

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

Persons Affected by the Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	Action		Action Closed
					Who	When	
Employee Public	Injury because of a slip, trip or fall on the same level. Caused by uneven ground.	Routine visual check for worn or damaged road surface or kerbs. Visual check for ground settlement over recently filled graves. Fill in sunken ground and reseed bare soil. Report extent and degree of wear or damage on road surface to Town Clerk.	6 (2x3) Low				
Employee Public	Injury caused by falling memorial headstone.	Formal inspection programme in operation to fulfil Wem TC Cemetery memorial safety policy. Visual inspection and stability tests undertaken by trained and competent person. Memorial headstones assessed as high risk will be subject to one of the following actions. Make safe/repair/refix. The immediate area around a dangerous headstone will be cordoned off. Repair to a headstone will done to BS 1845 standard by a NAMM registered stonemason. Refix can be carried out by a minimum of 2 members of Town Council staff Routine site checks or immediate response to reports of vandalism to headstones.	8 (2x4) Low				

Employee	Musculoskeletal Injury – when lifting, carrying or moving ground maintenance equipment	Employee has attended Manual Handling training. Employee will conduct a ‘dynamic’ assessment for any moving and handling task, to avoid hazardous manual handling and use means to reduce risk of injury if the task cannot be avoided	6 (2x3) Low				
Risk Assessment Review			Name				Date
Comments: Next Date for Review Comments: Next Date for Review							
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