

HEALTH AND SAFETY RISK ASSESSMENTS FOR BARBY & ONLEY PARISH COUNCIL

Hazard	People at risk and how	Control measures		Action required	Action		Done
		Required	Current status		Who	When by	
Litter picking	Village Litterpickers and residents, following contact with sharp and / or contaminated litter and other discarded refuse.	<ol style="list-style-type: none"> 1. Provision of protective equipment, to avoid the need for picking by hand 2. Provision of protective clothing 3. Proper disposal arrangements in place 4. Staff trained in risk awareness and risks posed 	<ol style="list-style-type: none"> 1. Litter pickers provided 2. Gloves, safety shoes and 'high vis' jacket, suitable for roadside working, provided 3. Plastic sacks provided 	None	N/A	N/A	
Install / Remove Speed Indicator Device (SID) battery	Village Technicians, from manual handling and working at height, at the roadside	<ol style="list-style-type: none"> 1. Safe operating procedure in place; 2. Provision of protective clothing 	<ol style="list-style-type: none"> 1. Care on lifting heavy objects provided. 	Provide Hi-Vis jacket. Request data qtrly.	N/A	N/A	
Pruning, strimming and grass cutting	Contractors, from machinery and risk to eyes from flying debris	<ol style="list-style-type: none"> 1. Machinery properly maintained with guards kept in position 2. Provision of protective clothing 3. Provision of first-aid 	<ol style="list-style-type: none"> 1. Contractors to be checked that they have employer and public liability cover before commencement. 	None	N/A	N/A	
Culverts	Contractors, from working close to / in water, slipping, tripping or falling	<ol style="list-style-type: none"> 1. Appropriate long reach tools and equipment 2. Appropriate protective clothing 3. Staff trained in 'dynamic risk assessment' 	<ol style="list-style-type: none"> 1. Contractors to be checked that they have employer and public liability cover before commencement. 	None	N/A	N/A	

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Newsletter Delivery persons	Traffic Hazard Backache	Bags with hi-vis strip	Nothing	Purchase bags	Clerk	Sept 2015	
Village Litter Picks	Safety	DDC Litter Picking Kit	Borrowed from Daventry District Council	None	N/A	N/A	
Manual Handling	Village Technicians, from lifting bagged gardening waste and SID	Training in manual handling		None	N/A	N/A	
Lone working	Clerk and Village Technicians, following accident or incident, violence or abuse	1. Staff carry mobile phones 2. Clerk not to let strangers into her home alone 3. Parish Office has land line	1. Yes 2. Yes; 3. Yes	None	N/A	N/A	

Play equipment, Skate Park	Public, from faulty or damaged equipment	1. Weekly safety check by Councillors 2. Annual safety inspection by qualified Playground Safety Inspector	1. Yes; results recorded on weekly record / report sheet 2. Yes; last inspection (both sites)	Matters identified, being attended to.	N/A	N/A	
Vehicles in Play Areas	Public from moving vehicles	Authorised vehicles only; controlled access and movement of vehicles as Clerk holds gate key	Yes; Gate is locked and the Clerk provides the key if required.	None	N/A	N/A	
Bus shelters & other street furniture	Public, from faulty or damaged equipment	No formal inspection programme;	Annual Inspection is required. It was suggested we need a street furniture map of Barby and Onley.	Instigate annual inspection. Maps	Cllr P Downes Cllk/ DC	Sept 15	
Street lights	Public, from faulty or damaged equipment	Any faults reported are remedied by e.on		Review of lighting to be carried out.	Clerk	Sept 15	
Flag Pole	Slipping off ladder	Safe operating procedure using 2 people	No instructions given.	Awareness training.			

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Dynamic Risk Assessment

The essential steps that all persons involved in work planning and delivery need to take are as follows;

1. Consider the task and the work site
2. Identify the hazards
3. Identify and assess the risks arising from those hazards
4. Identify the measures necessary to manage and control the risks
5. Check and confirm that the necessary equipment, protective clothing etc are available
6. If the work can be carried out safely, then proceed with the task
7. If in doubt, do not carry out the work; seek advice and assistance

Clerk to be asked annually whether she can identify possible training courses and equipment required to carry out the role safely and effectively.

Reviewed:Councillor P Downes;Councillor D Cotton;

Date: 16 July 15