <i>Monitored</i></p> <ol style="list-style-type: none"> <i>4. Make sure you use a safe system of work and use the right PPE when either doing routine work or carrying memorial inspections or approved repair work.</i> <i>5. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</i> <i>6. If a hazardous condition cannot fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area..</i> <i>7. Charged mobile phone must be carried.</i> 																
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <table> <tr> <td>20 or 25</td> <td>High.</td> <td>Unacceptable – Stop or activity until immediate improvements can be made.</td> </tr> <tr> <td>10 to 16</td> <td>Medium.</td> <td>Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</td> </tr> <tr> <td>5 to 9</td> <td>Low.</td> <td>Adequate but look to improve by next review</td> </tr> <tr> <td>1 to 4</td> <td>Very Low.</td> <td>Residual risk is acceptable and no further action will be needed if control measures are maintained.</td> </tr> </table>					20 or 25	High.	Unacceptable – Stop or activity until immediate improvements can be made.	10 to 16	Medium.	Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.	5 to 9	Low.	Adequate but look to improve by next review	1 to 4	Very Low.	Residual risk is acceptable and no further action will be needed if control measures are maintained.
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5	Very likely / Almost	Event is expected to occur in most	5	Catastrophic / Severe /	Death/permanent disability to one or more		
4	certain	circumstances	4	Fatality	people		
3	Likely	Event will probably occur in most	3	Serious injury / ill health	Hospital admission needed, e.g. fracture		
2	Fairly likely / Possible	circumstances	2	Moderate (over 7-day	Medical treatment needed, over 7-day		
1	Unlikely	Event could occur at some time	1	injury)	incapacity		
	Very unlikely	Event is not likely to occur in normal		Minor injury / ill health	First aid is needed		
		circumstances		Insignificant / no injury	Injury does not need first aid treatment		
		Event may occur only in exceptional					
		circumstances					
Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Mediu m High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	Injury because of a slip, trip or fall on the same level. Caused by uneven ground	Routine visual check for worn or damaged road surface or kerbs. Visual check for ground settlement over recently filled graves. Fill in sunken ground and reseed bare soil. Report extent and degree of wear or damage on road surface to Town Clerk.	6 (2x3) Low		POH		
Employee Public	Injury caused by, tipping, falling unstable memorial headstones.	Formal inspection programme in operation to fulfil Wem TC Cemetery memorial safety policy which was reviewed in 2022 . Members of the public are informed of memorials policy. Visual inspection and stability tests undertaken by trained and competent person. Staff trained to undertake testing by using ICCM training.	8 (2x4) Low	Inspection completed 2023. All category 1 + 2 memorials to be inspected 2025 Staff to undertake refresher training October 2025			

		<p>Memorial headstones assessed as high risk will be subject to one of the following actions. Make safe/repair/refix.</p> <p>The immediate area around a headstone identified as requiring refixing will be cordoned off and a post will be placed at the back of the memorial which will be banded to the headstone</p> <p>Results of testing at cemetery will be recorded and records maintained.</p> <p>When a memorial fails a safety test, the council will attempt individual notification</p> <p>Faced with an unstable memorial that has failed the safety test, the council will either:</p> <ul style="list-style-type: none"> • lay down • cordon off • stabilise • repair <p>Memorials in the vicinity of a grave which is to be dug and the adjacent areas where mourners may be expected to stand will be checked prior to issuing grave digging orders.</p> <p>Routine site checks or immediate response to reports of vandalism to headstones.</p>					
Employee Public Contractors	Lone Working	<p>Staff to carry mobile phones on them when visiting the cemetery.</p> <p>Staff to make colleagues aware that they are visiting the cemetery and intended return time.</p> <p>Staff to be accompanied if meeting residents or feel uncomfortable visiting alone.</p>	(1x3) V Low				

Employee Public Contractors	Injury from falling into open grave	Grave diggers to be insured and deemed to be competent by the Council. Dug grave to be covered by grave diggers, A dug grave must not be left uncovered without a contractor or member of staff on site. Graves are backfilled immediately following burial, if grave digger is not present a member of staff must stay by grave until gravedigger attends .	(1x4) Low				
Contractor / public	Collapsing of grave space	Grave digger to be insured and competent. Grave digger to use shoring if conditions call for shoring materials to be used.	(1x4) Low				
The Council, public	Internment into wrong grave – distress to family possible legal claim against council	All reopened graves to be checked against burial records to ensure ownership is correct. Graves to be reopened to be marked.	(1x4) Low				
Employee Public Contractors	Benches– injury caused by seat damage	Bin emptied under contract Monthly Visual inspection of seats undertaken and any damage, deterioration reported. Seat taken out of use before a repair can take place. Seats secured to ground for stability.	(1x4) Low				
Employee	Musculoskeletal Injury – when lifting, carrying or moving ground maintenance equipment	Employee has attended Manual Handling training. Employee will conduct a ‘dynamic’ assessment for any moving and handling task, to avoid hazardous manual handling and use means to reduce risk of injury if the task cannot be avoided.	6 (2x3) Low	Periodic refresher training using worknest e learning platform			
Risk Assessment Review			Name				Date

<p>Comments: 5.2.20 Review undertaken with Clive Yates – Shropshire Council H&S Advisor Next Date for Review Comments: 2022 – no changes updated last memorial inspection removed requirement for NAMM or BRAMM registration for stonemasons in line with new policy documents 2023 2024 – minor changes 2025 minor changes</p>		
<p>I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.</p>		
<p>Print Name:</p>	<p>Signature:</p>	<p>Date</p>

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA3a	Date of Assessment: Nov 2019	Date of Review: 7.7.25
Task/Work Activity/Work Area Assessed: Maintenance Bus Shelters Wem – Station Road (2), Co-op and Pyms road		
People Involved in Making This Assessment: Town Clerk & Shropshire Council H&S Advisor		Signature:
<p>1. <i>Use the lone working system before going to the site.</i></p> <p>2. <i>Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</i></p> <p>Major defects of Bus Shelter <i>Shelter taken out of service whilst repairs are carried out</i></p> <p>Medium defects <i>Rectified within 3 months</i></p> <p>Minor defects <i>Monitored</i></p> <p>3. <i>Make sure you use a safe system of work and use the right PPE.</i></p> <p>4. <i>Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</i></p> <p>5. <i>If a hazardous condition cannot fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area.</i></p> <p>6. <i>Charged mobile phone must be carried.</i></p>		
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>		

Score	Likelihood	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	Risk of serious personal injury because of a slip, trip or fall on the same level. Caused by uneven surface	Monthly recorded inspection for worn or damaged surfaces around shelters. Report extent and degree of wear or damage on road surface Shropshire Council Highway .	3 (1x3) Low				
Employee Public	Damaged caused by vandalism to bus shelter may result in an injury to a member of public or employee	Monthly recorded inspection of all bus shelters by a member of Town Council staff who reports any issues to Town Clerk. Routine site checks or immediate response to reports of vandalism to shelters staff to rope off bus shelter.	3 (1x3) Low				
Public	Risk of personal Injury caused due to lack of maintenance of bus shelter	Monthly cleaning of all bus shelters takes place. Contractor instructed to report any defects identified during monthly clean to Town Clerk. Annual clean of all rooves.	9 (3x3)				
Risk Assessment Review				Name			Date

<p>Comments: Review undertaken by Town Clerk and Clive Yates Shropshire Council Health and Safety Consultant, adjustments made.</p> <p>Next Date for Review annual Comments: addition of roof cleaning April 2022 amended checking and responsibility for pavement surface as Highways Dept should be undertaking checks as part of the inspection programme July 2023 July 2024 Next review – annual July 2024</p>		
<p>I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.</p>		
<p>Print Name:</p>	<p>Signature:</p>	<p>Date</p>

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA4a	Date of Assessment: Nov 2019	Date of Review: 7.7.25			
Task/Work Activity/Work Area Assessed: Maintenance Streetlights Wem – Various locations					
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor		Signature:			
<p>1. Use the lone working system before going to the site.</p> <p>2. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</p> <p>Major defects Light taken out of service whilst repairs are carried out</p> <p>Medium defects Rectified within 3 months</p> <p>Minor defects Monitored</p> <p>3. Make sure you use a safe system of work and use the right PPE.</p> <p>4. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</p> <p>5. If a hazardous condition cannot be fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area..</p> <p>6. Charged mobile phone must be carried.</p>					
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>					
Score	Likelihood	Description	Score	Consequence/Severity	Description
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Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	Risk of injury from electrical fault Electrocution, death or serious injury from contact with a live conductor due to a fault or damage	Electrical inspection of all streetlights undertaken on a 3 year basis as part of the maintenance contract. Contractual arrangements in place to carry out emergency repairs.	3 (1x3) Low	Last test April 25			
Employee Public	Serious personal injury caused by vandalism or streetlights hit by vehicles	Streetlighting contract makes provision to attend out of hours to deal with urgent issues.	3 (1x3) Low	Contractor to number lights with contact number			
Public	Serious personal Injury caused due to lack of maintenance of streetlights	Formal maintenance contract in place, reviewed regularly. Contractor provides all health and safety / insurance documentation as part of contract conditions. Annual condition inspection undertaken by streetlighting contractor, issues raised prioritised and rectified by Town Council. Rolling column replacement programme of concrete columns started 2021 Subject to budget Town Council to replace all category 5 in 5 years.	3 (1x3)	Maintain details of all repairs reported	Office staff		
Risk Assessment Review			Name				Date
2024 updated column replacement project 2025 minor updates							

I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.

Print Name:

Signature:

Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA5a		Date of Assessment: Nov 2019		Date of Review: July 25	
Task/Work Activity/Work Area Assessed: Maintenance Public Conveniences Main Car Park Wem and Wem Recreation Ground					
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor				Signature:	
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable, and no further action will be needed if control measures are maintained.</p>					
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Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	<p>Damage caused by vandalism which may result in injury to member of public or employee</p> <p>Risk of contact with sharps resulting in needlestick injury, cuts and lacerations</p>	<p>Contractor Cleans toilets daily Town Clerk made aware of any issues.</p> <p>Toilets covered by CCTV – any incidents reported to Wem SNT.</p> <p>Contractors risk assessment for dealing with sharps etc. provided along with safe systems of work and appropriate PPE.</p>	3 (1x3) Low				

Employee	Assault on staff member during collection of income	<p>2 staff members required to empty coin boxes.</p> <p>Boxes are not emptied during busy periods.</p> <p>Cash is banked as soon as possible after collection if not possible held in office safe.</p> <p>All income collected is recorded along with coin box data and any anomalies are investigated.</p> <p>No coin boxes on Recreation Ground toilets – contactless only.</p>	2 (1x2)	Cash handling procedure followed			
Public	Personal injury caused by lack of maintenance (e.g non replacement of broken toilet seats)	<p>Formal maintenance contract in place, reviewed regularly.</p> <p>Contractor provides all health and safety / insurance documentation as part of contract conditions.</p> <p>Daily cleaning in place and covered by contractor's risk assessment.</p> <p>Electrical Certification completed for car park toilet in 2024 and Feb 2025 for recreation ground toilet.</p> <p>Hand Dryers replaced 2021.</p> <p>Any problems reported to Town Clerk as soon as practicable.</p>	2 (1x2)	3 year reinspection			
Public	Hazardous substance control	<p>Cleaning equipment locked in cleaner's cupboard to which public has no access.</p> <p>Contractors staff hold necessary training – evidence seen at beginning of contract.</p>	2 (1x2)				
Public	Risk of Legionella	<p>Legionella risk assessment produced and action plan followed.</p> <p>Recreation Ground toilet annual sampling due to closure of facilities in winter</p>	8 (4x2)	Recreation Ground RA updated 2024			
Employee	Risk of scalding	<p>Hot water unit both toilets accessed by cleaner, serviced regularly car park heater (replaced 2018).</p>	2 (1x2)				

Risk Assessment Review	Name	Date
Comments: Review undertaken by Town Clerk and Clive Yates Shropshire Council Health and Safety Consultant, adjustments made Comments: no changes for 2021 2022 – addition of Recreation Ground toilet 2024 – ref legionella ra 2025 – general updates		
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.		
Print Name:	Signature:	Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA6a	Date of Assessment: Nov 2019	Date of Review: 17.7.25
Task/Work Activity/Work Area Assessed: CCTV		
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor		Signature:
<p>1. Use the lone working system before going to the site.</p> <p>2. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</p> <p>Major defects Camera taken out of service whilst repairs are carried out</p> <p>Medium defects Rectified within 3 months</p> <p>Minor defects Monitored</p> <p>3. Make sure you use a safe system of work and use the right PPE.</p> <p>4. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</p> <p>5. If a hazardous condition cannot fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area.</p> <p>6. Charged mobile phone must be carried.</p>		
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4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	Damage caused by vandalism may result in loss of CCTV coverage	Incidents reported to Wem SNT and CCTV contractors informed.	3 (1x3) Low				
Employee / general public	Failure to comply with code of practice may result in unauthorised release of CCTV images	Procedure in place for permissions relating to viewing and downloading of images for police CCTV Code of Practice adopted Dec 2019.	2 (1x3)	Update needed 2025	POH		
Public	Risk of personal Injury caused due to lack of maintenance	Formal maintenance contract in place, reviewed regularly. Contractor provides all health and safety / insurance documentation as part of contract conditions. Risk of electrocution if feeder panels are vandalised. Provision in place for emergency repairs Budget provision for maintenance reviewed annually.	3 (1x3)		POH		

Risk Assessment Review	Name	Date
Review undertaken by town Clerk and Clive Yates Shropshire Council Health and Safety Consultant, adjustments made Next Date for Review annual no changes 2021 Next Date for Review annual no changes 2022		
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.		
Print Name:	Signature:	Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA7a		Date of Assessment: Jan 2020		Date of Review: 7.7.25		
Task/Work Activity/Work Area Assessed: Play Areas – Wem Recreation Ground, The Grove, Cordwell Park, Lowe Hill, Trentham Road, Wilmott Meadow, The Wheatfields						
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor				Signature:		
<p>1. Use the lone working system before going to the site.</p> <p>2. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible.</p> <p>3. Make sure you use a safe system of work and use the right PPE.</p> <p>4. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away</p> <p>5. If a hazardous condition cannot fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area.</p> <p>6. Charged mobile phone must be carried.</p>						
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>						
Score	Likelihood	Description	Score	Consequence/Severity	Description	
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people	
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture	
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity	
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed	
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment	
Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low	Further Control Measures Needed	Action	Action Closed
					Who	

			Medium High				
Public	Damage caused by vandalism, or lack of maintenance of play equipment may result in personal injury to member of public using the play equipment	<p>Daily visual inspection (non recorded) undertaken of Recreation Ground play area.</p> <p>Weekly recorded inspection of all sites and any defects reported to Town Clerk for action.</p> <p>Annual inspection carried out by ROSPA inspector.</p> <p>Town Clerk and Groundman to undertake a joint inspection following receipt of the annual inspection reports to identify works.</p> <p>Groundsman qualified in operational playground inspection and carries out minor maintenance works.</p> <p>Sufficient provision in budget to cover ongoing maintenance of equipment.</p> <p>Post installation inspection carried out on all new equipment.</p>	3 (1x3) Low	<p>Major defects/damage of Play Equipment</p> <p>Equipment to be taken out of service with immediate effect until repairs are carried out</p> <p>Medium defects</p> <p>Minor defects</p> <p>Refresher training completed by Groundsman 2025</p>	POH / JR	7 days	3 months Monitored
Public and staff	Cuts and lacerations and needlestick may result from contact with Injury from sharps/ glass / litter	Daily litter pick undertaken on recreation ground.	4 (1x4)				
Employee / general public	Serious personal or fatal Injury from falling trees. Death or serious injury may result	<p>All trees inspected in play areas on a 2 year cycle and works identified carried out.</p> <p>Daily visual check of all trees on Recreation Ground and any concerns reported to Town Clerk for action.</p> <p>Visual Inspections undertaken on significant trees on public open spaces following strong winds</p>	4 (1x4)	<p>Major Items</p> <p>Dangerous trees felled rectified</p> <p>Dangerous overhanging branches cut down within</p> <p>Medium Items</p> <p>Tree works carried out within</p> <p>Minor Items</p>	POH	15 days	30 days 3 months Monitor

Employee/ Public	Injury caused by slips, trips and falls	Access routes, pathways and fences inspected as part of The Groundsman's weekly inspection programme and any defects reported to Town Clerk for action.	3 (1x3)	Major defects Item taken out of service whilst repairs are carried out Medium defects Minor defects	POH	30 days 3 months monitored	
Public	Injury during events	Separate risk assessments required from organisers for all non-Town Council events run on play areas.	3 (1x3)	Events will not be permitted until suitable Risk Assessments are received from hirer			
Public	Injury during routine maintenance – grass cutting / hedge cutting/ spraying	See separate risk assessments.	n/a				
Risk Assessment Review				Name			Date
Comments: Review undertaken by Town Clerk and Clive Yates Shropshire Council Health and Safety Consultant, adjustments made 2022- no changes except update to training 2024 minor updates 2025 minor updates							
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.							
Print Name:				Signature:			Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA8a		Date of Assessment: Jan 2020		Date of Review: 7.7.25		
Task/Work Activity/Work Area Assessed: Town Council owned seats						
People Involved in Making This Assessment: Town Clerk & Shropshire Council H & S advisor				Signature:		
<ol style="list-style-type: none"> 1. Use the lone working system before going to the site. 2. Report any damage, defect, deterioration or hazard to the Town Clerk and make the area safe as quickly as possible. 3. Make sure you use a safe system of work and use the right PPE. 4. Check the work area after a job is finished and make sure tools, materials, waste, etc. are cleared away 5. If a hazardous condition cannot be fixed in a few hours put up warning signs to alert people of danger and cordon off the boundary around the dangerous area. 6. Charged mobile phone must be carried. 						
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>						
Score	Likelihood	Description	Score	Consequence/Severity	Description	
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people	
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture	
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity	
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed	
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment	
Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low	Further Control Measures Needed	Action	Action Closed
					Who	

			Medium High				
Public	Damage caused by vandalism, or lack of maintenance of seats may result in personal injury to members of the public who may use a damage seat	<p>Daily visual inspection (non recorded) undertaken of seats in Recreation Ground play area.</p> <p>Audit and record of locations of all benches undertaken in 2025</p> <p>Ad hoc visual inspection of all locations with seats not on play areas and in other high traffic locations (Cemetery, by library and Jubilee Square) and defects reported to Town Clerk for action.</p>	3 (1x3) Low	<p>Major defects Seat taken out of service immediately until repairs can be made.</p> <p>Medium defects</p> <p>Minor defects</p>	POH/ JR	7 days	3 months Monitor
Risk Assessment Review			Name				Date
<p>Comments:</p> <p>Review undertaken by Town Clerk and Clive Yates Shropshire Council Health and Safety Consultant, adjustments made</p> <p>No changes 2022</p> <p>2024 no changes</p>							
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.							
Print Name:			Signature:				Date

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

Risk Assessment Reference Number: WTCRA9a		Date of Assessment: Feb 2020		Date of Review:7.7.25	
Task/Work Activity/Work Area Assessed: Town Council owned Floral Planters, pole planters, 3 x 3 tiered planters and barrel planters on Jubilee Square					
People Involved in Making This Assessment: Town Clerk				Signature:	
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>					
Score	Likelihood	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment needed, over 7-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Public	Damage caused by vandalism, or lack of maintenance of floral planters may result in personal serious injury to members of the public	Regular visual inspection (non recorded) undertaken of all floral planters by watering contractor during Summer season and any concerns reported to the Town Clerk.	3 (1x3) Low	Major defects planter taken out of service immediately until repairs can be made. Medium defects Minor defects	POH/ JR	7 days 3 months Monitor	

		<p>During winter season watering contractor inspects planters left in situ during watering/ maintenance.</p> <p>Metal pole planters are stored in Groundsman's Shed during winter months where a close visual inspection of each planter is undertaken and maintenance work carried out or planters taken out of service as required.</p> <p>Floor level planters positioned in visible locations.</p>		All metal planters head replaced in 2025 with plastic planter heads			
Public	Injury from slip trips or fall caused by floral planter causing an obstruction	<p>All planters placed away from main pedestrian through routes and are clearly visible from all approaches.</p> <p>Three tiered planters placed in locations to not impede sightlines for vehicles.</p> <p>Planter blanking plates installed in footpath once pole planter is removed at the end of September.</p>	3 (1x3) Low				
Risk Assessment Review			Name				Date
Comments: 20.2.21 14.4.22 – no major changes 2024 No changes 2025 – updated							
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.							
Print Name:			Signature:				Date

Market Risk Assessment

Risk Assessment Reference Number: WTCRA10a	Date of Assessment: June 23	Date of Review: 7.7.25			
Task / Work Activity / Work Area Assessed: Wem Weekly Outdoor Market Jubilee Square					
People Involved In Making This Assessment: Town Clerk, Project Assistant		Signature:			
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable – needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable, and no further action will be needed if control measures are maintained.</p>					
Score	Likelihood	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death/permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Serious injury / ill health	Hospital admission needed, e.g. fracture
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 3-day injury)	Medical treatment needed, over 3-day incapacity
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is needed
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injury does not need first aid treatment

Who is at Risk?	Hazard / Risk	Normal Control Measures (Brief description and/or reference to source of information).	Risk Rating H/M/L	Additional Control Measures (to take account of local/individual circumstances).
Traders / customers	Injury from flammable items	The use of electric generators is not permitted without prior permission of the Town Clerk.	(2x3) 6 L	Safety advice guidance to be sent to all trader before becoming a trader at the market.

Who is at Risk?	Hazard / Risk	Normal Control Measures (Brief description and/or reference to source of information).	Risk Rating H/M/L	Additional Control Measures (to take account of local/individual circumstances).
		<p>The use of portable gas appliances is permitted subject to a fire risk assessment being provided by the trader.</p> <p>All electrical equipment on site must be PAT tested. Use of extension leads kept to a minimum. If an extension reel is used, fully unwound, traders must ensure the cable does not form a trip hazard.</p> <p>Stall holders using generators/bottled gas or using naked flames must provide an appropriate fire extinguisher.</p> <p>Any generators brought to site must have up-to-date certificates. Refuelling of generators should not be carried out whilst the machine is running, and spare fuel must be stored safely in suitable containers away from public reach.</p> <p>Fire Risk Assessment forms for and stalls selling food or using generators/ bottled gas.</p>		<p>All traders must prepare a risk assessment for their activities and forward a copy to the market manager along with relevant safety certificates prior to becoming a trader.</p>

Who is at Risk?	Hazard / Risk	Normal Control Measures (Brief description and/or reference to source of information).	Risk Rating H/M/L	Additional Control Measures (to take account of local/individual circumstances).
		Bottled gas should be stored away from any heat sources, the bottles should not be damaged in any way and all connecting pipework should be fit for purpose and secure. These should only be used by experienced and competent persons.		
Customers	Food Poisoning	All traders selling food should have an up-to-date food hygiene certificate and food should also be prepared in accordance with HACCP & Allergen regulations.	(2x2)4 L	
Traders/ customers/ general public	Injury from Collapse of Stall or Gazebo	Gazebos and stalls erected at the market should be fit for purpose and properly maintained. Gazebos and stalls must be weighted correctly. Traders are responsible for comparing predicted wind strengths (from weather forecast) against operational speed limits of the stall/ structure (including canopies, parasols, screens etc) that are used. If the wind speeds are forecast to be higher than the operational limits, then the gazebo must not be used	(2x3) 6 L	Wind management guidance in storage shed

Who is at Risk?	Hazard / Risk	Normal Control Measures (Brief description and/or reference to source of information).	Risk Rating H/M/L	Additional Control Measures (to take account of local/individual circumstances).
		<p>Town Council owned gazebos should be erected according to instructions in store shed. Any damage to Town Council gazebos must be reported to the market manager immediately</p> <p>Gazebos should be positioned so as not to endanger the user or member of the public or block any access route</p>		
Traders/ customers/	Slips trips and falls from obstructions in spaces between stalls	<p>Access to be restricted between adjacent pitches where possible, all products are to be stored within the confines of the pitch allocated.</p> <p>Market manager to agree stall locations with traders. Stalls should be positioned so as not block any access route</p>	(2x2)4 L	
Traders/ customers/	Injury from use of machinery or equipment Including electrical equipment, hot plates, cooking equipment, equipment with exposed moving parts etc	<p>All traders equipment must only be operated and supervised by experienced and competent persons.</p> <p>All equipment coming onto site must:</p> <ul style="list-style-type: none"> • Be fit for purpose and properly maintained • have any relevant testing certificates and have undergone relevant mechanical and electrical safety checks 	(2x2)4 L	

Who is at Risk?	Hazard / Risk	Normal Control Measures (Brief description and/or reference to source of information).	Risk Rating H/M/L	Additional Control Measures (to take account of local/individual circumstances).
		<ul style="list-style-type: none"> be positioned so as not to endanger the operator or the public. Be secured and stable so as not to move away from its fixed position creating trip or other hazards 		
Traders/ customers/ general public	Waste Management Poor storage/waste management of fire systems, arson/terrorist activities, smoking).	<p>No loose waste to be left in the area around the stall.</p> <p>Stallholders to remove all waste from site before they leave unless arrangements made with Town Council.</p>	(2x2)4 L	
Risk Assessment Review			Name	Date
Comments:				
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.				
Print Name:			Signature:	Date