

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: WTCRA1	Date of Assessment: March 2017	Date of Review: July 2025			
Task / Work Activity / Work Area Assessed: Lone Working all staff					
People Involved In Making This Assessment: Town Clerk, Groundsman,		Signature:			
<p>Prior to work starting the employee must:</p> <p>Have appropriate PPE for the task to be undertaken.</p> <p>Consider risks and hazards of any work to be carried out. If something gives you cause for concern, contact the Town Clerk before starting the work.</p> <p>Follow control measures stated in any relevant risk assessments associated with the work in hand.</p> <p>Where lone working is unavoidable, wherever possible tell someone in the vicinity of the work so they know you are alone. Tell them the approximate time you expect to complete the job.</p> <p>Mobile phone must be switched on and operational at all times during working day.</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 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

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	
Staff	Violence	Only experienced and trained personnel will be considered for lone working. The lone working arrangement will be subject to a review if an employee develops an adverse medical condition that may place them at risk. No member of staff to arrange to meet a member of the public alone without informing either the Mayor or another staff member of the details of the meeting and approximate time the meeting will take. Staff member must call into the office (or other prearranged number if outside of office hours) once meeting has been completed.	5 (1x5)				
	Falls from Heights	The following High risk activities must not be carried out without first contacting the Town Clerk and/ or line manager. Working on a ladder or scaffolding Working in confined space Working on a roof or at height Working in an excavation – digging/ backfilling, Grass-cutting verges within 1-metre of a public highway.	5 (1x5)	Ladder training undertaken 3.10.22 Worknest e learning courses to be completed by Groundsman	J		
	Manual Handling.	All work requiring manual handling must be assessed using the manual handling checklist relating to the task prior to commencement.	6(2x3)	Worknest e learning courses to be completed by all staff	POH		
	Injury to lone worker	Groundsman and Town Clerk provided with mobile phone for emergency contact. Twice Daily communication before 9.15 and between 12.30-13.30 with a member of office based staff or nominated councillor by the	5 (1x5)	Emergency contact sheet to be drawn up and distributed to all staff			

	Meetings	<p>groundsman must take place via email or phone call.</p> <p>Lone working procedure to be followed</p> <p>Clerk to continue to provide details of office diary for week ahead including times when staff are in office to Mayor and Deputy Mayor each week by 12.00 on a Monday morning.</p> <p>No staff to attend meetings with a member of the public alone unless previously approved by Line Manager, Mayor, or Deputy Mayor</p>		Lone working procedure issued to all staff.			
Risk Assessment Review					Name		Date
Comments: 2022 – Emergency First aid course completed by Groundsman and Clerk 2022 completed Dec 2022 2022 – Call in procedure to be added for staff lone working in office 2023 – amendment ref new office location 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: WTCRA2		Date of Assessment: March 2017		Date of Review: July 25			
Task / Work Activity / Work Area Assessed: Safe Use of Tractor and Trailer Massey Ferguson 3707AL							
People Involved In Making This Assessment: Town Clerk, Groundsman			Signature:				
<p>Prior to work starting the employee must:</p> <ol style="list-style-type: none"> 1. Driver must be over 18 years of age, in possession of full driving licence and conversant with the vehicle operation. 2. Check vehicle test certificate, road tax and serviceability of vehicle before use. 3. Ensure suitable PPE safety for the task in hand. 4. 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 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		
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	

Operator Public	Vehicle Overturning Driver falling from Vehicle	Seat belt must be worn if fitted. Extra care when working on uneven ground and slopes especially crossing gradients. Load trailer evenly within working weight limit with no projecting materials.	3 (1x3) Low	Recommended tractor and trailer driving training refresher to be undertaken in 2024/25	JR	Jan 25	Jan 25
Public	Collisions Injury / damage to other road users	Do not use mobile phone whilst driving. Adhere to speed restrictions on public roads. 1 passenger can be carried, seat belts to be used. Controls to be kept free of obstructions. No persons to stand within steering arc of the vehicle. Assistance to be obtained where driver's vision is impaired. Use tractor lights during poor visibility. Check trailer lights to ensure they are working prior to driving Always ensure that attachments are secure, use correct safety pins where necessary.	4 (1x4) Low				
Operator Public	Unplanned movement of vehicle Injury to other persons	Turn off vehicle during breaks and when unattended. Remove Key completely from ignition. Handbrake to be applied when loading, tipping or parked. Any passengers carried must be seated and use seatbelt. Controls to be kept free of obstructions. No persons to stand within steering arc of the vehicle. Assistance to be obtained where driver's vision is impaired. Always ensure that attachments are secure, use correct safety pins where necessary. Be aware of overhead cables, constructions etc. in the vicinity of the area you are working in.	5 (1x5) Low 5 (1x5) Low				

		Tractor must carry Fire Extinguisher and First Aid Kit.		Replace first aid kit when out of date	POH	24.1.18	
Operator	<p>Contact with moving parts of machinery or attachments</p> <p>Musculoskeletal Injury – when loading and unloading trailer</p> <p>Skin contact with fuel, engine oil</p>	<p>Ensure guards on machinery are in place and effective for protection.</p> <p>Always wear protective clothing and ensure PPE worn.</p> <p>Use appropriate lifting and moving techniques for moving equipment and machinery. Always ensure that machinery is turned off and safe before attempting any adjustment or clearing of moving parts.</p> <p>Minimise exposure to fuel, oil. Clean hands as often as possible, always use gloves and barrier cream. Use disposable nitrile gloves for handling fuel, 2-stroke engine oil, lubricating grease or oil Always ensure that attachments are secure use correct safety pins where necessary.</p>	<p>6 (2x3) Low</p> <p>6 (3x2) Low</p>				
Operator	Burns from hot exhaust pipe or from combustion of spilt fuel during refuelling	<p>Before refilling the fuel tank, the operator will dispense petrol mixture with care to avoid spilling it on the engine casing or their hands. They must ensure fuel does not come into contact with the hot exhaust outlet.</p> <p>Use disposable nitrile gloves for handling fuel, 2-stroke engine oil, lubricating grease or oil.</p>	9 (3x3) Low				

Operator	Contact with corrosive battery acid or inhalation of corrosive fumes.	Operator must periodically check the battery for any sign of mechanical damage or leakage. The operator must wear suitable chemical resistant gloves when touching or handling the battery. If the battery is damaged or leaking, the operator must seek further advice to ensure they know how to do a safe removal, clean-up and disposal. Recommended first aid is to immediately rinse any effected part of the body with a large volume of water. Operator must have a container of clean water available as a first aid measure.	8 (2x4) Low	Draw up a safe system of work for charging vehicle batteries if this becomes a routine activity. (<i>non routine activity</i>)	JH	ongoing	
Operator	Noise pressure generated by equipment when running.	Ear protection must be worn if carrying out operations over a long period of time. hearing protection must provide protection factor – average attenuation rating SNR 30 dB(A) or more (checked supplied).	3 (1x3) Low	Noise Assessment completed 2022 review due.	POH		
Operator	Exposure due to strong sunlight and hot weather conditions	Ensure weather conditions are taken into account before planning works involving use of the machinery. Provide UVA protective sun-screen (SPF 30 – 50)	6 (3x2) Low				
		On completion of works Clean vehicle and transport to secure storage area. Wash hands arms etc. thoroughly and carry out personal inspection for cuts etc. Report any defects to the Town Clerk.	4 (1 x4) Low 3 (1x3) Low				
Risk Assessment Review					Name		Date

Comments: Review undertaken by Town Clerk and Groundsman 15.2.19 Review Feb 2020 Tractor driving refresher training recommended Feb 2021 Review Tractor training completed Nov 2020, new tractor purchased has passenger seat fitted with seat belt for 1 passenger can be carried if required 2022 – removed items relating to old tractor 2023 minor amendments inc battery item 2024 minor amendments 2025 minor amendments		POH	
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: WTCRA3	Date of Assessment: March 2017	Date of Review: July 2025
Task / Work Activity / Work Area Assessed: Cutting ground-level vegetation using a Stihl 94C Strimmer fitted with a plastic line mowing head		
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature:	

Prior to work starting the employee must:

1. *Be competent using the equipment and familiar with the terrain about to be mown.*
2. *Ensure the power strimmer is in good working order and running correctly before starting the work.*
3. *Ensure additional tools and equipment are suitable for the task and in good condition.*
4. *Ensure the appropriate PPE is worn while the power strimmer is used.*
5. *Inspect the work area before starting to cut vegetation, i.e. check for glass or metal litter and remove any debris that can become entangled, ejected or cause damage to the machinery and user.*
6. *Ensure mobile phone is charged and readily available to use.*
7. ***Undertake peruse safety checks as per the manual***

References: <http://www.stihl.co.uk/owners-manuals-safety-brochures.aspx?Search=fs+100>

<http://www.stihl.co.uk/handling-a-brushcutter.aspx>

Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity

- 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.

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

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 (Operator)	Serious injury arising from contact with moving parts of machinery or attachments	<p>Operator must ensure the casing covering the motor is present, in good condition and securely fixed. Follow manufacturer's set up and start up procedure. The engine tuning should be set to allow ease of starting without the cutting head rotating when the engine is idling. The cutting head will rotate only when the operator applies more throttle.</p> <p>The length of the drive shaft tube will place sufficient distance between the cutting head and the operator's feet and legs.</p> <p>The cutting head must have the appropriate deflector guard fitted this can further reduce the risk of contact with the operators feet and reduce the risk of being struck by ejected material.</p> <p>Operator must wear protective clothing and PPE provided.</p> <p>Always ensure that the equipment is switched off before refuelling, making any adjustment, cleaning or replacement of moving parts.. Gloves worn to prevent injury to hands from cutter</p> <p>Maintenance of the equipment must be undertaken according to the manufacturer's instructions as described in the owner's manual. Equipment maintenance work must be recorded in maintenance log Groundsman achieved NPTC certificate in safe use of brushcutters 2019.</p>	8 (2x4) Low	Refresher completed 2025			

Operator	Injury to eyes, face, legs or other parts of the body if struck by a hard or sharp object ejected by the rotating cutting head whilst cutting	<p>Equipment must be set up and used in line with the manufacturer's instructions and must not be altered in any way.</p> <p>Operator is provided with protective clothing and PPE, i.e. gloves, helmet with visor and/ or goggles, hearing protection.</p> <p>Operator instructed to check that the working area is cleared of debris before starting the work.</p>	6 (3x2) Low				
Members of the public in vicinity of work area	Injury to eyes, face, legs or other parts of the body when struck by hard or sharp objects ejected by the rotating cutting head whilst cutting	<p>Before using the equipment the operator will scan the immediate area to make sure is clear and it is safe to start cutting. If people are present the operator must explain that the vegetation needs to be cut and they are at risk of being hurt by flying debris. Wait for people move away.</p> <p>Place warning signs in public areas where there is likely be people passing by and the operator must be vigilant of presence of children in the vicinity.</p>	4 (2x2) Very Low				
Operator	Cuts to hands or fingers when handling, storing and disposing sharp items or litter. Exposure to pathogenic organisms and other biohazard risks, e.g. clearing away dog faeces	<p>Procedure and equipment provided for handling hazardous litter, includes safe handling and disposal of discarded hypodermic needles, broken glass, biological material.</p> <p>In event of hazardous sharps being identified (needle sticks etc) operator will contact the Town Clerk and sharps will be disposed of in an approved sharps box</p> <p>In the event of a needle stick injury the operator is to contact the Town Clerk immediately. Arrangements will be made for the injured person to be taken to hospital for immediate</p>	8 (4x2) Low	Operators to be advised to consider Hepatitis B and Tetanus inoculation. The Town Council to advise that employees take suitable advice from their GP as to their suitability for inoculation.			

		medical treatment. Operator instructed to encourage bleeding from puncture wound and wash area with soap & water					
Operator	Slips/ Trips due to uneven or slippery ground	Operator advised not to undertake the task on sloping ground or steep banks during wet weather or slippery conditions. Avoid working in extreme weather conditions.	12 (4x3) Medium				
Operator	Musculoskeletal Injury – when lifting and carrying equipment to and from the site and when using it to cut vegetation	Operator will use appropriate lifting and moving techniques when moving equipment and other items. Manual handling activities minimal. Strimmer must be carried in ergonomically designed harness to reduce load and stresses on body	6 (3x2) Low				
Operator	Biotic Factors Bees, wasps, ticks, vermin, bats, and some plants	PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing Good personal hygiene awareness training, health monitoring, washing hands Where wasps nest identified operator to inform Town Clerk and wasps nest to be destroyed under controlled conditions	8(2x4) Low	Identify any staff who suffers and / or is known to suffer allergic reactions to specific biotic factors vaccination as required Operators to be issued with Leptospirosis information cards			
Operator	Burns from hot exhaust pipe or from combustion of spilt fuel during refuelling	A 2-stroke petrol mixture is used as fuel. The quantity of fuel must be kept to the minimum needed for the job and must be stored and transported in an approved petrol container. Before refilling the fuel tank, the operator will place the strimmer on the ground and dispense	9 (3x3) Low				

		<p>petrol mixture with care to avoid spilling it on the engine casing or their hands. They must ensure fuel does not come into contact with the hot exhaust outlet.</p> <p>Use disposable nitrile gloves for handling fuel, 2-stroke engine oil, lubricating grease or oil.</p>					
Operator	<p>Incidental health effects from: Dust inhalation during dry conditions</p> <p>Skin contact with fuel, 2-stroke engine oil or plant materials</p> <p>Noise pressure generated by the equipment when running. Manufacturer's noise output measurement states 106 dB(A)</p> <p>Hand-arm vibration The degree of vibration will increase if the equipment is damaged or rotating parts become misaligned, loose or badly worn.</p> <p>Exposure to strong sunlight and hot weather conditions</p>	<p>Wear a suitable disposable dust (Disposable dust mask for low-level protection FFP1 type) in dry conditions.</p> <p>Minimise exposure to fuel or oil. Avoid contact with plant sap. Clean hands as often as possible always use gloves. Use latex EN455 minimum specification gloves provided. Refer to guidance provided on Giant Hogweed. Hearing protection is mandatory and must be worn when machinery in operation. Provide hearing protection that provides protection factor – average attenuation rating SNR 30 dB(A) or more.</p> <p>Operator must take a 5-minute rest break every half-hour to allow their muscles to recover. The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively.</p> <p>Condition of anti-vibration gloves must be checked before use and replaced as necessary.</p>	<p>3 (3x1) Very Low</p> <p>3 (3x1) Very Low</p> <p>10 (5x2) Medium</p> <p>10 (5x2) Medium</p> <p>6 (3x2) Low</p>	<p>Occupational Health noise assessment completed Jan 2024 annual review</p> <p>Occupational Health HAVS assessment completed Jan 24 annual review</p>			

		<p>Ensure weather conditions are taken into account before planning works involving use of the machinery and dress appropriately.</p> <p>On completion</p> <p>Inspect area to see if any hazards remaining to self and others e.g. grass cuttings on footpaths etc. if present clear area.</p> <p>Transport clippings to disposal point if required, transport rubbish bags to disposal site.</p> <p>Clean machinery and transport to secure storage area.</p>						
Risk Assessment Review						Name		Date
Comments: Review June 2022 –HAVS guidance added– must be used in conjunction with vibration RA July 23 – minor updates, July 24 minor update to show new machine, July 25 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: WTCRA4		Date of Assessment: April 2017		Date of Review: July 25	
Task / Work Activity / Work Area Assessed: Cutting Hedges using a- Stihl HS 56c Hedge cutter, Stihl HL 95 Long reach Hedge cutter					
People Involved In Making This Assessment: Town Clerk, Groundsman			Signature:		
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site</i></p> <ol style="list-style-type: none"> <i>1. Must have PPE – safety footwear, goggles hearing protection, gloves appropriate outdoor clothing</i> <i>2. Ensure machinery is in proper repair and good working order before commencing work</i> <i>3. Ensure appropriate additional tools and equipment are in good condition e.g. plastic bags etc. for litter containers for needles etc.</i> <i>4. Consider risks and hazards in proposed work area</i> <i>5. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery</i> <i>6. Charged mobile phone must be carried</i> <p>References: http://www.stihl.co.uk/owners-manuals-safety-brochures.aspx?Search=hs56c http://www.stihl.co.uk/owners-manuals-safety-brochures.aspx?Search=hl95 http://www.stihl.co.uk/the-correct-way-to-cut-hedges.aspx</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
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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	
Employees (Operator)	<p>Serious Injury Arising from contact with moving parts of machinery or attachments</p> <p>Misuse or poor technique may cause the blade to 'kick' or 'bounce' away during a cutting stroke if the blade cannot cut through thick stems or tough 'old-wood'</p>	<p>Operator must ensure the casing covering the motor is present, in good condition and securely fixed. Follow manufacturer's set up and start up procedure. The engine tuning should be set to allow ease of starting without the cutting blades moving when the engine is idling. The cutting blades will move only when the operator applies more throttle.</p> <p>When the cutter is running the operator must hold the equipment as recommended in the owner manual. The operator must keep their hands and fingers clear of the cutting blades and avoid brushing away fallen cuttings.</p> <p>Avoid cutting thick stems or deadwood, use loppers to remove these before cutting starts.</p> <p>The cutting blade guard (scabbard) must be fitted to each type of cutter(HS56c and HL85) when storing and carrying the equipment (i.e. when it is not running).</p> <p>Operator must wear protective clothing and PPE provided.</p> <p>Always ensure that the equipment is switched off before refuelling, making any adjustment, cleaning or replacement of moving parts.</p> <p>Maintenance of the equipment must be undertaken according to the manufacturer's instructions as described in the owner's manual</p>	8 (4x4) Low				

		<p>Any maintenance/ service to be recorded in equipment maintenance log.</p> <p>Groundsman achieved NPTC Certificate of competence Safe use of hedgecutters in 2019 Refresher undertaken 2025 due every 5 years next 2030</p>					
Operator	<p>Injury to eyes, face, legs or other parts of the body if struck by a hard or sharp object ejected by the cutting head whilst cutting</p> <p>Minor injury to hands or arms arising from contact with thorns or prickly leaves, e.g. hawthorn, blackthorn, holly, bramble or dog rose stems. NOTE; embedded thorn splinters can become septic.</p>	<p>Equipment must be set up and used in line with the manufacturer's instructions and must not be altered in any way. First-aid kit equipped with tweezers to aid removal of splinters or thorns.</p> <p>Ensure the cutting blades do not touch the ground when starting the engine.</p> <p>Hedge trimmer must only to be used for cutting hedges, shrubs, scrub and similar materials.</p> <p>Operator is provided with protective clothing and PPE, i.e. gloves, helmet with visor and/ or goggles, hearing protection.</p> <p>Operator instructed to check that the working area is cleared of debris before starting the work.</p>	6 (3x3) Low		POH	24.1.18	
Public in vicinity of work area	<p>Injury to eyes, face, legs or other parts of the body when struck by hard or sharp objects ejected by the cutting head whilst cutting</p>	<p>Before using the equipment the operator will scan the immediate area to make sure is clear and it is safe to start cutting. If people are present the operator must explain that the vegetation needs to be cut and they are at risk of being hurt by flying debris. Wait for people move away.</p> <p>Place warning signs in public areas where there is likely to be people passing by and the</p>	4 (2x2) Low				

		operator must be vigilant of presence of children in the vicinity. No tools to be left unattended.					
Operator	<p>Encounters with wasps and other insects, rodents and associated food wastes</p> <p>Cuts to hands or fingers when handling, storing and disposing sharp items or litter. Exposure to pathogenic organisms and other biohazard risks, e.g. clearing away dog faeces</p>	<p>If you encounter a wasps/ bee/ hornet nest stop work immediately and cone off area affected and inform Town Clerk as soon as practicable.</p> <p>Procedure and equipment provided for handling hazardous litter. Includes safe handling and disposal of discarded hypodermic needles, broken glass, biological material In event of hazardous sharps being identified (needle sticks etc) operator will contact the Town Clerk and sharps will be disposed of in an approved sharps box</p> <p>In the event of a needle stick injury the operator is to contact the Town Clerk immediately. Arrangements will be made for the injured person to be taken to hospital for immediate medical treatment. Operator instructed to encourage bleeding from puncture wound and wash area with soap & water.</p>	<p>3 (1x3) Low</p> <p>8 (4x2) Low</p>	Operators to be advised to consider Hepatitis B and Tetanus inoculation. The Town Council to advise that employees take suitable advice from their GP as to their suitability for inoculation.			
Operator	Slips / Trips due to uneven or slippery ground	Operator advised not to undertake task on sloping ground or steep banks during wet weather or slippery conditions.	12 (4x3) Medium	Avoid working in wet weather conditions.			
Operator	Musculoskeletal Injury – when lifting and carrying equipment to and from the site and when using it to cut vegetation	<p>Operator will use appropriate lifting and moving techniques when moving equipment and other items.</p> <p>Wear correct harness for the long-reach HL 95 machine when appropriate to the technique being used. Adjust harness to fit prior to starting work.</p>	6 (3x2) Low	<p>Manual Handling Course completed for June 2017</p> <p>Refresher to be undertaken 2025 on worknest</p>	JR	6.17	6.17

		<p>Use the long-reach hedge cutter to avoid over reaching.</p> <p>Groundsman to ensure adheres to ladder training and must not use ladders for hedge cutting when lone working.</p>		Ladder training update needed 2025			
Operator	Burns from hot exhaust pipe or from combustion of spilt fuel during refuelling	<p>A 2-stroke petrol mixture is used as fuel. The quantity of fuel must be kept to the minimum needed for the job and must be stored and transported in an approved petrol container.</p> <p>Before refilling the fuel tank, the operator will place the hedgecutter on the ground and dispense petrol mixture with care to avoid spilling it on the engine casing or their hands. They must ensure fuel does not come into contact with the hot exhaust outlet.</p> <p>Use disposable nitrile gloves for handling fuel, 2-stroke engine oil, lubricating grease or oil. (screwfix to supply)</p>	9 (3x3) Low				
Operator	<p>Biotic Factors</p> <p>Bees, wasps, ticks, vermin, bats, and some plants</p>	<p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p> <p>Good personal hygiene awareness training, health monitoring, washing hands</p> <p>Where wasps nest identified operator to inform Town Clerk and wasps nest to be destroyed under controlled conditions</p> <p>contact with Giant Hogweed (<i>Heracleum mantegazzianum</i>) contains toxic sap that can cause severe burns. leaflet Issued to operator about dangers of</p>	8(2x4) Low	<p>Identify any staff who suffers and / or is known to suffer allergic reactions to specific biotic factors vaccination as required</p> <p>Operators to be issued with Leptospirosis information cards</p>			

Operator	Incidental health effects from: Dust inhalation during dry conditions	Wear a suitable disposable dust mask in dry conditions. Disposable dust mask for low-level protection (FFP1 type) <i>(supplied by TC)</i>	3 (3x1) Very Low				
	Skin contact with fuel, 2-stroke engine oil or plant materials	disposable nitrile gloves provided for handling fuel, 2-stroke engine oil, lubricating grease or oil. (to be supplied by screwfix) Minimise exposure to fuel or oil Avoid contact with plant sap. Clean hands as often as possible always use gloves. Operatives follow instructions laid out in COSHH assessments	3 (3x1) Very Low				
	Noise pressure generated by the equipment when running. Manufacturer's noise output measurement states: HS 56c is 107 dB(A) HL 95 is 102 dB (A)	Hearing protection is mandatory and must be worn when machinery in operation hearing protection that provides protection factor – average attenuation rating SNR 30 dB(A) or more must be used. <i>(supplied by TC JR to monitor condition)</i>	10 (5x2) Medium				
	Hand-arm vibration The degree of vibration will increase if the equipment is damaged or become misaligned, loose or badly worn.	Operator to monitor condition of anti-vibration gloves and replace if necessary. Operator must take a 5-minute rest break every half-hour to allow their muscles to recover. The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively	10 (5x2) Medium				

	Exposure to strong sunlight and extreme weather conditions	Annual Occupational Health Assessment for staff using this item Jan 24 Use UVA protective sun-screen (SPF 30 – 50) Ensure weather conditions are taken into account before planning works involving use of the machinery and dress appropriately.	6 (3x2) Low	New assessment due 2025			
Risk Assessment Review					Name		Date
Comments: Review undertaken 20.1.20 by Town Clerk and Groundsman – updated to included qualification and reference to maintenance log Review February 2021 Comments: no changes June 2022 – updated to include HAV information Review 2023, 2024, 25 – 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: WTCRA5		Date of Assessment: April 2017		Date of Review: July 25	
Task / Work Activity / Work Area Assessed: Grass cutting using pedestrian mower Stiga Multiclip pro 50 pedestrian mower					
People Involved In Making This Assessment: Town Clerk, Groundsman			Signature:		
<p>Prior to work starting the employee must:</p> <ol style="list-style-type: none"> 1. Be familiar with equipment to be used and the proposed work site. 2. Have suitable PPE – safety footwear, eye protection, hearing protection, gloves and appropriate high-visibility outdoor clothing. 3. Ensure machinery is in proper repair and good working order before commencing work. 4. Ensure appropriate additional tools and equipment are in good condition e.g. plastic bag, etc. for litter; rigid containers for discarded needles, sharp objects, etc. 5. Consider hazards and safety risks in the proposed work area, e.g. sloping ground, moving vehicles, people or animals. 6. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery. 7. Charged mobile phone must be carried. <p>Reference: http://manuals.gqp-group.com/8211-0001-70_GB.pdf</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 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

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 (Operator)	Serious injury arising from: <ul style="list-style-type: none"> • Contact with rotating cutting blades • Entanglement with moving or rotating parts, e.g. drive belt or belt pulleys • Crushing a hand or foot between the articulated steering joint 	<u>Normal Operation:</u> Operator will follow the manufacturer's general safety checks and operating instructions stated in the owner manual. Automatic safety systems will prevent the motor starting if: <ul style="list-style-type: none"> • the operator is not sat on the driver's seat; • the engine casing is not closed and locked; (Drive belts are protected by engine casing). • the driver controls are not applied correctly. The motor will switch off automatically if: <ul style="list-style-type: none"> • the operator lifts their weight off the driving seat. The position of the articulated joint is behind the seat column and below the driver's footplate. The driver's seating position minimises the possibility of the operator being crushed between the chassis whilst the unit is running and the drive engaged.	8 (2x4) Low	Refresher recommended every 5 years			
		Groundsman completed NPTC Certificate safe use of pedestrian mowers Dec 2019 refreshed Jan 25. Operator must not touch the exhaust silencer, cylinder and cooling fins until they have cooled down.	9 (3x3) Low				
Operator	Serious injury caused by vehicle rolling over if either driving across or turning sharply on sloping ground.	Operator must avoid driving across ground where there is a slope of more than 10 degrees from the horizontal (approx. 1 in 6 gradient). Mowing grass on sloping ground must be done	12 (3x4) Medium				

		by moving up or down the slope at a reduced and controlled speed that avoids the need for sudden or hard braking.					
Operator	<p>Injury when loading and unloading equipment, fitting mower deck or undertaking adjustments, maintenance or repairs</p> <p>Musculoskeletal injury caused by moving and handling the mower or cutting deck.</p> <p>Minor injury (cuts or nicks) when carrying out inspection and checking tightness of nuts or screws close to the cutting blades.</p> <p>Exposure to petrol by direct contact or accidental spillage of highly flammable fuel.</p>	<p><u>Setting up, making manual adjustments, on-site maintenance checks or minor field-repairs:</u> The engine is switched off and the equipment is in safety mode, e.g. parking brake applied, cutting deck put in the lowered position.</p> <p>Any maintenance / servicing work carried out to mower to be recorded in maintenance log</p> <p>Operator will use appropriate lifting and moving techniques when moving the equipment.</p> <p>The operator must wear suitable protective gloves when handling tools close to the cutting blades. Avoid sudden movements and ensure correct sized tools are used and fully engaged with the fitting that is being checked/tightened.</p> <p>The operator must avoid overfilling the fuel tank or spilling petrol when fuelling-up. This operation must take place outside. The operator must ensure the fuel tank is either drained or run-to-empty before transporting or when storing the equipment.</p>	<p>9 (3x3) Low</p> <p>9 (3x3) Low</p> <p>6 (3x2) Low</p> <p>4 (2x2) Low</p>				
Operator	Contact with corrosive battery acid or inhalation of corrosive fumes.	Operator must periodically check the battery for any sign of mechanical damage or leakage. The operator must wear suitable chemical resistant gloves when touching or handling the battery. If the battery is damaged or leaking, the operator must seek further advice to ensure they know how to do a safe removal, clean-up and disposal.	8 (2x4) Low	Draw up a safe system of work for charging vehicle batteries if this becomes a routine activity. (<i>non routine activity</i>)	JH	ongoing	

		<p>Recommended first aid is to immediately rinse any effected part of the body with a large volume of water.</p> <p>Operator must have a container of clean water available as a first aid measure.</p>					
Operator	<p>Biotic Factors</p> <p>Bees, wasps, ticks, vermin, bats, and some plants</p>	<p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p> <p>Good personal hygiene awareness training, health monitoring, washing hands</p> <p>Where wasps nest identified operator to inform Town Clerk and wasps nest to be destroyed under controlled conditions</p>	<p>8(2x4) Low</p>	<p>Identify any staff who suffers and / or is known to suffer allergic reactions to specific biotic factors vaccination as required</p> <p>Operators to be issued with Leptospirosis information cards</p>			
Operator	<p>Exposure to harmful levels of noise that may cause chronic hearing impairment</p> <p>Exposure to whole-body vibration that may cause chronic ill-health condition</p>	<p>Hearing protection is mandatory and must be worn when the machinery is in operation. Hearing protection that ensures a protection factor – average attenuation rating SNR 30 dB(A) or more is provided, staff must make Town Clerk aware when this needs replacing . Occupational Health Assessment for staff using mowers completed Jan 2023 to be carried out on an annual basis</p> <p>The operator must avoid long spells of continuous driving and take a minimum of 5-minute break off the vehicle every hour. The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At</p>	<p>10 (5x2) Medium</p> <p>10 (5x2) Medium</p>	<p>Occupational Health Assessment for effects of noise and vibration for staff due 25</p>			

	Exposure to strong sunlight and hot weather conditions	<p>any stage of this activity the operator must stop cutting if the equipment is vibrating excessively. Undertake regular maintenance checks of tyre pressure, suspension and the condition of the seat.</p> <p>Ensure weather conditions are taken in to account before planning works involving use of the machinery and dress appropriately. Staff to be reimbursed for cost of UVA protective sun-screen (SPF 30 – 50)</p>	6 (3x2) Low				
Operator /Public near the work area	Injury to eyes, face, legs or other parts of the body when struck by hard or sharp objects ejected by the mower whilst cutting.	<p>Before starting mowing the operator will scan the immediate area to make sure is clear and it is safe to start cutting. If people are present the operator must explain that the vegetation needs to be cut and they are at risk of being hurt by flying debris. Wait for people move away.</p> <p>Place warning signs in public areas where there is likely be people passing by and the operator must be vigilant of presence of children in the vicinity.</p> <p>Do not leave mower unattended.</p> <p>In the event of a needle stick injury the operator is to contact the Town Clerk immediately. Arrangements will be made for the injured person to be taken to hospital for immediate medical treatment. Operators instructed to encourage bleeding from puncture wound and wash area with soap & water</p>	9 (3x3) Low				
Risk Assessment Review						Name	Date

Comments Review undertaken 20.1.20 by Town Clerk and Groundsman to include qualification and need to record maintenance in log. Next Date for Review February 2021 Comments: no changes June 2022 – HAV information Next Date for Review June 2023 Slight amendments 2024 no change		POH	20.1.20
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: WTCRA6		Date of Assessment: April 2017		Date of Review: July 2025	
Task Spraying					
People Involved In Making This Assessment: Town Clerk, Groundsman			Signature:		
<p>Prior to work starting the employee must:</p> <ol style="list-style-type: none"> 1. User must have PA1 and PA6 spraying licence (copies of certification must be held in office). 2. Ensure equipment is in proper repair and good working order before commencing work. 3. Ensure appropriate additional tools and equipment are in good condition. 4. Ensure suitable PPE safety for the task in hand. 5. Consider risks and hazards in the proposed work area including weather conditions. 6. Adhere to COSHH literature for materials to be used including safety data sheets and associated risk assessment for chemical to be used. 7. 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 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
		Control Measures Already In Place			Action

Persons Affected By The Activity	What Hazards Have Been Identified?		Risk Level Low Medium High	Further Control Measures Needed	Who	When	Action Closed
Employees	Exposure to chemical	During work All chemicals must be pre mixed prior to travel to site so that undiluted chemicals are not carried to site. Equipment must be used in line with the manufacturers instructions and must not be altered in any way. Ensure that working area is clear of debris before starting spraying operations. Always wear protective clothing and PPE.	8 (2x4) Low	Manual Handling Course refresher required worknest	John Ralphs	2025	
	Exposure due to weather condition.	Do not work in windy conditions.	4 (2x2) Low				
	Manual Handling of equipment	Use correct harness for the machine and adjust harness to fit prior to starting work. Use appropriate lifting and moving techniques for moving equipment	3 (1x3) Low				
	Slips/ Trips due to uneven or slippery ground Repetitive strain injuries	Take extra care on slippery/ uneven ground.	3 (1x3) Low				
Public in vicinity of work area	Exposure to chemical	Take care to avoid members of the public and dogs. Spraying should not be carried out in busy periods and Groundsman must let Town Clerk know in advance of any spraying activities. Warning signs purchased and put in place prior to spraying.	6 (2x3) Low				
		Spraying equipment must not be left unattended.	4 (1 x4) Low				

		On completion Inspect area to see if any hazardous materials are present if so report to Town Clerk. Dispose of all equipment and clothing. Clean and inspect all equipment and place in approved storage area. Wash hands arms etc. thoroughly and carry out personal inspection for cuts etc.	9 (3x3) Low					
Risk Assessment Review						Name		Date
Comments: Review carried out by Town Clerk and Groundsman 20.1.20, signage required to be purchased February 2021 Comments: no changes May 2022 – no changes July 2023 – minor changes July 24 no changes July 25 minor changes								
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: WTCRA7	Date of Assessment: April 2017	Date of Review: July 2025			
Task / Work Activity: Leaf Blowing Stihl BG 86c Blower					
People Involved In Making This Assessment: Town Clerk, Groundsman and Shropshire Council H & S Consultant		Signature:			
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site.</i></p> <ol style="list-style-type: none"> <i>1. Must have PPE – safety footwear, goggles hearing protection, gloves appropriate outdoor clothing.</i> <i>2. Ensure machinery is in proper repair and good working order before commencing work.</i> <i>3. Ensure appropriate additional tools and equipment are in good condition e.g. plastic bags etc. for litter containers for needles etc.</i> <i>4. Consider risks and hazards in proposed work area.</i> <i>5. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery.</i> <i>6. Charged mobile phone must be carried.</i> 					
<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

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	
Employees	Injury to operator and others in the vicinity	During work All equipment must be used in line with the manufacturers instructions and must not be altered in any way.	3 (3x2) Low				
Public in vicinity of work area	Ejection of debris from machinery whilst cutting	Ensure that working area is clear of debris before starting operations.	4 (2x2) Low				
		Always wear protective clothing and PPE provided.	4 (2x2) Low				
	Slips / Trips due to uneven or slippery ground	Take extra care on slippery/ uneven ground especially when crossing gradients.	6 (2x3) Low				
		Take care operating machinery on steep banks. Do not operate any machinery on steep banks during wet weather or slippery.	3 (1x3) Low				
	Handling of sharp items or litter and biohazard risks	Always adhere to procedure for handling hazardous litter. Sharps bins for needles and other rigid containers for glass should be carried. In event of hazardous sharps being identified (needle sticks etc) operator will contact the Town Clerk and sharps will be disposed of in an approved sharps box In the event of a needle stick injury the operator is to contact the Town Clerk immediately. Arrangements will be made for the injured person to be taken to hospital for immediate medical treatment. Operator instructed to	3 (1x3) Low 6 (2x3) Low				
				Operators to be advised to consider Hepatitis B and Tetanus inoculation. The Town Council to advise that employees take suitable advice from their GP as to			

		encourage bleeding from puncture wound and wash area with soap & water.		their suitability for inoculation.			
	Manual Handling of equipment. Injury from loading/ unloading off trailer Contact with moving parts of machinery	Use appropriate lifting and moving techniques for moving equipment and clippings. Ensure that machinery is turned off before attempting any adjustment or clearing of moving parts. Controls to be kept free from obstructions. During maintenance of the machine, the following procedures must be followed: Switch off engine Immobilise cutting equipment where possible Remove spark plug Proceed with maintenance Maintenance equipment log must be completed	4 (1 x4) Low 9 (3x3) Low 9 (3x3) Low	Manual Handling Course for update needed via worknest	JR	2025	
	Contact with fuels, oils and plant materials	Minimise exposure to fuel, oil and plant juices. Clean hands as often as possible always use gloves and barrier cream. Any fuels used for refuelling are stored safely away from the public in a secure area. Prior to refuelling ensure that the engine has cooled sufficiently.					
	Noise from machinery operations	Hearing protection must be worn when machinery in operation. Staff are supplied with hearing protection that provides protection factor – average attenuation rating SNR 30 dB(A) or more.	4(2x2) Low	Annual noise and HAVS assessment in place for staff using equipment			
	Repetitive strain injuries	individuals should leaf blow for no longer than 4 hours per day due to hand vibration problems. Take hourly breaks of 5 minutes to allow muscles to rest. The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work	4(2x2) Low				

		planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively.					
	Exposure due to weather conditions	Take account of weather conditions and dress appropriately.					
	Injury to the public from operation	Take care to avoid members of the public and dogs. Warning signs should be used in busy areas. Tools and machinery must not be left unattended. Blower must not be left unattended. On completion Inspect area to see if any hazards remaining to self and others e.g. grass cuttings on footpaths etc. if present clear area. Transport clippings to disposal point if required, transport rubbish bags to disposal site. Clean machinery and transport to secure storage area. Wash hands arms etc. thoroughly and carry out personal inspection for cuts etc. Groundsman obtained City & Guilds Level 2 Award in the Safe Use of Leaf Blowers and Vacuums Dec 2019. Refresher course attended 2025			POH		
				Review every 5 years			
Risk Assessment Review						Name	Date

Comments: Review undertaken By Town Clerk and Groundsman 20.1.20 Updated qualification, maintenance log February 2021 Comments: no changes June 2022 – HAV information updated 2023 / 24 / 25 – minor changes			
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: WTCRA8	Date of Assessment: Jan 2020	Date of Review: July 2025												
<p>Task / Work Activity / Work Area Assessed: Mowing – using ride on mower , Stiga Pro 540IX Description ride on mower with front mounted cutting deck. Articulated chassis, hydraulic four wheel drive system and powered by a 500cc petrol engine (purchased 2019) Ransomes Highway 3 Triple mower Description: ride on triple mower.</p>														
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature:													
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site.</i></p> <ol style="list-style-type: none"> <i>1. Must have PPE – safety footwear, goggles hearing protection, gloves appropriate outdoor clothing.</i> <i>2. Ensure machinery is in proper repair and good working order before commencing work.</i> <i>3. Ensure appropriate additional tools and equipment are in good condition e.g. plastic bags etc. for litter containers for needles etc.</i> <i>4. Consider risks and hazards in proposed work area.</i> <i>5. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery.</i> <i>6. Charged mobile phone must be carried.</i> <i>7. Ensure location of fire extinguisher and first aid kit.</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.
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.												

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

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	
Employees Public in vicinity of work area		During work All equipment must be used in line with the manufacturers instructions and must not be altered in any way. Groundsman completed NPTC Certificate safe Use of ride on mowers Dec 2019. Refresher course held 2025		Refresher recommended every 5 years			
	Injury to operator and others in the vicinity	Ensure that working area is clear of debris before starting mowing operations. Do not leave mower unattended.	3 (3x2) Low				
	Ejection of debris from machinery whilst cutting	Always wear protective clothing and PPE provided.	4 (2x2) Low				
	Slips/ Trips due to uneven or slippery ground	Take extra care on slippery/ uneven ground especially when crossing gradients.	4 (2x2) Low				
	Machine overturning	Take care operating machinery on steep banks. Do not operate any machinery on steep banks during wet weather or slippery	6 (2x3) Low				
	Handling of sharp items or litter and biohazard risks	Always adhere to procedure for handling hazardous litter. Sharps bins for needles and other rigid containers for glass should be carried.	3 (1x3) Low				

		<p>In the event of a needle stick injury the operator is to contact the Town Clerk immediately. Arrangements will be made for the injured person to be taken to hospital for immediate medical treatment. Operators instructed to encourage bleeding from puncture wound and wash area with soap & water</p>	<p>3 (1x3) Low</p>	<p>Operators to be advised to consider Hepatitis B and Tetanus inoculation. The Company to advise that employees take suitable advice from their GP as to their suitability for inoculation.</p>			
	Manual Handling of equipment. Injury from loading/ unloading off trailer	Use appropriate lifting and moving techniques for moving mowing equipment and clippings.	<p>6 (2x3) Low</p>	Manual Handling Course refresher due 2025	John Ralphs		
	Contact with moving parts of machinery.	<p>Ensure that machinery is turned off before attempting any adjustment or clearing of moving parts. Mower controls to be kept free from obstructions. During maintenance of the machine, the following procedures must be followed: Switch off engine Immobilise cutting equipment where possible Remove spark plug Proceed with maintenance Maintenance log must be completed following any maintenance or servicing works Do not leave mower unattended.</p>	<p>4 (1 x4) Low</p>				
	Contact with fuels, oils and plant materials.	<p>Minimise exposure to fuel, oil and plant juices. Adhere to COSHH documentation. Clean hands as often as possible always use gloves and barrier cream. Any fuels used for refuelling are stored safely away from the public in a secure area. Prior to refuelling ensure that the engine has cooled sufficiently.</p>	<p>9 (3x3) Low</p> <p>9 (3x3) Low</p>				
	Noise from machinery operations.	Hearing protection must be worn when machinery in operation. Staff provided with					

	Vibration Injuries	<p>hearing protection that provides protection factor – average attenuation rating SNR 30 dB(A) or more.</p> <p>Take hourly breaks of 5 minutes to allow muscles to rest. The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively.</p>	<p>4(2x2) Low</p> <p>4(2x2) Low</p>	Annual Occupational Health Assessment for noise and vibration due 25			
	Exposure due to weather conditions.	Take account of weather conditions and dress appropriately	<p>8(2x4) Low</p>				
	Injury to the public from operation	<p>Take care to avoid members of the public and dogs. Warning signs should be used in busy areas.</p> <p>Tools and machinery must not be left unattended.</p> <p>Mower must not be left unattended</p> <p>On completion</p> <p>Inspect area to see if any hazards remaining to self and others e.g. grass cuttings on footpaths etc. if present clear area.</p> <p>Transport clippings to disposal point if required, transport rubbish bags to disposal site</p> <p>Clean machinery and transport to secure storage area.</p> <p>Wash hands arms etc. thoroughly and carry out personal inspection for cuts etc.</p>	<p>8(2x4) Low</p>				

Operator	Biotic Factors Bees, wasps, ticks, vermin, bats, and some plants	PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing Good personal hygiene awareness training, health monitoring, washing hands Where wasps nest identified operator to inform Town Clerk and wasps nest to be destroyed under controlled conditions	8(2x4) Low	Identify any staff who suffers and / or is known to suffer allergic reactions to specific biotic factors vaccination as required Operators to be issued with Leptospirosis information cards			
Operator	Contact with corrosive battery acid or inhalation of corrosive fumes.	Operator must periodically check the battery for any sign of mechanical damage or leakage. The operator must wear suitable chemical resistant gloves when touching or handling the battery. If the battery is damaged or leaking, the operator must seek further advice to ensure they know how to do a safe removal, clean-up and disposal. Recommended first aid is to immediately rinse any effected part of the body with a large volume of water. Operator must have a container of clean water available as a first aid measure.	8 (2x4) Low	Draw up a safe system of work for charging vehicle batteries if this becomes a routine activity. (<i>non routine activity</i>)	JH	ongoing	
Risk Assessment Review					Name		Date
Comments: Reviewed 20.1.20 by Town Clerk and Groundsman qualification included along with maintenance log – new mower purchased February 2021: no changes June 2022 – addition of HAVS information July 23/24 – 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: WTCRA9	Date of Assessment: April 2017	Date of Review: July 25			
Task / Work Activity: General Use of Handtools					
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature:				
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site</i></p> <ol style="list-style-type: none"> 1. <i>User should be instructed / experienced in the correct method of use and in the maintenance requirements of hand tools if not part of their training.</i> 2. <i>Tools provided for work must be assessed prior to use by Groundsman to ensure that they are fit for purpose for the environment they will be used in and are in good working condition.</i> 3. <i>Tools should be suitable for the purpose for which they are to be used and used only for that purpose.</i> 4. <i>Ensure suitable PPE for the task in hand.</i> 5. <i>Specific checks should be made e.g. chisels for mushroom heads, Hammer and file handles for deterioration and exposed tangs, open ended spanners for damaged jaws, splinters on wooden handles, secureness of handles.</i> 6. <i>Charged mobile phone must be carried.</i> 					
<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

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	
Employees	Injury to head and body.	<p>During work Damaged tools should be reported to the Town Clerk for repair or replacement.</p> <p>High impact eye protection is to be used wherever work is carried out using chisels, drills, grinders or other tools where there is a risk of flying particles of pieces of the tool breaking off.</p> <p>Gloves should be worn where there is a risk of flying particles of pieces of the tool breaking off.</p> <p>Open bladed knives, screwdrivers and other sharp tools should be stored and carried so as to not cause injury to the user or others.</p> <p>Non ferrous (spark free) tools are to be used in flammable atmospheres.</p> <p>First aid kit to be carried if using tools away from Groundsman's shed and Butler Sports Centre.</p> <p>Insulated tools must be used where there is a possibility of live electrical work.</p> <p>All tools should be subjected to a regular cycle of maintenance and inspection.</p>	6 (3x2) Low				

Public in vicinity of work area	Injury to head or body	<p>Tools should only be used in accordance with the manufactures instruction manual.</p> <p>No tools should be left unattended when working in a public place.</p> <p>Warning signs to be placed around site in areas of where large numbers of the public are expected to be.</p>		Any maintenance or repair undertaken should be recorded in maintenance log.			
Risk Assessment Review					Name		Date
<p>Comments:</p> <p>Review undertaken By Town Clerk and Groundsman 20.1.20</p> <p>January 2021 Comments: no changes</p> <p>Next Date for Review April 2022 Comments addition of maintenance log requirement</p> <p>24 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: WTCRA10		Date of Assessment: April 2017		Date of Review: July 25	
Task / Work Activity: Use of Ladders / Working at Height					
People Involved In Making This Assessment: Town Clerk, Groundsman			Signature:		
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site</i></p> <ol style="list-style-type: none"> <i>User should be instructed/ experienced in the safe use of ladders.</i> <i>Ladder must be suitable for the purpose for which it is to be used.</i> <i>The ladder must be inspected by a competent person before use i.e have no damaged, loose or missing parts, rungs should be clean, free of mud or grease and not painted.</i> <i>Cordon off work area and place warning signs where required.</i> <i>Charged mobile phone must be carried.</i> <i>Suitable footwear must be worn.</i> 					
<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

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	
Employees	Fall from ladder	<p>Before Work – staff to inspect ladder and assess condition before use.</p> <p>During work Ladder should be used in accordance with training methods.</p> <p>Ladder must be set firmly on level ground.</p> <p>Ladder must be secured if possible against slipping by footing or tying at the top or bottom. Ladder should only be footed as sole protection against movement if less than 5m high.</p> <p>Only simple work of a short time should be carried out from a ladder.</p>	8 (2x4) Low	<p>Refresher Training Groundsman completed 2022 training due 2025</p> <p>Clerk to be notified prior to Groundsman undertaking any ladder work as per lone working procedure</p>	POH		
Public in vicinity of work area	Objects dropped from ladder Ladder Slipping	<p>The correct angel of rest for a ladder i.e. 75 degrees or a base height ratio of 1:4 should be employed.</p> <p>The method of raising tools and materials should leave hands free.</p> <p>Extra care / warning signs should be employed when using ladders in occupied areas where another member of staff is not footing the ladder.</p> <p>Staff member footing ladder in places where the public are walking should wear High Viz Jacket</p> <p>Do not leave ladders unattended.</p>	6 (2x3) Low		JR	01.18	ongoing

		On completion of task Clear site of all debris materials and equipment. Leave area in a clean and tidy condition.					
Risk Assessment Review						Name	Date
Comments: Ladder training completed by John Ralphs March 2017, Review undertaken By Town Clerk and Groundsman 20.1.20 Feb 2021 Comments: ladder feet not purchased ladder stabiliser system to be purchased asap New guidance from Ladder Assoc and HSE issued to Groundman Dec 2021 May 2022 High Viz Jacket – removal of ladder feet purchase until after Groundsman’s training so advice can be sought June 23 – minor changes 24 minor changes						POH	20.1.20
						POH	9.2.21
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: WTCRA11	Date of Assessment: April 2017	Date of Review: July 25			
Task / Work Activity: General Machine Maintenance including painting					
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature: _____				
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site</i></p> <ol style="list-style-type: none"> 1. <i>User should be instructed / experienced in the maintenance requirements for the equipment to be repaired.</i> 2. <i>Tools provided for work must be assessed prior to use by Groundsman to ensure that they are fit for purpose and for the environment they will be used in and are in good working condition.</i> 3. <i>Ensure suitable PPE for the task in hand.</i> 4. <i>Charged mobile phone must be carried.</i> 5. <i>Adhere to COSHH literature for materials to be used including safety data sheets and associated risk assessment for chemical to be used.</i> 					
<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

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	
Employees	Machine / tool malfunction causing injury to body	<p>Adhere to manufactures maintenance schedules and manuals during repairs.</p> <p>Use professional quality tools for task and ensure that these are regularly maintained and replaced if deemed not fit for purpose.</p> <p>Major repairs must be undertaken by a specialist machinery contractor.</p> <p>Minor Repairs to be recorded in equipment maintenance log</p>	6 (3x2) Low	Manual Handling refresher training needed			
Public in vicinity of work area	<p>Manual Handling</p> <p>Slips Trips Falls</p> <p>Injury</p> <p>Misuse of equipment</p>	<p>Use appropriate lifting and moving techniques for equipment.</p> <p>Do not work in adverse weather conditions unless absolutely necessary, take extra care working on slopes.</p> <p>Take care to avoid members of the public and dogs. Warning signs should be used in busy areas.</p> <p>Paint and other equipment must not be left unattended.</p>					
Risk Assessment Review					Name		Date
Comments: Review undertaken By Town Clerk and Groundsman 20.1.20 Review February 2021 Review undertaken By Town Clerk and Groundsman 9.2.21 no changes April 22 by Town Clerk no changes except note need to update training June 23 minor changes					POH		20.1.20
					POH		92.21

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: WTCRA12	Date of Assessment: April 2017	Date of Review: July 25			
Task / Work Activity: Line Marking Football Pitches – Butler Sports Centre / Recreation Ground					
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature: _____				
<p>1. <i>Must have appropriate PPE for the task in hand.</i></p> <p>2. <i>Ensure machinery is in proper repair and good working order before commencing work.</i></p> <p>3. <i>Consider risks and hazards in proposed work area including weather conditions.</i></p> <p>4. <i>Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery.</i></p> <p>5. <i>Charged mobile phone must be carried.</i></p> <p>6. <i>Adhere to COSHH literature for materials to be used including safety data sheets and associated risk assessment for chemical to be used.</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 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

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	
Employees	Skin irritation from line marker coming into contact with skin	During work Equipment must be used in line with the manufacturer's instructions and must not be altered in any way. Any maintenance of equipment to be recorded in maintenance log Always wear protective clothing and PPE. Always refer to COSHH and safety data sheet for chemical before use to ensure appropriate first aid is on hand prior to starting work.	4 (2x2) Low	Manual Handling Course refresher due	John Ralphs		
	Slips Trips and Falls	Take extra care on slippery / uneven ground. Do not use in wet conditions	4 (2x2) Low				
	Injury from manual handling	Use appropriate lifting and moving techniques for moving equipment.	4 (2x2) Low				
	Injury from moving parts	Always ensure that machinery is not moving and safe before attempting any adjustment or clearing of moving parts.	4 (2x2) Low				
	Skin irritation from line marker coming into contact with skin	Take care to avoid members of the public and dogs. Warning signs should be used in busy areas. Refer to Cossh and Safety data sheets before use.	6 (2x3) Low				
Public in vicinity of work area	Line marker being used inappropriately	Linemarking equipment must not be left unattended.					

Risk Assessment Review		Name	Date
Comments: Review undertaken By Town Clerk and Groundsman 20.1.20 Review February 2021 Comments – no changes 2022 Comments – no changes July 2023 and 24 – no changes			
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: WTCRA13		Date of Assessment: Nov 2018		Date of Review: July 25	
Task/Work Activity/Work Area Assessed: Litter picking on Wem recreational field and at other Town Council sites.					
People Involved in Making This Assessment: Town Clerk			Signature:		
<p>General safety measures: - Do not touch dangerous items, such as, discarded hypodermic needles, broken glass or any object contaminated with blood without ensuring you are wearing PPE provided and even then take great care.</p> <p><i>Operator must work safely at all sites:</i></p> <ol style="list-style-type: none"> 1. Be aware of lone working procedures and risk assessment before starting work. 2. Make sure the equipment, bags, containers are in good condition. 3. Report any damage, defect, deterioration or hazard to the Town Clerk and get advice as to how to make the area safe as quickly as possible. 4. Make sure you use a safe system of work and use the right PPE when carrying out routine work. 5. Check the work area after a job is finished and make sure equipment, materials, waste, etc. are cleared away. 6. If a hazardous condition cannot be fixed in a few hours seek advice and if you are able to put up warning signs to alert people of danger and cordon off the boundary around the dangerous area. 					
<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	Injury because of a slip, trip or fall on the same level or on a slope	Routine visual check of general site conditions. Assess and report possible cause, extent and degree of damage to pavements, turfed areas or hedgerows to Town Clerk.	6 (2x3) Low				
Employee	Exposure to pathogenic micro-organisms on hazardous items. e. g. hypodermic needles, broken glass, blood contaminated objects	Use safe system of work and prescribed handling equipment and storage bins to prevent direct contact with hazardous items. Arrangements for safe disposal of hazardous waste. Welfare advice is available in the event of a needle-stick injury or cuts, scratches or abrasions arising from direct contact. Sharps bin provided. No items to be picked up by hand, litter picker to be always used. Double bag items of glass if necessary. first aid kit and hand cleanser and paper towels to be stored in recreation ground toilet storage facility and Wem Library	8 (2x4) Low				
Employee	Musculoskeletal Injury – when picking, lifting and carrying collected litter.	Employees to be provided with Manual Handling advice if not able to attend 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	Casual Littlerpickers to have manual handling training			

		Use good techniques and equipment to minimise bending, stooping, twisting movements.					
Public	Exposure to hazardous waste substance or material because of fly tipping	Assess and report extent and description of waste materials present to the Town Clerk. Avoid direct contact and cordon off immediate area.	8 (2x4) Low	Review or prepare arrangements for dealing with fly tipping incidents.	PO'H JR	May '19	ongoing
Employee	Injury from altercation with the public or dogs	Take great care before making the decision to challenge members of the public seen dropping litter or allowing their dogs to foul the recreation ground. If they become agitated withdraw and do not become involved in conflict if you feel in danger ring 999. Do not approach any members of the public seen to be in an agitated state or found sleeping on the recreation ground report to the Town Clerk or ring 999 if the situation is urgent.					
Risk Assessment Review			Name			Date	
Comments: Review undertaken By Town Clerk and Groundsman 20.1.20, 6.8.20 Review Feb 2021 Comments: no changes Review April 22 Comments update training need, remove covid 19 references July 2024 – no changes							
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: WTCRA14	Date of Assessment: Nov 2017	Date of Review: July 2025												
Task / Work Activity / Work Area Assessed: Hedge cutting using a tractor and a McConnel power arm, Left-hand Model PA4330 fitted with a flail head cutter. Description: Articulated hydraulic arm attached to the rear of a tractor and powered via the vehicle's Power Take Off (PTO). Serial number M2375496uu														
People Involved In Making This Assessment: Town Clerk, Groundsman	Signature:													
<p>Prior to work starting the employee must:</p> <ol style="list-style-type: none"> 1. Read through the Operator Manual to understand set up, operation and maintenance of the equipment and the proposed work site 2. Have suitable PPE – safety footwear, eye protection, hearing protection, gloves and appropriate high-visibility outdoor clothing. 3. Ensure machinery is maintained in accordance with the Operator Manual (Service schedule - page 45) and is in good working order before starting work. 4. Ensure appropriate spare parts, tools or other equipment are available, e.g. refuse sacks for litter; rigid container for discarded needles, sharp objects, etc. 5. Consider hazards and safety risks in the proposed work area, e.g. sloping ground, overhead obstacles, moving vehicles, people or animals. 6. Inspect work area before commencing, i.e. check for litter or debris and remove any items that could become entangled, ejected or damage the machinery. 7. Ensure they have a charged mobile phone. <p>Reference: McConnel Limited Parts and Operator's Manual (Revision 03.01.23)</p>														
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">20 or 25</td> <td style="width: 10%;">High.</td> <td style="width: 80%;">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.
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.												
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									

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 (Operator)	<p>Serious injury arising from:</p> <ul style="list-style-type: none"> Free standing power arm toppling on to the operator when fitting the lynch pins used to secure the lower link attachments. Crushing to fingers or hand between the articulated arm frame and the vehicle attachment links and stabilizer links. Contact with a free swinging moving arm mechanism or entrapment between the arm and the rear of the tractor. Entanglement with moving or rotating parts, i.e. PTO spline, shaft and coupling joints. 	<p><u>Attaching PA4330 power arm to the tractor</u></p> <p>The detached power arm is stored undercover in a secure building. The floor is flat, dry and in good condition with sufficient natural and artificial light to enable the operator to see clearly when hitching or unhitching the unit.</p> <p>The power arm unit is placed on strong timber blocks to raise the position of the frame attachment points so they can be easily aligned and connected to the tractor lower links when the vehicle is reversed into position for hitching. To ensure maximum the stability of the free-standing unit, the unit is stored with the arm in the 'half -reach' position with the weight of the flail head resting on the floor or timber blocks.</p> <p>Timber blocks on must be routinely inspected to check for damage or deterioration.</p> <p>The tractor engine will be switched off and the ignition key removed after the vehicle has been moved into position to attach the power arm. The PTO shaft and guard is modified to fit the equipment in accordance with the instructions described on page 14 of the Operator Manual. The operator will:</p> <ul style="list-style-type: none"> Follow the instructions illustrated in the Operator Manual (page 11 to 13). Exercise care when handling, manipulating and connecting links between the tractor and the power arm frame. Ensure all fixings used to connect the linkages are pushed or gently tapped into place and 	8 (2x4) Low				

	<p>Injection of high-pressure oil from hydraulic hoses or couplings.</p> <p>Manual handling injuries arising from carrying and fitting the attachment and stabilizer links; or PTO shaft.</p>	<p>secured with the appropriate nuts, clips, pins, etc.</p> <p>The hydraulic system and pipework will not be pressurised during the attachment stage.</p> <p>The operator will avoid hazardous manual handling. They will use good manual handling techniques when carrying, lifting and positioning attachment and stabilizer linkages, PTO shaft and other component parts of the power arm system.</p>	<p>9 (3x3) Low</p>				
Employee (Operator)	Serious injury arising from the tractor over balancing when either moving, turning, stopping or operating with the power arm extended and the flail head raised.	<p><u>Normal Operation:</u></p> <p>The operator:</p> <ul style="list-style-type: none"> • checks the trim and stability of the vehicle when the power arm is in the lift position. • make any adjustments that will optimise the stability of the vehicle, e.g. placement of suitable counter balance weights/ballast. 	<p>8 (2x4) Low</p>				
Persons using the public highway.	Severe or serious injury arising from collision with another moving vehicle or a stationary vehicle, cyclist, pedestrian, etc. being struck by the power arm jib or the flail head	Should the tractor and power arm need to use the public highway to get to a work site the operator must follow the instructions in the Operator Manual (page 32) for stowing and flail head and locking off the power arm jib.	<p>10 (2x5) Medium</p>				
Operator or any person in the immediate vicinity of the working equipment	Severe or serious injury arising from malfunction or failure of mechanical parts in the power arm or flail head when the unit is powered up and undertaking cutting operations.	Operator follows the manufacturer's Power Arm and Tractor pre-operation inspection checks using a copy of the forms printed in the operator manual. The operator must carry out any necessary steps to ensure the equipment meets each standard listed in the inspection form, for example, tightening a loose nut or bolt to the appropriate torque setting, filling the hydraulic oil tank to the recommended level.	<p>10 (2x5) Medium</p>				
Operator	Serious injury arising from entrapment or being struck by	The operator must use the equipment safely by following the general safety checks, caution	<p>8 (2x4)</p>				

Operator or any person in the immediate vicinity of the working equipment	the moving parts of the power arm when making reach, raise, angle or slew adjustment to the arm or flail head.	notes and operating instructions stated in the operator manual.	Low				
	Severe or serious injury by contact with rotating flail components.	When the flail power is switched off, the operator must ensure the rotor has stopped turning completely before approaching the flail head. The rotor can continue to 'freewheel' under its own momentum for up to 40 seconds before stopping.	10 (2x5) Medium				
	Serious injury arising from being struck by debris or material ejected by the flail head.	<p>The flail head unit is designed to reduce the amount of ejected debris. The rotating flail rotor is enclosed in a strong metal casing covering the top, sides and trailing edge of the rotor. A flexible rubber guard is fitted to the leading side of the flail. The cutting face will be facing towards the hedge and a significant amount of cut material will be 'caught' by the inner part of the hedge. The amount of loose material will depend upon several factors, such as the:</p> <ul style="list-style-type: none"> • thickness of stems to be cut • depth of regrowth being cut • density of growth in the uncut hedge • size of the hedge (width and height) • species of plants making up the hedge. <p>Given the number of factors involved, additional measures will be taken to protect the operator when working inside the cab.</p> <ul style="list-style-type: none"> • Nearside cab windows and door are closed. 	8 (2x4) Low				
		The operator must stop cutting if people or animals approach the immediate work area. NOTE: If the operator is cutting an unfamiliar hedge, a visual inspection of the hedge may be necessary after an initial cut to check for hidden					

		stakes, posts, poles, barbed wire or other obstacles.					
Operator	Serious injury caused by vehicle rolling over if either driving across or turning sharply on sloping ground.	Operator must avoid driving across ground where there is a slope of more than 10 degrees from the horizontal (approx. 1 in 6 gradient). Operator is protected by an integral cab and a lap strap is fitted to the driver's seat.	12 (3x4) Medium				
Operator	Serious or minor injury by contact with a free swinging moving arm mechanism or entrapment between the arm and the rear of the tractor.	<p><u>Setting up, making manual adjustments, on-site maintenance checks or minor field-repairs:</u></p> <p>The tractor engine must be switched off if the operator must leave the cab to make any checks on the cutting area or the equipment. The and flail head rotor has stopped moving and the power arm controls are in safety mode.</p> <p>Any servicing or maintenance of the equipment must be recorded in the maintenance log</p> <p>The operator must wear suitable protective gloves when handling tools close to the flail cutter. Avoid sudden movements and ensure correct sized tools are used and fully engaged with the fitting that is being checked/tightened.</p>	9 (3x3) Low				
Operator	<p>Exposure to harmful levels of noise that may cause chronic hearing impairment</p> <p>Exposure to whole-body vibration that may cause chronic ill-health condition</p>	<p>Hearing protection is <u>mandatory</u> and must be worn when the machinery is in operation. hearing protection provided that ensures a protection factor – average attenuation rating SNR 30 dB(A) or more.</p> <p>The operator must avoid long spells of continuous driving and take a minimum of 5-minute break off the vehicle every hour. Undertake regular maintenance checks of tyre pressure, suspension and the condition of the seat.</p>	<p>10 (5x2) Medium</p> <p>10 (5x2) Medium</p> <p>6 (3x2) Low</p>				

	Exposure to strong sunlight and hot weather conditions	Ensure weather conditions are taken in to account before planning works involving use of the machinery and dress appropriately. Use UVA protective sun-screen (SPF 30 – 50) provided					
Operator	<p>Serious injury arising from:</p> <ul style="list-style-type: none"> Free standing power arm toppling on to the operator when removing the lynch pins used to secure the lower link attachments. Crushing to fingers or hand between the articulated arm frame and the vehicle attachment links and stabilizer links. Contact with a free swinging moving arm mechanism or entrapment between the arm and the rear of the tractor. 	<p><u>Detaching PA4330 power arm from tractor</u></p> <p>The operator will follow the instructions described in the Operator Manual (page17).</p>	8 (2x4)				
Risk Assessment Review						Name	Date
<p>Comments:</p> <p>Review undertaken By Town Clerk and Groundsman 20.1.20</p> <p>Jan 2021 no comments</p> <p>July 23 updated to new model 2024 no changes 2025 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: WTCRA15		Date of Assessment: Jan 2020		Date of Review: July 25						
Task / Work Activity / Work Area Assessed: Use of Groundsman's Shed as work place										
People Involved In Making This Assessment: Town Clerk, Groundsman				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					
Persons Affected By The Activity	What Hazards Have Been Identified?	Control Measures Already In Place	Risk Level Low Medium High	Further Control Measures Needed	<table border="1"> <tr> <th colspan="2">Action</th> <th rowspan="2">Action Closed</th> </tr> <tr> <th>Who</th> <th>When</th> </tr> </table>	Action		Action Closed	Who	When
Action		Action Closed								
Who	When									
Employee	Injury from electrical equipment and heaters	Electrical equipment PAT tested on annual basis. Heaters serviced annually.	2x3(6) Low	3 year electrical certification completed April 24 next due 2027 Heater hardwired into building 2022	<table border="1"> <tr> <td>POH</td> <td>Feb 2021</td> <td></td> </tr> </table>	POH	Feb 2021			
POH	Feb 2021									

Employee	Injury / fire from mishandling / spillage or insecure storage of Fuel	<p>Oil cannisters stored on spill tray to catch any leaks. Spill kit to be used in case of spillage</p> <p>Petrol stored in fuel cans locked in cabinet.</p> <p>No more than 5 litres of petrol is stored at any one time.</p> <p>Fuel is transferred into equipment outside of the building.</p> <p>Red Diesel stored in locked tank, filled by approved contractor.</p> <p>Fire Extinguishers in shed annually serviced, Groundsman has undertaken fire warden training May 2019.</p> <p>2 means of exit for building back door locked on inside.</p> <p>Fire Risk Assessment undertaken of building in 2022</p>	2x3(6) Low	<p>Fire warden training due 2025</p> <p>Fire risk assessment due 2025</p>			
Employee	Injury from roller Shutter Door	<p>Daily visual inspection undertaken by Groundsman and any defects / concerns reported to Town Clerk.</p> <p>Any minor maintenance works carried out to door e.g lubrication to be recorded by Groundsman on maintenance sheet.</p>	2x3(6) Low				
Employee	Exposure to chemicals / fuels	<p>Chemicals kept in locked cupboard.</p> <p>Safety data sheets and COSSH Risk Assessments provided for chemicals.</p> <p>Groundsman to inform Town Clerk before using any new items that will require a COSSH assessment.</p> <p>Wash hand basin provided and first aid kit held on site.</p>	2x3(6) Low	Groundsman completed emergency first aid course 2023 refresher due 2025	POH		

Employee	Injury from burglary	Large portable machinery secured by chain. Security alarm on building – Groundsman alerted to alarm sounding by App on mobile phone. Groundsman instructed not to attend any evening out of hours alarm call outs. If concerned to make police aware and inspect in morning. Items marked with smart water. Keys to equipment not kept in building overnight.	2x3(6) Low				
Employee / other staff	Injury because of a slip, trip or fall in shed	Shed to be kept in a tidy condition, with clear route through to groundsman's desk area.	6 (2x3) Low				
Employee	Musculoskeletal Injury – when picking, lifting and carrying items into and out of shed.	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. Use good techniques and equipment to minimise bending, stooping, twisting movements.	6 (2x3) Low	Refresher training needed 2025			
Risk Assessment Review					Name		Date
Comments: Review undertaken By Town Clerk and Groundsman 20.1.20 Feb 2021 Comments – need for electrical inspection added Review Feb 2022 – need to Fire Risk Assessment of building review July 2023/ 2024 minor changes 2025 training needs							
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: WTCRA16	Date of Assessment: 20.1.20	Date of Review: July 2025												
Task / Work Activity: Flag Flying from Wem Town Hall														
People Involved In Making This Assessment: Town Clerk, Groundsman		Signature:												
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site</i></p> <ol style="list-style-type: none"> 1. <i>User should be instructed / experienced in the safe use of ladders.</i> 2. <i>Ladder must be suitable for the purpose for which it is to be used.</i> 3. <i>The ladder must be inspected by a competent person before use i.e have no damaged, loose or missing parts, rungs should be clean, free of mud or grease and not painted.</i> 4. <i>Charged mobile phone must be carried.</i> 5. <i>Suitable footwear must be worn.</i> 														
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">20 or 25</td> <td style="width: 10%;">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.
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.												
Score 5 4 3 2 1	Likelihood Very likely / Almost certain Likely Fairly likely / Possible Unlikely Very unlikely	Description Event is expected to occur in most circumstances Event will probably occur in most circumstances Event could occur at some time Event is not likely to occur in normal circumstances Event may occur only in exceptional circumstances	Score 5 4 3 2 1	Consequence/Severity Catastrophic / Severe / Fatality Serious injury / ill health Moderate (over 3-day injury) Minor injury / ill health Insignificant / no injury	Description Death/permanent disability to one or more people Hospital admission needed, e.g. fracture Medical treatment needed, over 3-day incapacity First aid is needed 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	
Employees	Fall from ladder	<p>During work Ladder should be used in accordance with training methods.</p> <p>Ladder must be set firmly on level ground and another member of staff must foot the ladder and wear high visibility vest to alert public of works.</p> <p>Ladder should be checked for defects before use New ladder with antislip feet purchased 2024 fitted with no slip stabiliser bar</p> <p>Flags should not be mounted on flagpoles during periods of heavy rain or high winds.</p> <p>Central entrance door of Wem Town Hall must be closed prior to ladder use to prevent use by customers.</p>	6 (2x3) Low	Ladder tag to be purchased			
Public in vicinity of work area	Objects dropped from ladder	Only staff who have received ladder training have authority to erect flags on Wem Town Hall.	6 (2x3) Low				
	Public walking into ladder	Only one flag to be carried to top of ladder at a time.					
	Flags falling	Member of staff at foot of ladder to make public aware of need to avoid the area. Staff member to wear high viz vest whilst footing ladder		New inspection needed	POH		

		<p>If flag flying erection or removal to take over 10 minutes per flag then to protect person on the ladder the area must be Isolated using barriers</p> <p>Shropshire Council is responsible for structurally checking flagpoles and ropes last inspection undertaken 11.23</p> <p>Flags should be mounted on flagpoles during quiet times of day.</p> <p>Flags checked for any defects prior to flying</p>						
Risk Assessment Review						Name		Date
<p>Comments: Ladder training completed by John Ralphs 2022, undertaken By Town Clerk and Groundsman 20.1.20</p> <p>Next Date for Review Jan 2021</p> <p>Feb 2021 review – structural responsibility for flagpoles still needs clarification</p> <p>2022 Comments – still awaiting clarification on structural responsibility for flag poles</p> <p>Review July 2023 – no update on responsibility for flag poles. Contacted WTH ref inspection report 11.7.24</p> <p>2025 – update ref ladder</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: WTCRA17	Date of Assessment: Jan 2020	Date of Review: July 25			
Task / Work Activity: Pressure washer - Sealey PW 2500					
People Involved In Making This Assessment: Town Clerk, Groundsman		Signature:			
<p>Prior to work starting the employee must:</p> <p><i>Operator must be conversant with equipment to be used and proposed work site.</i></p> <ol style="list-style-type: none"> <i>1. Must have PPE – suitable footwear, goggles hearing protection, gloves appropriate outdoor clothing.</i> <i>2. Ensure machinery is in proper repair and good working order before commencing work.</i> <i>3. Consider risks and hazards in proposed work are.a</i> <i>4. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery.</i> <i>5. Charged mobile phone must be carried.</i> 					
<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

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	
Employees	Injury to operator and others in the vicinity	During work All equipment must be used in line with the manufacturer's instructions and must not be altered in any way. Ensure that working area is clear before starting operations and all persons and animals are kept at a minimum distance of 15mtr from the washer when in use.	3 (3x2) Low				
	Ejection of debris from machinery whilst washing	Visually check equipment prior to use – report any defects. Always wear protective clothing and PPE provided. Take extra care on slippery/ ground.	4 (2x2) Low				
	Manual Handling of equipment. Injury from loading/ out of shed	Use appropriate lifting and moving techniques for moving equipment and clippings. Ensure that machinery is turned off before attempting any adjustment or clearing of moving parts.	3 (1x3) Low				
	Contact with moving parts of machinery	During maintenance of the machine, the following procedures must be followed: Switch off and unplug unit. Complete maintenance equipment log.	6 (2x3) Low				
	Noise from machinery operations	Ear protection should be worn when machinery in operation. Occupational Health Noise assessment Jan 23 annual review	(1 x4) Low				
	Vibration injury	The operator must refer to specific guidance issued of HAVS and use the hand arm vibration exposure calculator to ensure that the daily work	6 (2x3) Low				

	<p>Electrical injury</p> <p>Dermatitis</p>	<p>planned does not exceed exposure of 400 points per day. Regardless of the calculator this activity must not be carried out for more than 4 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively.</p> <p>Ensure that pressure washer has appropriate earth protection and RCD protection. Use 110V equipment where practicable Check RCD operation before use. Use waterproof electrical connections in the work area.</p> <p>Report any skin complaints immediately to the Town Clerk.</p> <p>Do not leave pressure washer unattended.</p>					
Risk Assessment Review						Name	Date
<p>Comments:</p> <p>Assessment undertaken By Town Clerk and Groundsman 20.1.20</p> <p>February 2021 Comments: no comments</p> <p>2022 – addition of need for PAT testing HAVS information</p> <p>July 2023 July 2024no 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

WEM TOWN COUNCIL RISK ASSESSMENT FORM

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

Risk Assessment Number; WTCRA18		Date Of Assessment; March 2016		Date of Review July 25													
Work Area Assessed; Painting and minor Repair of Equipment in Public open space		People Involved In Making This Assessment; Town Clerk, Groundsman															
Prior to work commencing	<ol style="list-style-type: none"> 1. Must have appropriate PPE for the task in hand. 2. Ensure machinery is in proper repair and good working order before commencing work. 3. Consider risks and hazards in proposed work area including weather conditions. 4. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery. 5. Charged mobile phone must be carried. 6. Adhere to COSHH literature for materials to be used including safety data sheets and associated risk assessment for chemical to be used. 																
<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.
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.															
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1 to 4	Very Low.	Residual risk is acceptable and no further action will be needed if control measures are maintained.															
Score	Likelihood	Description	Score	Consequence/Severity	Description												
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe /	Death/permanent disability to one or more people												
4	Likely	Event will probably occur in most circumstances	4	Fatality	Hospital admission needed, e.g. fracture												
3	Fairly likely / Possible	Event could occur at some time	3	Serious injury / ill health	Medical treatment needed, over 3-day incapacity												
2	Unlikely	Event is not likely to occur in normal circumstances	2	Moderate (over 3-day injury)	First aid is needed												
1	Very unlikely	Event may occur only in exceptional circumstances	1	Minor injury / ill health Insignificant / no injury	Injury does not need first aid treatment												

1. Persons Affected By The Activity	2. What Hazards Have Been Identified?	3. Control Measures Already In Place	Risk Level (L,M,H)	4. Further Control Measures Identified As Necessary	5. Action on measures listed in Col. 4		Allocated to (Name)	For completion by (Date)	6. Work Completed. Date And Signature
Groundsman Public	Lone working Machine / tool malfunction	<p>During work</p> <p>Equipment must be used in line with the manufacturer's instructions and must not be altered in any way.</p> <p>Do not work in extreme weather conditions.</p> <p>Ensure that working area is clear of debris before starting any painting or repairs.</p> <p>Take extra care on slippery/ uneven ground.</p> <p>Use appropriate lifting and moving techniques for equipment.</p> <p>Take care to avoid members of the public and dogs. Warning signs should be used in busy areas.</p> <p>Paint and other equipment must not be left unattended.</p> <p>All minor repairs must be logged in the repair book.</p> <p>Any repair to play equipment must first be discussed with Town Clerk and only the correct parts used for the item.</p>	6 (2x3) Low						

		On completion Inspect area to see if any hazards remaining to self and others e.g. tools, debris etc. if present clear area. Clean tools used and transport to secure storage area.	6 (2x3) Low					
Risk Assessment Review							Name	Date
Comments: Next Date for Review Jan 2021 Comments: Feb 2021 review changes ref completion of work Next Date for Review Feb 2022 Comments April 2022 – none Next Review July 23 none July 2024 none								
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

WEM TOWN COUNCIL RISK ASSESSMENT FORM

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

Risk Assessment Number; WTCRA19		Date Of Assessment; March 2016		July 25													
Work Area Assessed; Path Gritting & snow clearance		People Involved In Making This Assessment; Town Clerk, Groundsman															
Prior to work commencing	<ol style="list-style-type: none"> 1. Must have appropriate PPE for the task in hand. 2. Ensure machinery is in proper repair and good working order before commencing work. 3. Consider risks and hazards in proposed work area including weather conditions. 4. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery. 5. Charged mobile phone must be carried. 6. Adhere to COSHH literature for materials to be used including safety data sheets and associated risk assessment for chemical to be used. 																
<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.
20 or 25	High.	Unacceptable – Stop or activity until immediate improvements can be made.															
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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 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												

1. Persons Affected By The Activity	2. What Hazards Have Been Identified?	3. Control Measures Already In Place	Risk Score	4. Further Control Measures Identified As Necessary	5. Action on measures listed in Col. 4 Allocated to (Name) For completion by (Date)		6. Work Completed. Date And Signature
Groundsman Public	Injury caused by SLIPS, TRIPS, FALLS	Council policy is not to clear paths of snow on any sites as it is not possible to keep paths continually clear over weekend / evenings etc.	6(3x2)				
	Damage or obstruction of property	<p>However if due to conditions paths have to be cleared for access e.g cemetery path or to prevent damage to property the following control measures must be taken.</p> <p>Prior to undertaking snow clearance Groundsman to discuss situation with Town Clerk to agree a plan of action.</p> <p>Prior to snow clearing, route to be walked and assessed to identify where there is open space into which snow can be deposited.</p> <p>Cleared snow should not obstruct access to property, or be piled up against trees, vehicles etc.</p> <p>Always clear snow prior to gritting if possible.</p>	6(3x2)				

		<p>Snow and ice should be completely removed using a suitable snow scraper or shovel.</p> <p>Snow should not be brushed and water should not be used to clear snow or ice as it will create black ice.</p> <p>Carrying of buckets or bags of salt should be avoided. Where possible use a wheelbarrow.</p> <p>Operatives should ensure they clear away all equipment and leave the area safe with no trip hazards.</p>					
Staff	<p>Physical injury & fatigue caused by Manual removal of snow</p> <p>Musculoskeletal Injury when lifting, carrying or moving gritting / snow clearing equipment</p>	<p>Employee has attended Manual Handling training. Operative to take regular breaks.</p> <p>Regular rest periods to be taken.</p> <p>Employee to 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.</p> <p>Protective clothing including gloves high visible jacket / top and boots provided.</p>	6(3x2)	Update needed			

Risk Assessment Review		Name	Date
Comments: Review: Feb 2021 review changes ref completion of work, provision for snow clearance in emergency situation Feb 2022 Comments– none review July 24 - none			
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

WEM TOWN COUNCIL RISK ASSESSMENT FORM

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

Risk Assessment Number; WTCRA20		Date Of Assessment; June 2022		Annual July 25	
Work Area Assessed; Hand Arm Vibration and noise		People Involved In Making This Assessment; Town Clerk, Groundsman			
Prior to work commencing	<ol style="list-style-type: none"> 1. Must have appropriate PPE for the task in hand. 2. Ensure machinery is in proper repair and good working order before commencing work. 3. Consider risks and hazards in proposed work area including weather conditions. 4. Inspect work area before commencing i.e. check for and remove debris that could become entangled or damage the machinery. 5. 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 3-day injury)	Medical treatment needed, over 3-day incapacity
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1. Persons Affected By The Activity	2. What Hazards Have Been Identified?	3. Control Measures Already In Place	Risk Score	4. Further Control Measures Identified As Necessary	5. Action on measures listed in Col. 4 Allocated to (Name) For completion by (Date)		6. Work Completed. Date And Signature
Groundsman other outdoor staff	<p>Hand transmitted vibration may damage blood vessels, nerves, muscles and bones</p> <p>Prolonged use of machines at maximum capacity increases vibration and the risk of HAVS especially in cold weather conditions</p> <p>Tools exposing users to vibration damage include, , strimmers, hedgecutters-, pedestrian mowers</p>	<p>Staff to report any tingling and numbness in wrists and hands from equipment.</p> <p>Staff to report to Clerk any tools or processes that produce a high level of vibration</p> <p>Operator to exercise hands and fingers often. Keep hands <u>DRY</u> and body warm</p> <p>PPE anti vibration Gloves to be worn when using any vibrating machinery, staff to make Clerk aware when these need replacing</p> <p>Equipment to be held correctly by approved grips. and following the manufacturer's instructions. All tools and equipment to be kept in good repair.</p> <p>Worn parts to be replaced .</p>	M 3x4 (12)	<p>Staff to notify the Clerk if any symptoms are experienced</p> <p>Annual Health assessment for vibration damage to be carried out</p> <p>Staff undertake 5 year training refresher training on strimmers, hedgecutters and mowers completed 2024</p> <p>HSE Guidance issued to staff along with printout of</p>	POH	30.9.22	31.1.23
					POH		
					POH	July 2022	July 2022

		<p>The operator of any vibration producing equipment must refer to specific guidance issued to them on HAVS and use the HSE's hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day.</p> <p>Operative must also refer to time limits on daily use and break periods in specific equipment risk assessments</p> <p>Regular breaks from use of vibration equipment is mandatory. Maximum length of time for machine use is outlined in individual risk assessments</p> <p>Operative must take breaks at approved times as stated in equipment risk assessments and change jobs/tasks</p> <p>Operative must stop cutting if the equipment is vibrating excessively</p>		calculator so they can plan work day with maximum vibration levels in mind			
	Accidents, damage to hearing	<p>Ear defenders must be worn when carrying out the following activities</p> <p>Strimming, mowing , hedgecutting, using leaf blower</p>	M 3x4 12	PPE Ear Protection provided - Ear defenders help protect and reduce noise levels by 15-29 db(A).			

		Report any symptoms of hearing concerns to the Clerk Audiometric testing of staff should be recommended		Annual Health Screening for noise due 25	POH		
Risk Assessment Review					Name		Date
Comments: Review 2023 – changes to dates of refresher training needed on advice of college refresher training every 5 years 2024 refresher training to be booked 2025 updated training							
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: WTCRA21		Date of Assessment: 13.2.23 Time 15.30		Date of Review: July 2025	
Task / Work Activity: Dewalt Dcg405n-Xj 18v Li-Ion Xr 5" Brushless Cordless Angle Grinder Work Area – multiple sites around Wem					
People Involved In Making This Assessment:			Town Clerk		
			Signature:		
Prior to work starting the employee must: <ol style="list-style-type: none"> 1. <i>User should operate the angle grinder according to the manufacturers instructions and should not be modified in any way</i> 2. <i>User to inspect the angle grinder before starting work to ensure it is in proper repair and good working order.</i> 3. <i>Tools should be suitable for the purpose for which they are to be used and used only for that purpose</i> 4. <i>Ensure suitable PPE is used for the task in hand as a minimum gloves and goggles.</i> 5. <i>As the tool will be used on multiple sites the operator should inspect the work area before commencing work and consider the risks and hazards associated with the proposed work area</i> 6. <i>Charged mobile phone must be carried.</i> 					
Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity 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.					
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
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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? And how might people be harmed	Control Measures Already In Place	Risk Level Low Medium High	Further Control Measures Needed			Action monitored when
					New risk rating	Action monitored by whom	
Employee operating the item Public in vicinity of work area	Injuries caused by contact with moving parts, ejected debris or sparks.	<p>Operator should wear appropriate safety clothing & equipment. High impact eye protection is to be used wherever operating the item.</p> <p>Ensure hands, feet and loose clothing are kept clear from moving parts of the power tool. Gloves should be worn when using the grinder as there is a risk of flying particles</p> <p>Do not remove guards or covers.</p> <p>Do not operate equipment under the influence of alcohol, drugs, medication or fatigue.</p> <p>Item is not to be used in flammable atmosphere. Beware of debris ejected from the work piece and ensure sparks are away from flammable substances.</p>	8 (L2xC4) Low	First aid kit to be carried if using tool away from Groundsman's shed and Butler Sports Centre.	6 (L2xC3) Low	POH	1 month
		Set up an exclusion zone around the work area, and ensure all non-essential persons, including children are kept clear at all times.	12 (L3xC4) Low	Operator should assess the number of people in the vicinity of the work zone and either delay the work if a safe area of	8(L2xC4) Low		

		<p>Ensure the switch is in the off position before connecting to battery pack, picking up or carrying the tool.</p> <p>Any damage or problems with the item should be reported to the Town Clerk for repair or replacement.</p> <p>The equipment should be subjected to a regular cycle of maintenance and inspection and should only be used in accordance with the manufactures instruction manual. Any maintenance or repair undertaken should be recorded in maintenance log.</p>		working cannot be set up or have another member of staff attend the site to warn public of operations			
Public in vicinity of work area Employee operating the item	Slips trips and falls - muscular skeletal injury	<p>Tools should not be left unattended when working in a public place.</p> <p>Warning signs to be placed around site in areas where large numbers of the public are expected to be. Operator should assess the number of people in the vicinity of the work zone and delay the work if a safe area of working cannot be set up.</p> <p>Operator should assess ground conditions and weather conditions before using.</p>	8 (L2xC4) Low	See additional control measure under previous item			
Operator and Public in vicinity of work area	Respiratory problems from dust created by grinder being inhaled	<p>Always operate grinder in well ventilated area. Use an approved dust mask as stipulated in instruction manual to avoid inhaling excessive amount of dust formed whilst grinding.</p> <p>Warning signs to be placed around site in areas where large numbers of the public are</p>	8 (L2xC4) Low				

		expected to be. Operator should assess the number of people in the vicinity of the work zone and delay the work if a safe area of working cannot be set up.					
Operator	Vibration – damage to nerve endings from excessive vibration.	<p>The operator must refer to specific guidance issued on HAVS in WTCRA20 and use the hand arm vibration exposure calculator to ensure that the daily work planned does not exceed exposure of 400 points per day.</p> <p>Regardless of the calculator this activity must not be carried out for more than 3 hours per day. At any stage of this activity the operator must stop cutting if the equipment is vibrating excessively.</p>	9 (L3xC3) Low	Annual noise and HAVS assessment to be carried out in place for staff using equipment.	6 (L2xC3) Low	POH	Annual
Operator, public in vicinity of work area	Noise – hearing loss	<p>Ear protection of a quality as stated in the instruction manual must be worn when machinery in operation.</p> <p>Warning signs to be placed around site in areas where large numbers of the public are expected to be. Operator should assess the number of people in the vicinity of the work zone and delay the work if a safe area of working cannot be set up.</p>	9 (L3xC3) Low	Annual noise and HAVS assessment in place for staff using equipment.	6 (L2xC3) Low	POH	Annual
<p>Risk Assessment Review - July 2023 – no change July 2024 no change, July 25 no change</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 style="text-align: center;">Signed</p>						Name	Date