

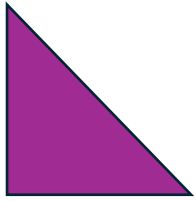
Risk Assessments

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General Risk Assessments

Risk/Priority Indicator Key

Workplace Allergens Risk Assessment (Including Latex)

Location/Dept: All			Date Assessed:		Assessed by:		
Task/ Activity: General workplace activities that may expose employees to allergens such as latex, cleaning products, dust mites, moulds, food allergens, or chemicals.			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Natural Rubber Latex (NRL)	Allergic contact dermatitis, urticaria (hives), asthma, anaphylaxis	Employees using gloves, medical staff, cleaners	Latex exposure <ul style="list-style-type: none">Replace latex gloves with nitrile or vinyl alternatives where possibleProvide latex-free PPE as standardClearly label products containing latexConduct health surveillance for latex sensitivity	5	1	5	Emergency Procedures <ul style="list-style-type: none">Ensure access to emergency medication (e.g., EpiPens) if prescribedTrain staff in recognising signs of allergic reactionsDisplay clear emergency contact informationMaintain up-to-date records of known employee allergies Communication and Training

			<ul style="list-style-type: none"> • Provide training on latex allergy symptoms and emergency response • Display warning signs in areas where latex is still in use 				<ul style="list-style-type: none"> • Provide allergen awareness training to all staff • Communicate clearly about the presence of allergens • Encourage employees to disclose known allergies confidentially <p>Monitoring and Review</p> <ul style="list-style-type: none"> • Conduct regular reviews (at least annually or after any incident) • Monitor reports of allergic reactions or symptoms • Update procedures and training accordingly
Cleaning agents and detergents	Skin irritation, respiratory issues	Cleaners, general staff	<p>Cleaning chemicals</p> <ul style="list-style-type: none"> • Use low-sensitivity, fragrance-free products • Provide gloves and PPE • COSHH assessment for all substances 	4	1	4	
Food allergens (e.g., nuts, shellfish)	Severe allergic reactions including anaphylaxis	Staff with known food allergies	<p>Food allergens</p> <ul style="list-style-type: none"> • Enforce labelling and segregation of allergens in shared kitchens • Provide allergen-safe zones if needed • Raise awareness via training and signage 	5	1	5	
Dust mites, pollen, moulds	Asthma, hay fever, respiratory issues	Office staff, maintenance	<p>Airborne allergens (dust, pollen, moulds)</p> <ul style="list-style-type: none"> • Ensure regular cleaning and air filtration 	4	1	4	

			<ul style="list-style-type: none"> Control humidity to prevent mould growth Encourage reporting of symptoms for occupational health follow-up 				
Fragranced products (perfumes, air fresheners)	Headaches, respiratory irritation	All staff	Fragranced products <ul style="list-style-type: none"> Encourage scent-free policies where practical Provide fragrance-free alternatives for soap and cleaners 	4	1	4	

Financial Risk Assessment Form

Location/Dept: Finance	Date Assessed: 09/12/25	Assessed by: GW
Task/ Activity: This assessment identifies and evaluates financial risks for a town council covering operational, strategic, and compliance aspects. It includes risks related to budgeting, cash handling, fraud, compliance, and financial planning.	Review Date: Annual	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Inadequate Budgeting	Failure to meet financial obligations, leading to service disruptions or reputational damage.	Councillors / Staff / Electors.	<p>Budgeting and Planning:</p> <ul style="list-style-type: none"> •Establish an annual budgeting process with clear timelines and accountability. •Regularly monitor income and expenditure against budgets. <p>Contingency Planning:</p> <ul style="list-style-type: none"> •Maintain a financial reserve to address unexpected shortfalls or emergencies. •Develop a succession plan for key financial roles. <p>Use financial forecasting tools; conduct quarterly budget reviews with staff and councillors.</p>	4	1	4	<p>Risk Mitigation Action Plan</p> <ul style="list-style-type: none"> • Conduct training on budgeting and governanceClerk/Finance Officer • Review and update cybersecurity measures • Establish a financial risk reserve • Contract payroll to external council specific provider. • Develop a succession plan for finance roles <p>Monitoring and Review</p> <p>Reporting:</p> <ul style="list-style-type: none"> •six weekly financial reports to be presented to the committee. •Incident reporting for any financial irregularities. <p>Audits:</p> <ul style="list-style-type: none"> •Annual internal and external audits of accounts. •Audit findings to be reviewed and actioned promptly. <p>Review Process:</p> <ul style="list-style-type: none"> •Annual review of the financial risk assessment or after any significant financial incident.

Fraud or Embezzlement	Loss of funds or assets, reputational damage, legal implications	Councillors / Staff / Electors.	Fraud Prevention: <ul style="list-style-type: none"> •Segregate duties for financial transactions (e.g., payments, reconciliations). •Conduct regular internal and external audits. •Implement a whistleblowing policy to report suspicious activities. <p>Introduce multi-level authorisation for significant payments; ensure physical security of assets.</p>	4	1	4	
Errors in Payroll Processing	Overpayment, underpayment, or non-compliance with tax laws, leading to financial penalties.	Councillors / Staff / Electors.	Payroll Management: <ul style="list-style-type: none"> •Use contractor originated reporting processes to reduce incidence of mistakes. • Trained / experienced staff in-house to manage data processing / updating records / and process staff queries and feedback. •Conduct, with contractor, regular reviews of payroll records and tax compliance. <p>Schedule periodic checks of payroll accuracy; maintain documentation for all salary changes.</p>	3	2	6	
Non-Compliance with Regulations	Fines or sanctions due to non-compliance with financial reporting or tax obligations.	Councillors / Staff / Electors.	Regulatory Compliance: <ul style="list-style-type: none"> •Stay up-to-date with financial regulations and reporting requirements. •Provide training for staff and councillors on financial governance. <p>Appoint a compliance officer to oversee reporting and deadlines; ensure councillors understand their financial duties.</p>	4	1	4	

Cash Handling	Theft or loss of cash collected from events or services.	Councillors / Staff / Electors.	Cash Handling: <ul style="list-style-type: none"> •Minimize cash transactions; promote digital payments where possible. •Use secure safes and provide receipts for all transactions. <p>Establish written cash handling procedures involving two members of staff, unobtrusive bags, vehicular transport, regularly reconcile cash records with bank deposits.</p>	4	1	4	
Loss of Key Financial Staff	Disruption in financial management and delayed processes.	Councillors / Staff / Electors.	<p>Code of Conduct for stall and councillors to help support good relationships.</p> <p>Cross-trained staff in financial roles; maintain up-to-date documentation of financial processes.</p> <p>Contract support is available upon request.</p>	4	1	4	
External Funding Cuts	Reduced income from grants or other external sources, impacting service delivery.	Councillors / Staff / Electors.	Diversify income sources; develop fundraising strategies and apply for additional grants.	4	1	4	
Poor Financial Oversight	Misallocation of funds or failure to detect financial	Councillors / Staff / Electors.	<p>Schedule six weekly finance meetings; involve councillors in financial oversight.</p> <p>Twice-yearly internal controls audit and comply with recommendations from the internal auditor.</p>	4	1	4	

Cybersecurity Breaches	Theft of financial data or ransomware attacks, leading to financial loss or operational disruption	Councillors / Staff / Electors.	Cybersecurity: <ul style="list-style-type: none"> •Implement firewalls, antivirus software, and encryption for sensitive financial data. •Provide regular training on phishing and other cyber threats. <p>Cybersecurity Breaches Use two-factor authentication for financial accounts, back up financial data regularly.</p>	4	1	4	
Economic Downturns	Reduced income from local taxes or fees, impacting overall budget	Councillors / Staff / Electors.	Identify and prioritise essential services; review non-essential spending regularly.	4	1	4	
Procurement Errors	Overpayment for goods/services or failure to meet value-for-money standards.	Councillors / Staff / Electors.	<p>Comply with Financial Regulations.</p> <p>Require competitive quotes for high-value purchases; maintain a centralised procurement policy.</p>	4	1	4	

Stress Risk Assessment

Company name: Ludlow Town Council

Assessment carried out by: GW

Date of next review: when change happens, or annually.

Assessment Date: 04 / 04/ 2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Demands	<p>All employees, particularly around tight deadlines and busy times of year, e.g. civic events, yearend, audit, committee meetings, items to action.</p> <p>All employees, dealing with difficult clients.</p>	<ul style="list-style-type: none"> ■ Understanding what work-related stress is and what can cause it. ■ Responding to a pattern of complaints of work-related stress. ■ Talking to employees. 	<ul style="list-style-type: none"> ■ Agreeing timings etc for projects with employees. ■ Planning work to minimise excessive demands. ■ Taking on extra resource to support busy times of year. ■ People may not identify time off sick as stress so thinking about whether there is an area/job that has high amounts of absence. 	Line managers holding 121 meetings, group staff meetings and regular informal check in with staff.	Ongoing process of timetabled meetings and informal access to managers.	
Control	<p>All employees at busy times.</p> <p>Staff in junior grades who may have less control.</p>	<ul style="list-style-type: none"> ■ Talking to employees. ■ Giving employees own areas of responsibility 	<ul style="list-style-type: none"> ■ Asking employees what they think can be done and acting on these issues and ideas. ■ Conduct staff surveys. 	Managers planning clear roles and responsibilities in JDs, and monitoring changes in roles as appropriate.	Ongoing and at appraisal times.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Support	All employees	<ul style="list-style-type: none"> ■ Spotting early signs of stress and talking to staff about options for support. ■ Employees can talk to the owner if they are feeling stressed at work. ■ Training managers in spotting early signs of stress ■ Providing details of counselling services for staff ■ Staff can talk to supervisors or managers if they are feeling stressed at work ■ Staff are supported on return to work after a period off with work-related stress. 	<ul style="list-style-type: none"> ■ Making sure staff would be supported during and after a period off with work-related stress. ■ Having a clear commitment to employee wellbeing and a culture of openness. ■ Reminding employees, they can speak confidentially if they are feeling stressed at work. 	<p>All staff, managers creating a good team environment.</p> <p>Cllrs creating supportive policies and culture.</p> <p>Access to confidential counselling services. Staff provided with the details and reminded about them.</p>	Ongoing.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Relationships	All employees	<ul style="list-style-type: none"> ■ Promoting a positive working culture. 	<ul style="list-style-type: none"> ■ Make sure employees work with different people regularly to help form positive relationships. ■ Introducing a zero tolerance approach to bullying. ■ Sometimes line managers may be part of the problem so having a range of routes for feedback can be really helpful. 	<p>Enabling staff to visit different sites and work together.</p> <p>To discourage silos developing.</p>	Ongoing.	
Role	All employees	<ul style="list-style-type: none"> ■ Defining roles. ■ Employees understanding what their duties and responsibilities are. 	<ul style="list-style-type: none"> ■ Thinking about whether any employees are particularly vulnerable, e.g. young workers. ■ Investigating whether there are roles where it is difficult to recruit or retain staff. 	Provision of clear JDs, regular staff meetings, and appraisals to provide support and training.	During inductions and ongoing.	
Change	All employees, adapting to new procedures.	<ul style="list-style-type: none"> ■ Making sure changes are communicated openly so everyone understands the effects they will have. 	<ul style="list-style-type: none"> ■ Acting on employee feedback so any new pressures linked to changes are discussed. ■ Meeting clients to explain changes and manage expectations 	Regular team meetings and encouraging employees to provide feedback to each other including management.	When change is identified or required.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Cash Handling Risk Assessment Form							
Location/Dept: Guildhall, Buttercross, Market			Date Assessed: 29/04/25		Assessed by: GW		
Task/Activity: Cash Handling			Review Date: Annual or in case of changed circumstances.		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Taking cash payment for goods and services	Threats/Verbal abuse/physical injury	Till Operatives Reception Staff Market officer	Utilise credit or debit cards to minimise cash amounts handled.	4	1	4	
Counting cash and preparing floats		Finance staff Market Officer.	Count cash away from sight of customers and as far from entrances and exits as possible Cash office has a secure lock on door. Finance staff to identify callers before allowing door to be unlocked. All cash to be put into the safe. Keys to the safe are only available to authorised staff.	4	1	4	Consider fitting a spyhole or one way window to aid recognition of callers to cash room.
Taking cash payment for goods and services		Till Operatives Reception Staff Market officer	Use of a drop box safe with a letter box facility to drop large denominations or amounts cash into. Train staff to never turn away from an open till drawer.	4	1	4	

			<p>Regularly remove excess amounts of cash from float to safe, carried out at varied irregular times and not in front of customers.</p> <p>Use a strong cash box or strong cash body belt when collecting.</p> <p>Ensure that two staff are present when transporting large amounts of cash, so that one person can act as a look out.</p>	4	1	4	
			Display signage advising minimal cash on premises, limited cash in tills	4	1	4	
Taking cash payment for goods and services	Threats/Verbal abuse/physical injury	Till Operatives	Ensure that and Charity donation boxes are securely fastened to something solid and are in clear view of staff.	4	1	4	
		Reception Staff	Till tray to be emptied of cash overnight.				
		Market officer	Check premises everywhere for potential criminal before locking up, to include toilets/store rooms/concealed areas.	4	1	4	

Violence and Aggression at Work Risk Assessment Form

Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity: Violence at work			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Bar work	Verbal Abuse	Reception Staff	Staff consultation /survey/questionnaire to identify extent of concerns	3	2	6	Staff informed of company policy at Induction

<p>Serving tables</p> <p>Bookings (face to face & telephone)</p> <p>Office work</p> <p>Entry control / security</p> <p>Legitimate use e.g. hotel guest, bar customer</p>	Racial abuse / discrimination	Office Staff Grounds Staff	Risk Assessment completed to identify areas of risk	3	2	6	Conflict resolution training Code of non-acceptable behaviour managers/staff/ public/service users
	Attempted physical assault	Market Staff Finance Staff	CCTV installed – recording/monitored etc. CCTV system maintained and serviced regularly	3	2	6	
	Physical assault with/without weapon	Cleaning Staff Museum Staff Temporary staff Young persons (trainees) Customers Visitors	Work areas are designed and laid out to afford staff protection e.g. protected offices, lockable safe spaces, mobile phones provided to staff, work rota designed to return staff to well light areas to end shift. Visitors for face-to-face meetings with individual members of staff are by appointment only Offices are fitted with panic/emergency alarms.	3	1	3	Publicise no tolerance policy on violence
	Robbery	Members of the public	Cashing handling in secure area – out of public sight Cashing up procedure – two people, locked doors etc. General lighting and visibility good level internally and externally Close liaison & cooperation with neighbouring premises & police – community watch, crime stoppers etc.	3	1	3	Two members of staff and a company vehicle used to bank cash. Unsafe Tower Street Post Office no longer used. Alternative safer site used.

Bookings (face to face & telephone) Office work Entry control / security Legitimate use	Disagreement between customers	Reception Staff	Staff are secure in number lock protected offices.	3	1	3	Code of non-acceptable behaviour managers/staff/ public/service users			
	Customer / client expectation	Office Staff	Reception staff remain behind the screen and in secure area when communicating with the public.	3	1	3				
	Dissatisfaction	Grounds Staff	Toilet areas regularly checked	3	1	3				
		Market Staff	Staff levels monitored and maintained.							
		Finance Staff	Customer care procedure in place.							
		Cleaning Staff	Staff aware/trained in customer care procedure.							
		Museum Staff	Company procedure for V&A/dealing with difficult people etc.							
	Temporary staff	Staff are trained in company procedures	3	1	3					
	Young persons (trainees)					3	1	3	Staff informed of company policy at Induction	
	Disagreement between staff					Customers	3	1	3	Conflict resolution training
	Bullying / harassment					Visitors	3	1	3	Close supervision
						Members of the public				Code of non-acceptable behaviour managers/staff/ public/service users

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Slips, Trips & Falls Risk Assessment Form

Location/Dept:	Date Assessed: 14/04/25	Assessed by:
Task/ Activity: Slips, Trips & Falls (Indoors)	Review Date: Annual	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Slips, trips and falls inside building	Slipping on liquids that have leaked or spilled.	Employees Contractors Visitors	Spills cleaning equipment and materials are readily available. Cleaning equipment is readily available.	4	1	4	Maintain and monitor existing controls. Formally remind employees of their responsibility to keep their work area clear of trip and slip hazards. Formally remind employees of their responsibility to report hazards to Supervisors.
	Slipping or tripping over waste, such as off cuts or other debris.		Public facilities Operative Cleaners employed. All employees are responsible for keeping their own work area clean and tidy.	4	1	4	
	Slipping or tripping over stock that is stored on the floor. Tripping on trailing leads.		Public areas are kept clear of obstructions. Office walkways are kept clear of obstructions. Permanent cables / leads are routed under desks and not in walk ways, and temporary cables are covered / highlighted to prevent trips. Stored items have their designated areas. Designated Storage areas: Guildhall – rear hallway / chamber. Buttercross – kitchen cupboards / shelves in reception area. Depot – designated storage areas in depot, and nursery area. Public Conveniences – storage cupboards.	4	1	4	
	Slipping or tripping over stock that has moved on pallets, exposing ends.		Employees are trained to stack correctly and check loads. Stacked items are monitored by Supervisors.	4	1	4	

	Slipping or tripping when walking over product.		Employees are advised not to walk on stored items.	4	1	4	
	Contact with machinery.		Supervisors monitor areas of their responsibility.	4	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

First Aid Risk Assessment

Name: **Ludlow Town Council** Company Address: **The Guildhall, Mil Street, Ludlow SY8 1AZ**

Please indicate, by ticking the relevant box, which overall category of risk you consider the site/activity to be	Low Hazard <input checked="" type="checkbox"/> e.g. offices, pharmacy		High hazard <input type="checkbox"/> e.g. Construction, Factory
If the site is not considered to be 'high hazard' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.	Dispensing counter Kitchen		
Please state the maximum likely number of persons on site at any one time.	Employees		Non-employees
	9		3
How many of the following first aid personnel are available at the site/workplace currently? (certificates for Emergency First Aid and First Aiders are valid for 3 years only)	Appointed persons	Emergency First Aiders	First aiders
	3	1	3
According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace?	Appointed persons	Emergency First Aiders	First aiders
	1	0	0
How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays and other foreseeable absences.	Appointed persons	Emergency First Aiders	First aiders
	1	0	0
Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position	Town Clerk		

Category of Risk	Number employed	Suggested number of first aiders
Low hazard	Fewer than 25	At least one appointed person
	25 – 50	At least one emergency first aider (EFAW)
	More than 50	At least one first aider (FAW) for every 100 employed (or part thereof)
Higher Hazard	Fewer than 5	At least one appointed person
	5 – 50	At least one emergency first aider or first aider (EFAW/FAW) depending on type of injuries that may occur
	More than 100	At least one first aider (FAW) for every 50 employed

Workplace issues to consider and guidance in providing first aid are contained on this page. If additional first aid needs are identified you should record this information in the box below.

Aspects to consider	Yes /No	Guidance You will need to consider:	Further Comments:
Are there high risk activities such as use of chemicals or dangerous machinery within the company?	YES	<ul style="list-style-type: none"> • Providing first aiders, even if the numbers that occupy the premises require appointed persons only • Extra training for first aiders to cover any special procedures which they may need to carry out. • Additional first aid equipment • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a high risk as well as in other parts of the building. • Any special arrangements which need to be made with the emergency services. 	Due to possible contact with harmful substances (COSHH), including dusts generated through decanting medicines, it would be advisable to consider providing personnel to act as an emergency first aider

<p>Are there different parts of the company where different levels of risk can be identified (e.g. Direct Labour Force)</p> <p>Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations?</p>	YES	<ul style="list-style-type: none"> • Providing first aiders in those locations even if the number that occupy the premises require appointed persons only • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building. 	The accident data does not suggest a history of increased accidents in relation to the kitchen area, however a suitable first aid kit is to be located in close proximity to the kitchen with the associated increased risk in connection with burns.
Are there young or inexperienced workers on site, or employees with disabilities or special health problems, who are at greater risk?	NO	<ul style="list-style-type: none"> • Additional training for first aiders • Additional first aid equipment • Local siting of first aid equipment • First aid provision should cover any work experience trainees 	If any young persons (under 18yrs) are to be employed within the company, a separate risk assessment will be undertaken to determine suitability of controls.
Do you have employees who travel a lot, work remotely or work alone?	YES	<ul style="list-style-type: none"> • issuing personal first-aid kits; • issuing personal communicators/mobile phones to employees 	Consider adding first aid kits into all company vehicles used to make deliveries.
Are the premises spread out or is it a multi occupancy building?	NO	<ul style="list-style-type: none"> • First aid kit and personnel may need to be located in each building and/or floor. • Liaise with other occupants on first aid arrangements. 	
Aspects to consider	Yes /No	Guidance You will need to consider:	Further Comments:

Are there changes in staffing levels, for example shift work, work out of hours?	YES	<ul style="list-style-type: none"> Check the number of first aid personnel is adequate at all times the building is operational including holiday cover 	Ensure all employees including temporary employees are aware of procedures in relation to accidents/incidents.
Are any employees working on sites occupied by other employers?	NO	<ul style="list-style-type: none"> Make arrangements with other site occupiers to ensure adequate provision. This should be agreed in writing. 	
Is there sufficient provision to cover absences of first aid personnel?	NO	<ul style="list-style-type: none"> What cover is needed for annual leave and other planned absences? What cover is needed for unplanned and exceptional absences? 	Currently there is only 1 appointed person on site, consider increasing to 2 appointed persons to cover annual leave and absences.
Do members of the public visit your premises?	YES	<ul style="list-style-type: none"> Under the current First Aid Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision. 	Assistance will be afforded to service users should this be required.

Comments

The local **Minor injuries Unit** is approximately 1.5 miles away and can be reached in approximately 5 minutes.

Ludlow MIU, Gravel Hill, Ludlow SY8 1QX. T: 01584 872201

MIU Opening Hours: Monday to Sunday 8am to 8pm

Local Hospital A&E:

Hereford County Hospital Accident & Emergency is approximately 24 miles away (49 min travel time)

Address: Stonebow Rd, Hereford HR1 2ER

Phone: 01432 355444

Or

Royal Shrewsbury Hospital is approximately 30 miles away (1 hour travel time)

Mytton Oak Rd,

Shrewsbury,

Shropshire

SY3 8XQ

Contact Telephone: 01743 261000

Assessor's name (please print):	Assessor's signature:	Date assessment completed:
G. Wilding		11/04/2025

MANUAL HANDLING RISK ASSESSMENT

SECTION 1 - SUMMARY OF TASK

Manual Handling task covered by this assessment:	Lifting boxes or equipment
Location of task:	All sites
Section/ Department:	
Job title(s) of personnel who carry out this task:	Office and DLF staff
Number of personnel who carry out this task:	Mutiple

SECTION 2a – ASSESSMENT (LIFTING AND CARRYING)

If the task does not involve lifting or carrying, please skip to Section 2b. For each question that is answered YES, enter the appropriate score in the column headed "This assessment". If the answer is no, please indicate by entering a zero.

Risk Scores

Question	Yes	This assess- ment	Comment/ Possible Remedial Action
THE TASK – does it involve			
• Holding loads away from trunk?	4		
• Twisting?	2		
• Stooping?	4	4	
• Reaching/lifting above shoulder height?	4		
• Long carrying distance?	3		
• Handling while seated?	3		
• Repetitive movement?	2		
• Insufficient recovery time?	3		
THE LOAD – is it			
• Heavier than 25 kgs?	4		
• Bulky?	2	2	
• Difficult to grasp?	2	2	
• Intrinsically harmful (e.g. sharp/hot/hazardous contents)?	4		
• Unstable/unpredictable in movement?	4		
THE WORKING ENVIRONMENT – are there			
• Limitations on movement?	3	3	Storage space not easily accessible
• Lack of working space?	3	3	Staff must manoeuvre loads into small storage areas that are difficult to access
• Uneven/slippery/unstable floors/ground?	2		
• Hot/cold/humid conditions?	1		
• Strong air movements?	2		
• Poor lighting conditions?	1		
INDIVIDUAL CAPABILITY – does the job			
• Require unusual strength/height?	2		
• Pose possible hazards to those with a health problem?	2		

• Pose possible hazards to those who are pregnant?	2		
• Call for additional information/training?	2		

OTHER FACTORS – can movement or possible posture be hindered by			
• Clothing?	1		
• Personal protective equipment?	1		
• An emergency or unplanned event?	2		
SUB TOTAL		14	Add the scores entered above
IF TASK INVOLVES TIME PRESSURES ADD 10			Time pressure includes working to a set rate/hr or keeping in time with machinery
TOTAL (RISK FACTOR)		14	Enter this figure below according to how often the task is carried out

HOW OFTEN IS THE TASK CARRIED OUT?					
Does the activity involve: (select one of the below and enter risk factor)	Risk Factor		Frequency Factor		TOTAL RISK RATING
Frequent handling (several times a day)		X	4	=	
Regular handling (several times a week)		X	3	=	
Occasional handling (several times a month)		X	2	=	
Infrequent handling (several times a year)		X	1	=	

Total Risk Rating:	14	0-10	Very Low Risk
		10-40	Low Risk
		40-70	Significant Risk
		70-100	High Risk
		100-200	Very High Risk
		>200	Unacceptable Risk

SECTION 2b – ASSESSMENT (PUSHING AND PULLING)

If the task does not involve pushing or pulling, please skip this section. For each question that is answered YES, enter the appropriate score in the column headed "This assessment". If the answer is no, please indicate by entering a zero.

	Risk Scores		
Question	Yes	This assessment	Comment/ Possible Remedial Action
THE TASK – does it involve			
• High initial forces to get the load moving?	3	N/A	
• High forces to keep the load in motion?	3	N/A	
• Sudden movements to start, stop or manoeuvre the load?	3	N/A	
• Twisting/manoeuvring of the load into position or around obstacles?	2	N/A	
• One-handed operations?	3	N/A	
• The hands below the waist or above shoulder height?	4	N/A	
• Movement at high speed?	3	N/A	
• Movement over long distances?	3	N/A	
• Repetitive pushing/pulling	2	N/A	
THE LOAD – is it			
• Lacking good handholds?	2	N/A	
• Unstable/unpredictable in movement?	4	N/A	

• Intrinsically harmful (e.g. sharp/hot/hazardous contents)?	4	N/A	
• Restricting vision over/around it?	4	N/A	
IF ON WHEELS/CASTORS – are they			
• Unsuitable for the type of load, the floor surface or work environment?	2	N/A	
• Difficult to steer?	2	N/A	
• Easily damaged or defective?	3	N/A	
• Without brakes or difficult to stop?	4	N/A	
• With brakes, but the brakes are poor/ineffective?	3	N/A	
• Lacking a planned frequent inspection and maintenance regime that keeps them in working order?	3	N/A	
THE WORKING ENVIRONMENT – are there			
• Limitations on movement?	3	N/A	
• Lack of working space?	3	N/A	
• Uneven/slippery/unstable floors/ground?	2	N/A	
• Poor lighting conditions?	1	N/A	
• Hot/cold/humid conditions?	1	N/A	
• Strong air movements?	2	N/A	
INDIVIDUAL CAPABILITY – does the job			
• Require unusual capability?	2	N/A	
• Pose possible hazards to those with a health problem?	2	N/A	
• Pose possible hazards to those who are pregnant?	2	N/A	
• Call for additional information/training?	2	N/A	
OTHER FACTORS – can movement or possible posture be hindered by			

• Clothing?	1	N/A	
• Personal protective equipment?	1	N/A	
• An emergency or unplanned event?	2	N/A	
SUB TOTAL		N/A	Add the scores entered above
IF TASK INVOLVES TIME PRESSURES ADD 10		N/A	Time pressure includes working to a set rate/hr or keeping in time with machinery
TOTAL (RISK FACTOR)		N/A	Enter this figure below according to how often the task is carried out

HOW OFTEN IS THE TASK CARRIED OUT?

Does the activity involve: (select one of the below and enter risk factor)	Risk Factor		Frequency Factor		TOTAL RISK RATING
Frequent handling (several times a day)		X	4	=	
Regular handling (several times a week)		X	3	=	
Occasional handling (several times a month)		X	2	=	
Infrequent handling (several times a year)		X	1	=	

Total Risk Rating:	N/A	0-10	Very Low Risk
		10-40	Low Risk
		40-70	Significant Risk
		70-100	High Risk
		100-200	Very High Risk
		>200	Unacceptable Risk

SECTION 3 – ACTION PLANNING

Remedial action to take in order of priority	Date to be completed by	Date completed
<p>1) Identify a section of the office that can be set aside as a dedicated storage area and can be easily accessed by staff carrying loads.</p> <p>Areas are behind the unauthorised access doors mid hall way, or in the chamber as transitional storage areas until goods are transported to permanent storage.</p>		11/04/25

Date of assessment: 11/04/25

Date for reassessment: Annual

Assessor's name: Ginna Wilding

Signature:

Assessor's position: Town Clerk.

Office Paper Shredder Risk Assessment Form

Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity: Using Paper Shredder			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of machine – Paper Shredder	Paper cuts whilst loading and holding during machine operation	Employees	<p>Employees are trained in the use of the machine. Protective gloves are available (if appropriate).</p> <p>Machine is able to accept a maximum of 5 pages in a single operation.</p>	4	1	4	<p>Formally record staff training on production processes and use of machines</p> <p>Maintain and monitor existing controls.</p>
	Noise emitted from process		<ul style="list-style-type: none"> Choose low-noise or silent-running shredders (below 70 dB where possible) 	4	1	4	Formally remind employees of their responsibility to keep their work area clear of trip and slip hazards.

	<ul style="list-style-type: none"> • Temporary discomfort (e.g. headaches, distraction) • Long-term hearing damage (unlikely but possible with prolonged high-volume use) • Reduced concentration due to noise disruption 		<ul style="list-style-type: none"> • Position shredder away from desks or quiet zones • Use in short bursts rather than continuously • Provide ear protection if high-powered industrial shredders are used in confined spaces • Schedule large-volume shredding tasks for quieter office hours • Regular maintenance to prevent mechanical noise increases • Staff training on safe and considerate shredder use • Monitor noise levels if shredder use is frequent and prolonged 				<p>Formally remind employees of their responsibility to report hazards to the Production Manager</p> <ul style="list-style-type: none"> • Regular maintenance to prevent mechanical noise increases • Staff training on safe and considerate shredder use • Monitor noise levels if shredder use is frequent and prolonged
	Manual handling / repetitive strain injury caused by lifting, feeding and emptying shredded paper from the machine		<p>Employees have had manual handling information given to them.</p> <p>Use of machine is infrequent.</p>	3	1	3	
	Slips trips and falls due to poor housekeeping		<p>Areas round the machines are kept clean and tidy.</p> <p>There is adequate light and light to operate safely.</p>	3	1	3	
	Electric shock from damaged machine due to poor maintenance		All portable appliances are tested on a regular basis and the premises are subject to a 5 year electrical testing and maintenance regime.	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Council Functions Risk Assessment Form

Location/Dept: Ludlow Town Council			Date Assessed: 01/04/2025		Assessed by: Gina Wilding		
Task/ Activity: Council Functions			Review Date: 01/04/2026		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Council property and premises	Fire, vandalism, flood, break-in, theft, aged related building defects, traffic collision with building, staff actions, contractors actions.	Staff, members of the public, visitors, volunteers	<p>Fire alarm, fire extinguishers, emergency lighting, fire action signage, and weekly in-house checks, and annual professional checks in place, Fire risk Assessments regularly reviewed, fire drill annually,</p> <p>Security procedures, intruder alarm linked to call centre.</p> <p>Staff risk assessments reviewed as required or annually.</p> <p>Council H&S policies and procedures.</p> <p>Contractor risk assessments and RAMs reviewed.</p> <p>Regular building maintenance checks,</p> <p>Insurance for buildings and contents. PL insurance, employer insurance and insurance of assets.</p> <p>Contingency measures to recover business activities in place.</p>	5	2	10	
Allotments	Poor management and safety practices	Allotment holders, public, staff, and	Lease agreement in place specifying responsibilities for devolved management by an allotment association.	3	2	6	Designated staff contact.

		council reputation	<p>Councillor representative attending committee meeting.</p> <p>Council staff undertaking agreed duties (written in lease).</p> <p>Detailed task specific risk assessments (RA) reviewed as necessary.</p> <p>Council H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p>				
Burials	Collapse of grave, slip, trip, fall, incorrect information / activities, undetected criminal activity, dignity of event undermined.	Grave digger, staff, public, and mourners, council reputation.	<p>Grave digging policy and RA in place.</p> <p>Contractor selection process including PL insurance check undertaken.</p> <p>Trained, dedicated staff liaise with funeral directors and grave diggers.</p> <p>Written communication at all stages. Full paperwork including green certificate required prior to burial. Name plates checks at time of burial. To ensure as far as possible, the identity of the deceased is known.</p> <p>Staff checks on grave location, depth, shoring, ground conditions and</p> <p>Dug graves covered overnight.</p> <p>Safety matting put down on grass for mourners as necessary.</p> <p>Adequate staff training.</p> <p>Accurate and timely record keeping in grave registers and cemetery map.</p> <p>Correct use of PPE.</p>	5	2	10	Grave digging order issued for each burial. Check recorded.

			<p>Council H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p>				
Headstones	Dangerously installed headstones falling over, slips, trips and falls.	Grave digger, staff, public, memorial masons, and mourners, council reputation.	<p>Council H&S policies, regulations and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Headstone application procedure to approve the size, type and anchor system for each headstone. Inscription also approved against grave register to ensure its correct.</p> <p>Topple testing of installed headstones undertaken. Hierarchy of risks assessed in terms of location - closer to public activity (near paths = higher risk.)</p> <p>Trained staff.</p>				
Christmas Lights	Working at heights, electrical installation, suspension of lights over the highway, and installation in public places.	Staff, public, visitors, and council reputation.	<p>Council H&S policies, regulations and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Properly trained staff for working at heights and roadside working. Adherence to regulations including: The Work at Height Regulations 2005 Electrical contractors engaged for electrical works, repairs, maintenance to BS 7671 IEE Wiring Regulations by a competent person (qualified electrician). • Compliant with Electricity at Work Regulations 1989.</p> <p>Minimum safe heights regulations for lights hung over paths, and the highway must be</p>	5	2	10	

			<p>adhered to. Full Regulations supplied separately.</p> <p>Visual and certified load testing of anchor points.</p> <p>Lights PAT tested annually, well stored and maintained. Lights suspended on catenary wire.</p> <p>Where road closures are required for roadside installations, applications made in a timely manner.</p> <p>The Christmas tree is surrounded by a barrier to keep people at a safe distance.</p> <p>Councill H&S policies and procedures.</p>				
Cross Street Banners	Injury due to working at heights, slips trips and falls.	Staff, public, council reputation.	<p>Councill H&S policies, regulations and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Staff trained for working at heights, roadside working, and in use of cherry picker.</p> <p>Work to be done at quiet time of day, or road closure may be required.</p> <p>Traffic management with stop / go paddles.</p>	5	2	10	<p>Corve Street site no longer used for Christmas lights banner or other banners due to assessment of windage, and difficulty putting up a large structure without contractor support.</p> <p>High street banner location requires cherry picker at all times and road closure.</p>
Grounds Works	Injury from machinery, projectiles, slips, trips falls, repetitive strain injuries, vibration	Staff, public, visitors, council reputation.	<p>Councill H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Tool box talks, training in use of tools and machinery. Staff fully trained,</p>	4	2	8	

	<p>injuries, loud machinery, fuel storage for machinery .</p>		<p>Machinery guards in place at all times.</p> <p>Machinery cleaned, inspected and maintained regularly.</p> <p>Warning signage, barriers used as appropriate.</p> <p>Timing of works considered carefully to avoid the public or traffic where possible.</p> <p>HAV assessments undertaken. Time on equipment limited.</p> <p>Staff provided with mobile phones, and lone working risk assessment undertaken.</p> <p>Correct PPE worn.</p> <p>Comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).</p> <p>Store (only as much as required) in appropriate metal or plastic containers in a fuel safe.</p> <p>Refill machinery in the open air.</p> <p>Do not smoke in a workshop with a fuel store. Remove sources of ignition.</p> <p>Reduce the quantity of dangerous substances to a minimum.</p> <p>Avoid or minimise releases of dangerous substances.</p> <p>Control releases of dangerous substances at source.</p>				
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			<p>Prevent the formation of a dangerous atmosphere. collect, contain and remove any releases to a safe place (for example, through ventilation) avoid ignition sources;</p> <p>avoid adverse conditions (for example, exceeding the limits of temperature or control settings) that could lead to danger</p> <p>Keep incompatible substances apart.</p>				
Play Areas	Slips, trips falls, vulnerable persons.	Children, parents, staff, visitors.	<p>Councill H&S policies and procedures. Including children and vulnerable persons policy.</p> <p>Safety matting, weekly inspections, regular maintenance, trained staff, Annual inspection and condition report.</p> <p>Staff DBS checks.</p> <p>Maintenance by staff to be assessed to ensure relevant competencies.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Earmarked reserves for planned maintenance.</p>	3	2	6	Zip wire to be maintained by external contractor.
Floating Jetty	Drowning, slips, trips and falls.	Children, parents, visitors, staff, canoeists, paddle borders.	<p>Councill H&S policies and procedures.</p> <p>Safety signage, gated entry and fencing</p> <p>Weekly visual checks and regular maintenance,</p> <p>Life buoys on site and checked weekly.</p> <p>Staff wear life vests for maintenance works.</p> <p>PL insurance, employer insurance and insurance of assets.</p>	5	2	10	

			Earmarked reserves for planned maintenance.				
Event Management	Trips, slips, falls, antisocial behaviour, crowd management, capacity management.	Children, adults, visitors, staff, volunteers, and councillors.	<p>Create event plans, including evacuation plan and risk assessments for each event.</p> <p>Liaise with Safety Advisory Group (SAG) for large events.</p> <p>Ensure alcohol and entertainment licences are in place, operate challenge 25.</p> <p>Use barriers and signage to guide people's routes and activities.</p> <p>Ensure appropriate numbers of stewards in hi-vis and trained.</p> <p>Apply for road closures as necessary, ensure operators are trained.</p> <p>Trained first aiders on site.</p> <p>Inform local police and emergency services of event.</p> <p>PL insurance, employer insurance and insurance of assets.</p>	4	2	8	<p>SIA trained stewards. Detached youth workers as appropriate.</p> <p>Martyn's Law training / bomb threat procedures.</p>
Ludlow Market	Trips, slips, falls, fraudulent activity, fakes, unsafe goods, anti-social behaviour, cash handling, theft.	Adults, children, pets, visitors, staff, traders and council reputation.	<p>Councill H&S policies and procedures.</p> <p>Specific market licences and regulations for the compliance of traders.</p> <p>Safe ways of working for cash collection,</p> <p>Maintain good housekeeping on site.</p>	3	2	6	<p>Move to cashless payments as soon as possible.</p> <p>Martyn's Law training / bomb threat procedures.</p>

			<p>Maintain stalls and walkways in safe order. Fixed stall positions to maintain safe aisle widths.</p> <p>Member of Real Deal trading standards scheme.</p> <p>MACCS auditable record keeping and payment system.</p> <p>Market Officer maintains good order and encourages friendly atmosphere for traders and customers.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Earmarked reserves for planned maintenance.</p> <p>Contingency measures to recover business activities including hire of temporary stalls, replacement canopies, local fabricator for repairs.</p>				
Street Trading	Trips, slips, falls, fraudulent activity, unsafe good, theft.	Adults, children, visitors, staff, traders and council reputation.	<p>Council H&S policies and procedures.</p> <p>Pre-payment to avoid cash collection.</p> <p>Maintain good housekeeping on site.</p> <p>Member of Real Deal trading standards scheme.</p> <p>Market Officer maintains good order and encourages friendly atmosphere for traders and customers.</p> <p>PL insurance, employer insurance and insurance of assets.</p>	3	2	6	
Ludlow Museum at the Buttercross	Trips, slips, falls, fraudulent activity, fire, cash handling, unsafe good,	Adults, children, visitors, staff, traders and	<p>Council H&S policies and procedures.</p> <p>Fire alarm, fire extinguishers, emergency lighting, fire action signage, and weekly in-house checks, and annual professional checks in</p>	3	2	6	Move to cashless payments as soon as possible.

	theft. Terrorist threat	council reputation.	<p>place, Fire risk Assessments regularly reviewed, fire drill annually,</p> <p>PL insurance, employer insurance and insurance of assets. Collection agreement with museum authority, Shropshire Council (SC.)</p> <p>Collection management plan, emergency plan for collection.</p> <p>Cash handling and banking safe systems of working.</p> <p>Earmarked reserves for planned maintenance.</p> <p>Contingency measures to recover business activities in place.</p>				Martyn's Law training bomb threat procedures.
Parking meter, and toilet coin boxes.	Vandalism, cash handling, theft, violence and anti-social behaviour,	Visitors, staff, and council reputation.	<p>Councill H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Earmarked reserves for planned maintenance.</p> <p>Safe systems of working for cash handling and banking using vehicles.</p> <p>Accurate and timely audit record keeping.</p> <p>Two staff attend site for Castle Street toilets. Staff travel to and from the Linney in a works vehicle.</p> <p>Staff carry work mobiles phones.</p>	4	2	8	Cashless payment option being introduced in April 2023.
Public Meetings Council decision making	Fire or other emergency,	Visitors, staff, councillors, and council reputation	<p>Councill H&S policies and procedures.</p> <p>Attendance book, good housekeeping, reading out fire escape plan for those present.</p>	2	2	4	Martyn's Law training / bomb threat procedures.

			<p>Working within statutory deadlines for public notice and providing adequate information to councillors in advance of their decision making.</p> <p>Ensuring legal decisions are made and council are effectively advised o the correct procedures and legislation.</p> <p>Making provision for press and public attendance.</p> <p>Going into closed session if in the public interest.</p>				
Cleaning	Chemical injuries, inappropriate use of equipment, slips, trips and falls.	Visitors, staff, and council reputation.	<p>Council H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Staff trained in safe systems of working.</p> <p>Legionella, COSHH, sharps training and procedures followed.</p> <p>Hep B protection for staff.</p> <p>Secure office space for staff.</p> <p>Correct use of PPE and clothing.</p> <p>Supplies stored at each site, and transported in works vans.</p> <p>Staff walking between sites do not carry and equipment or cash.</p> <p>Staff have work mobiles phones.</p>	3	2	6	Martyn's Law training / bomb threat procedures.

Vehicles		Public and staff.	<p>Council H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Earmarked reserves for planned maintenance / replacement.</p> <p>Regular servicing, daily and weekly vehicles checks.</p> <p>Current MOT, Road Fund licence, and insurance.</p> <p>Annual driving licence checks for staff.</p> <p>Earmarked reserves for planned maintenance.</p>	4	2	8	
Website / press releases / social media / IT	Hacking, bullying, harassment of staff, incorrect information made public.	Public, staff and council reputation.	<p>Council H&S policies and procedures including social media and communications policy.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Earmarked reserves for planned upgrades.</p> <p>Timely and accurate updating of information.</p> <p>Sharing only the views of the council.</p> <p>Promoting appropriate non- commercial community events, and information.</p> <p>Create accessible, and inclusive online spaces.</p> <p>Only authorised staff are able to post on behalf of the council.</p> <p>Press releases are approved by Town Clerk before publication.</p> <p>Ensure adequate security software / IT support.</p>	2	2	4	

			Staff able to block abusive users.				
Finance.	<p>Banking cash, cash handling, dishonesty, theft.</p> <p>Inadequate monitoring of performance,</p> <p>illegal expenditure</p> <p>Non-compliance with audit requirements</p> <p>Inaccurate payments</p> <p>Insolvency of council</p> <p>and council reputation.</p>	Public, staff, electors, and councillors. Council reputation.	<p>Council H&S policies and procedures including financial regulations, standing orders, investment, and reserves policy.</p> <p>Follow accounting and audit regulations. Robust internal controls and audit processes. Two annual internal audits and one external audit per year.</p> <p>Annual budget setting by RFO approved by council. Budget T&F group work with RFO on budget setting.</p> <p>PL insurance, employer insurance, employee fidelity, and insurance of assets.</p> <p>Earmarked reserves for planned software upgrades.</p> <p>Secure working area with limited access.</p> <p>Safe systems of working for cash handling and banking using vehicles.</p> <p>Making sure insurance limits are worked within for safes.</p> <p>Regular monitoring by committee.</p> <p>Four stage secure payment system. Online payment system.</p> <p>Staff required to take at least two week break each year.</p> <p>Annual budget setting to ensure adequate resources are available to the council.</p>	4	2	8	

Payroll			<p>Council H&S policies and procedures including employee handbook, absence management policy.</p> <p>PL insurance, employer insurance, employee fidelity, and insurance of assets.</p> <p>Outsourced payroll and pensions process and support in legislative compliance.</p> <p>Over time, toil and leave management approval systems.</p>	3	2	6	
HR	Poor workload management, unmanaged Stress, conflict, insufficient supervision and guidance, unclear job description.	Staff & Councillors	<p>Council H&S policies and procedures including employee handbook, dignity at work, wellbeing policy, and stress management policy.</p> <p>Provision of six sessions of NOSS counselling for staff if required.</p> <p>Annual appraisal process – to keep employees on track with the council's objectives.</p> <p>All staff provided with contracts of employment, and robust JDs.</p> <p>Team working encouraged.</p> <p>Regular staff meetings.</p> <p>Ensure compliance with the Equality Act 2010; Health & Safety at Work Act 1974, Employment Rights Act 1996; National Minimum Wage Act 1998; Employment Relations Act 1999; The Maternity and Parental Leave etc. Regulations 1999; Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; Transfer of Undertakings (Protection of Employment) Regulations 2006; The Equality Act 2010; Agency Workers Regulations 2010.</p>	4	2	8	

			<p>HR consultant engaged to assist Town Clerk manage HR.</p> <p>Staffing Committee are the accountable body on behalf of the council.</p>				
Insurance	<p>Loss of income, business interruption, damage to property or machinery & equipment, accidents, reckless or negligent acts by staff or councillors, and defamation.</p>	<p>Public, staff, electors, and councillors. Council reputation.</p>	<p>The council has a comprehensive schedule of insured risks, liabilities, assets, and property, which is reviewed annually.</p>	5	2	10	
Administrative offices / work.	<p>Slips, trips, falls, fire, DSE, loss of information, GDPR breaches, failure to undertake FOI in timely manner.</p>	<p>Public, staff, electors, visitors and councillors. Council reputation.</p>	<p>Council H&S policies and procedures.</p> <p>PL insurance, employer insurance and insurance of assets.</p> <p>Good housekeeping.</p> <p>Earmarked reserves for planned maintenance / replacement of software equipment.</p> <p>Server back up to cloud daily and to off-site hard drive weekly.</p> <p>GDPR and FOI training and procedures.</p> <p>Secure offices and reception area.</p> <p>Provision for phone, email and in-person enquires – supported by website information.</p> <p>Adequately trained staff</p> <p>Work culture that enables regular breaks.</p>	3	2	6	<p>Martyn's Law training / bomb threat procedures.</p>

			Zero tolerance of anti-social behaviour towards staff.				
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Electrical Safety Risk Assessment Form							
Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity: Electrical Safety			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required

<p>Users of poorly maintained or damaged equipment</p> <p>Faults with equipment, cables and mains circuit</p>	<p>Contact with live parts causing shock</p> <p>Faults with mains electrical Installation</p> <p>Fire</p>	<p>Staff and Public</p>	<p>Electrical installations checked, certified and maintained by competent electricians in all council premises. Records of this are maintained.</p> <p>Confirmation and evidence sought from landlords in leased properties that these checks have been undertaken on the system.</p> <p>Ensure there are ample sockets to avoid overloading and the need for extension leads.</p> <p>Do not use any equipment that is damaged or defective.</p> <p>Check any equipment prior to use, look for damaged casings, cables and leads, plugs etc. Remove from use if damaged</p> <p>Always try to use battery tool in preference to electrical tools.</p> <p>Portable appliance testing undertaken as per schedule.</p> <p>When working, use the socket closest to you to enable prompt action in the event of an emergency.</p> <p>Only competent persons to work on electrical systems and equipment.</p> <p>Use an RCD wherever possible and without fail when working externally.</p>	5	1	5	
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Contractor Management Risk Assessment Form

Location/Dept: All sites			Date Assessed: 31/03/25		Assessed by: GW		
Task/ Activity: Managing Contractors			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Contracted works	<p>Lack of control of those not directly employed by the council who undertake work on council sites</p> <p>Poor workmanship</p> <p>Poor practices</p> <p>Lack of competence</p>	<p>Staff, members of the public who may be injured or made ill by activities undertaken on our sites by contractors.</p> <p>Contractors who may be injured or made ill by council work activities, staff and clients</p>	<p>Only contractors who are on the approved list may be used by the council.</p> <p>All works must be authorised by the Clerk or their delegate prior to commencement</p> <p>Planning is undertaken to ensure that there are no hazards to which we are exposing the contractors e.g. asbestos, particular clients etc. Key findings communicated to contractors</p> <p>Contractors provide a written risk assessment of the planned work and how the risks of the job will be managed.</p> <p>The senior manager on site at the time of the works being undertaken will monitor the contractor to ensure that the work is proceeding as planned and safely.</p> <p>Any concerns are reported to Head Office without delay.</p>	5	2	10	
<p>Access / egress</p> <p>Blocked exit routes</p>	<p>Fire evacuation hindered/unsafe access/egress</p>		<p>Clearly defined designated access route to and from work area.</p> <p>All debris is removed from walkways and disposed of safely. Daily inspection is carried out by contractors and council representatives</p>	4	2	8	

Unauthorised access	Fire evacuation hindered/unsafe access/egress	Staff, members of the public who may be injured or made ill by activities undertaken on our sites by contractors.	<p>Clear signage for visitors to main entrance / other affected areas.</p> <p>Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area.</p> <p>Restricted access to construction areas; all staff to be advised of hazards and risks.</p> <p>Agreed programme of work with the council.</p>	5	2	10	
<p>Electrical equipment & sockets</p> <p>Using poorly maintained equipment</p> <p>Power leads present a tripping hazard</p>	<p>Electrical shock</p> <p>Burns</p> <p>Fire</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	Contractors who may be injured or made ill by council work activities, staff and clients	<p>Electrical tools and equipment subject to a portable appliance testing regime.</p> <p>All portable electrical tools on site are 110v or protected by RCD's.</p> <p>All electrical equipment is removed and/or stored appropriately at the end of each working day.</p> <p>Ensure good housekeeping is maintained.</p> <p>Safe route to workplace has been agreed.</p>	4	2	8	Cable covers to be used.

Work Experience Risk Assessment Form

Location/Dept: Various town council sites			Date Assessed: 26/06/2024		Assessed by: GW		
Task/ Activity: Student work experience activities from 1-5 July 2024.			Review Date: for each new student.		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likeli hood (1-5)	Risk/ Priority	Additional controls required
Induction	Unclear understanding of H&S responsibilities by student and LTC staff.	Student, staff, Cllrs, visitors, and public.	<p>Supervised by a qualified and experienced member of staff.</p> <p>Induction session including facilities, familiarisation, introduction to staff, provide council functions risk assessment, fire drill info, issuing of staff pass, and health & safety handbook.</p> <p>Written guidance for staff and the student.</p> <p>Written agreement signed by student.</p>	5	2	10	<p>Student supervised by named member of staff at all times.</p> <p>Emergency contact information held securely on file and accessible to Town Clerk and Deputy Town Clerk in event of an emergency.</p>
Travelling for site to site.	Slips, trips and falls. Car accident.	Student, staff, Cllrs, visitors, and public.	<p>Student is always driven or accompanied by a member of staff.</p> <p>Staff timetable supervisory responsibility agreed individually with each member of staff.</p> <p>Timetable and travel plans shared with other members of staff so that location of student known by senior staff at all times.</p> <p>Ensure student has outer clothing suitable for rain or changes in temperature.</p>	5	2	10	
Play area and site visits	Slips, trips and falls. Trapped fingers, being	Student, staff, Cllrs, visitors, and public.	<p>Supervised by a qualified and experienced member of staff.</p> <p>Ensure student is notified of the need to wear footwear suitable for walking and uneven ground.</p>	4	2	8	

	struck by equipment in motion.		<p>Keep out of the sun as much as possible. Ensure adequate sun protection and water are available at all times.</p> <p>Ensure student has outer clothing suitable for rain or changes in temperature.</p>				
Henley Road Cemetery site visit		Student, staff, Cllrs, visitors, and public.	<p>Supervised by a qualified and experienced member of staff.</p> <p>Ensure student is notified of the need to wear footwear suitable for walking and uneven ground.</p> <p>Keep out of the sun as much as possible. Ensure adequate sun protection and water are available at all times.</p> <p>Ensure student has outer clothing suitable for rain or changes in temperature.</p>	4	2	8	
Office work at the Guildhall	Incorrect use of equipment and poor posture, confidentiality breaches, damage to primary records, damage to reputation, stress due to infrequent breaks.	Student, staff, Cllrs, visitors, and public.	<p>Supervised by a qualified and experienced member of staff.</p> <p>Allocated a desk and computer access.</p> <p>Undertake a DSE assessment.</p> <p>Planned and careful handling of paper cemetery records to avoid damage, or spillages onto the primary records. Awareness that grave owner information is confidential.</p> <p>Representational Committee, market booking computer records and May Fair photo archives – careful accessing of computer records avoiding accidental deleting / over writing of information.</p> <p>Supervised access to social media accounts to avoid unintended posts.</p> <p>Green Festival display boards – clear explanation of expected outcomes and instruction in use of all equipment required before the task is started.</p>	3	2	6	

			<p>Supervised access to finance and banking information to maintain confidentiality and follow all security procedures. Students should not handle cash in the public domain.</p> <p>Good management of expectations and explanations of procedures before meeting with Cllrs and observing committee meetings.</p>				
Civic events, meetings, gowns	Security issues, and incorrect handling of civic regalia.	Student, staff, Cllrs, visitors, and public.	<p>Supervised by a qualified and experienced member of staff.</p> <p>Access to the strong room by the student is forbidden.</p> <p>Retrieval of civic regalia should follow existing security protocols to reduce likelihood, damage, and loss.</p>	4	2	8	
Market site visit	Slips, trips and falls,	Student, staff, Cllrs, visitors, and public.	Supervised by a qualified and experienced member of staff.	4	2	8	
Ludlow Museum at the Buttercross site visit	Slips, trips and falls,	Student, staff, Cllrs, visitors, and public.	Supervised by a qualified and experienced member of staff.	4	2	8	

Risk/Priority Indicator Key

Severity (Consequence)

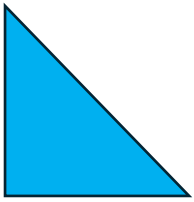
RISK / PRIORITY INICATOR MATRIX

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so



Market Risk Assessments

Ludlow Market Set UP Risk Assessment Form

Location/Dept: Market			Date Assessed: 13/12/24		Assessed by: GW		
Task/ Activity: Risk Assessment for Market Trader Daily Activities			Review Date: Annual or after incident		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likeli hood (1-5)	Risk/ Priority	Additional controls required
Unloading stock	Manual handling injuries, trips, slips, falling objects, vehicular collisions.		<ul style="list-style-type: none"> •Use appropriate lifting techniques and equipment (e.g., trolleys). •Secure stock during transport to prevent falling objects. •Designate unloading areas away from pedestrian and vehicular traffic. 	3	2	6	Emergency Procedures Electric Shock or Fire: <ul style="list-style-type: none"> •Disconnect power immediately and notify market staff. •Use a fire extinguisher if safe; evacuate the area if necessary. Weather Conditions: <ul style="list-style-type: none"> •Cease operations in extreme weather conditions (e.g., high winds). •Dismantle and store structures safely to prevent hazards. Injuries: <ul style="list-style-type: none"> •Administer first aid and call emergency services if required. •Record incidents in the market's accident book.
Setting up stall/gazebo pitch	Poor assembly causing collapse, trip hazards from ropes/poles, weather-related risks.		<ul style="list-style-type: none"> •Follow manufacturer's instructions for assembly. •Inspect all components (e.g., poles, ropes) for damage prior to use. •Use weighted bases or anchor points to secure the structure against wind. 	3	2	6	Monitoring and Review <ul style="list-style-type: none"> •Perform regular risk assessments, especially when introducing new equipment or setups. •Traders must report hazards or incidents to market management

			<ul style="list-style-type: none"> •Ensure clear walkways around the pitch to prevent trips. 				<p>promptly.</p> <ul style="list-style-type: none"> •Market management to review and update safety guidelines annually or after an incident.
Setting up catering trailer	Fire, electrical hazards, trip hazards, gas leaks (if applicable), structural issues.		<ul style="list-style-type: none"> •Conduct regular maintenance checks on gas and electrical systems. •Install a fire extinguisher and train staff in its use. •Inspect the trailer's stability and level it appropriately. 	3	2	6	
Plugging into market electricity	Electric shock, cable trip hazards, equipment malfunction.		<ul style="list-style-type: none"> •Ensure cables are properly rated and tested (PAT tested). •Use outdoor-rated connectors and weatherproof covers. •Route cables away from pedestrian pathways, securing them with mats or cable protectors. •Inspect lamp post outlets for visible damage prior to use. •Use small step ladder to access electricity connection point on the lamp post. 	4	2	8	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Market Operation Risk Assessment Form

Location/Dept: Ludlow market

Date Assessed: 19/11/2024

Assessed by: GW

Task/ Activity: Risk Assessment for Outdoor Market			Review Date: Annual or subject to changes		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Physical Hazards Stall and Gazebo Structures	Collapse or damage to stalls. •Trip hazards from structural components (e.g., loose ties, poles, or weights). •Gazebo instability due to wind or poor anchoring.	Public / traders / staff / contractors.	•Regular inspection of fixed stalls for wear and tear. •Ensure gazebos are securely anchored (weighted or tied) with a minimum standard for wind resistance. •Train vendors on proper setup and breakdown procedures. •Use designated walkways to avoid public access to setup areas.	4	2	8	Risk Monitoring and Review •Frequency: Conduct a formal risk review monthly and after any incidents. •Reporting: Traders should report hazards or near misses to market management immediately.
Physical Hazards Uneven Surfaces	•Slips, trips, and falls on uneven ground or temporary coverings. •Injuries caused by items falling from elevated stalls.		•Conduct daily inspections of walking surfaces. •Mark hazards with cones, tape, or signage until repaired. •Ensure heavy items on stalls are secure and placed away from edges.	4	2	8	
Traffic and Pedestrian Safety Footpath and	•Pedestrians being struck by vehicles. •Difficulty in managing vehicle		• Designated loading/unloading times outside of trading hours. • Install barriers (e.g., bollards, fencing) between the market and roadways.	5	2	10	

Roadway Proximity	deliveries during setup and takedown.		<ul style="list-style-type: none"> • Clear signage for drivers and pedestrians indicating shared zones. 				
Traffic and Pedestrian Safety Congestion	<ul style="list-style-type: none"> • Overcrowding during peak times increases likelihood of falls or clashes. • Emergency access being blocked. 		<ul style="list-style-type: none"> • Set a maximum occupancy per stall area. • Maintain clear, unobstructed pathways for pedestrians. • Pre-agreed emergency access routes. 	4	2	8	
Weather Conditions	<p>Adverse Weather</p> <ul style="list-style-type: none"> • High winds causing gazebo collapse or airborne debris. • Rain creating slippery surfaces. • Snow and ice accumulation. <p>Heat and Sun</p> <ul style="list-style-type: none"> • Heatstroke or dehydration among vendors and customers. 		<ul style="list-style-type: none"> • Monitor weather forecasts and cancel or modify trading during severe conditions. • Provide sand or salt for icy conditions. • Require vendors to have weather-resistant setups. • Encourage vendors to provide shading or cooling equipment. • Make water accessible to traders. • First-aid stations equipped to manage heat-related emergencies. 	4	2	8	

	<ul style="list-style-type: none"> •Overheating of goods, especially perishables. 						
Fire Risks Electrical Equipment Cooking Stalls	<ul style="list-style-type: none"> •Faulty or overloaded equipment causing fire. •Poor wiring or use of non-compliant devices •Gas leaks or fires from portable stoves and heaters. •Burns to customers or traders. 		<ul style="list-style-type: none"> • Require vendors to have PAT-tested equipment. •Regular inspection of electrical connections at fixed stalls. •No daisy-chaining of extension cords. •Fire extinguishers and fire blankets accessible at all cooking stalls. •Mandatory safety checks for gas appliances. •Traders trained in fire safety protocols. 	5	2	10	
Vendor and Public Safety Vendor Training Public Health	<ul style="list-style-type: none"> • Incorrect handling of goods or equipment leading to injury. •Contamination of food or goods. •Spread of communicable diseases. 		<ul style="list-style-type: none"> •Provide vendors with health and safety training during onboarding. •Distribute a market-specific safety handbook. •Enforce hygiene standards for food vendors (handwashing, clean surfaces). •Supply hand sanitizing stations around the market. •Display illness reporting procedures for vendors. 	4	2	8	

Emergency Situations	<ul style="list-style-type: none"> •Delays in responding to injuries or illnesses. 		<ul style="list-style-type: none"> •First-aid kits at key locations. •Employ or designate a first-aid-trained staff member. •Clear signage for first-aid points. 				
Medical Emergencies Evacuation Risks	<ul style="list-style-type: none"> •Confusion or panic during an emergency (e.g., fire or severe weather). 		<ul style="list-style-type: none"> •Create an evacuation plan with clear assembly points. •Communicate evacuation routes to traders and staff. •Regularly review and rehearse the plan with market staff. 	4	2	8	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary	Suggested Timeframe
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3. Even chance / may happen
4. Likely
5. Almost certain / imminent

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Catering / Hot Work Risk Assessment Form							
Location/Dept: Market / Buttercross			Date Assessed: 14/04/2025		Assessed by: GW		
Task/ Activity: catering activities in the Buttercross Market			Review Date: Annual or as necessary		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Heating Food, hot work (metal) on the market	Fire, burns, fire damage to market.	Trader, public, staff	<p>Heating appliances must be PAT tested.</p> <p>Metal heating equipment must be barriered off from the public, and in an open area where there are multiple escape routes.</p> <p>Cooking appliance permitted: electric hot plate is placed on a fire-retardant blanket, and food is reheated by light oil / dry cooking, i.e. no deep fat frying.</p> <p>Trader is in attendance at all times.</p> <p>The public are not able to access the coking area / equipment.</p> <p>There are no trailing leads.</p>	5	1	5	

			A suitable fire extinguisher is always available.				
Heating Food at Buttercross market	Fire, burns, fire damage to grade 1 listed building, and Museum and artefacts, above.	Trader, public, staff	Cooking appliance permitted: electric hot plate is placed on a fire-retardant blanket, and food is reheated by light oil / dry cooking, i.e. no deep fat frying. Trader is in attendance at all times. The public are not able to access the coking area / equipment. There are no trailing leads. A suitable fire extinguisher is always available.	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

	SEVERITY (CONSEQUENCE)
--	------------------------

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Ludlow Market Lamp Posts Electrical Safety Monitoring Form

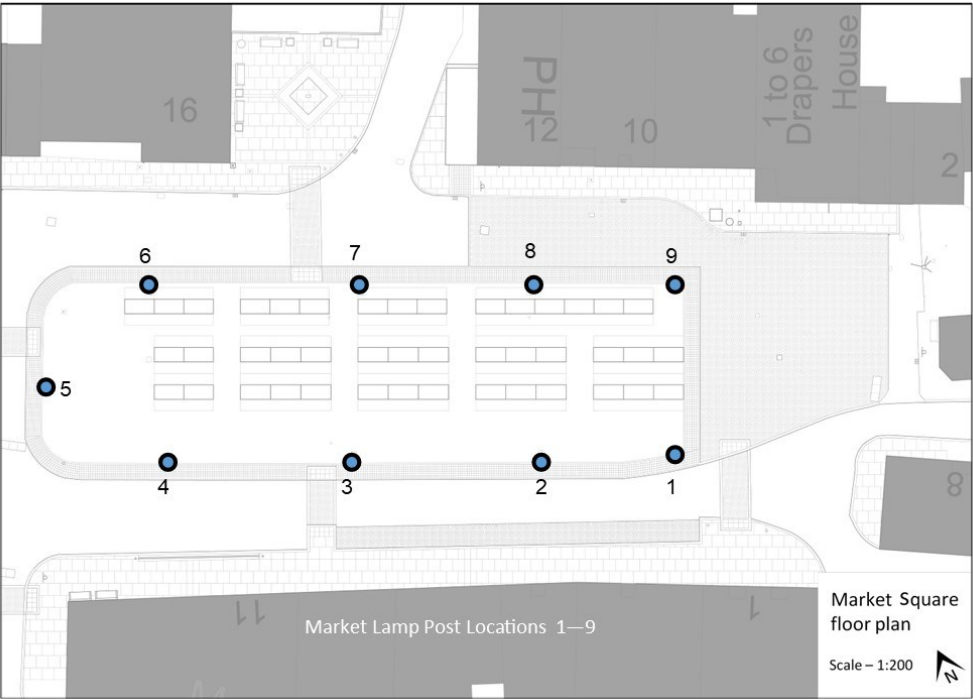
Market Day:

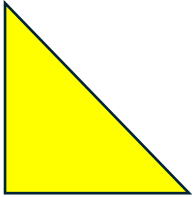
Date:

Lamp Post Location	Max kW	Market trader	Electrical item - kW
1a	3 kW		
	Total		
1b	3 kW		
	Total		
2a	7 kW		
	Total		
2b	3 kW		

	Total		
3a	3 kW		
	Total		
3b	3 kW		
	Total		
4a	3 kW		
	Total		
4b	3 kW		
	Total		
5a	3 kW		
	Total		
5b	3 kW		
	Total		
6a	3 kW		
	Total		
6b	3 kW		
	Total		
7a	3 kW		
	Total		

7b	3 kW		
	Total		
8a	3 kW		
	Total		
8b	3 kW		
	Total		
9a	3 kW		
	Total		
9b	3 kW		
	Total		





Henley Road Cemetery



Grave Digging Guidance

Henley Road Cemetery, Ludlow

Ludlow Town Council policy aims to ensure a high standard of grave digging whilst maintaining safety and dignity at all times throughout the process. This extends beyond the day of interment to the weeks and months afterwards when the soil is settling to ensure that all graves are maintained to the highest standard.

Each burial requires a risk assessment to be undertaken by the grave digger.

All Health and Safety regulations regarding excavation and working in confined spaces must be observed.

The Town Clerk is the Cemetery Superintendent with overall responsibility for ensuring legal compliance and dignified procedures at Henley Road Cemetery.

Summary:

- Shoring must be used when the depth of the excavation exceeds 1.2m and must remain in place until the interment has taken place.
- Access to and from the excavation must be carried out by the use of a pole ladder. All spoil from the excavation must be placed at least 1m from the edge in order to minimise the risk of collapse and contained in a soil box.
- The edges grave must be protected by walk boards so that the weight of persons and tools will be evenly distributed over as large an area as possible.
- All excavations must be securely covered when left unattended.

1. Access to the cemetery and storage

Please notify Cemetery Officer of all visits to the cemetery.

- The height restriction barrier will be opened with prior notice.
- The access onto the field for a vehicle can be opened with prior notice.
- Storage for equipment by arrangement and agreement of the DLF Supervisor.

2. Grave allocation, markers and grave orders

- The grave digger will receive a completed grave digging order from the cemetery officer prior to commencements of works.
- Grave will be allocated by the cemetery officer and a marker will be placed on the plot.

3. Grave Spaces

It is important to ensure straight and true grave rows are maintained.

- The grave space will be marked by the DLF Supervisor or a member of DLF staff. If you are unsure regarding the location of the head, foot and mid-feather mark for the grave check with the DLF supervisor before commencing work.
- Grave depths and coffin sizes will be confirmed on the grave digging order
- Any issues arising once digging has commenced please contact the Cemetery Officer.

Unusual circumstances, shallow graves or foul odours encountered should be reported immediately to the Town Clerk

4. Suitability of mechanical or hand dig

- The suitability of a mechanical or hand dig will be determined with the Cemetery Officer and DLF Supervisor and be advised depending on the section of the cemetery.
- All grave turf to be dug off by hand at suitable depth (2") thickness to enable relaying on in-filled graves.

5. Transport of spoil

- Paths must be kept clean
- Access routes must be planned to keep soil off paths

6. Shoring, boards and soil boxes

- All graves must be shored. Shoring must be used when the depth of the excavation exceeds 1.2m and must remain in place until the interment has taken place.

- Walk boards must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the bearers and coffin.
- Secure neatly presented soil box consisting of three boards contained with pins and a bottom plate must be used for all excavations. The excavated soil must be covered neatly with green matting. The location of the soil box must comply with H&S regulations. If there is an option to place the soil box on an empty grave space is preferable. Please seek advice from the Cemetery Officer if you are unsure.
- Where there is not room for a soil box next to the grave i.e. in an area with kerbed graves, an area will be specified by the Cemetery Officer.
- Ludlow Town Council does not take responsibility for any equipment stored at the cemetery.

7. Grave presentation prior to interment

- All graves must be draped with matting that extends into the grave on all sides.
- Walk boards must be clean and presentable.
- Soil boxes to be covered with matting
- Straw and leaves may be placed in the bottom of grave
- Paths swept/washed if soil has been deposited during the grave digging process.
- Remove all machinery and equipment from the vicinity of the interment.

8. During the burial

- Please stay in the vicinity (depot / car park) so that you are on hand to assist should the necessity arise during the interment.
- Please sign in as a visitor if you are in the depot.

9. Backfill and topping up graves

- Graves to be backfilled immediately after mourners have left the grave side and soil must be compressed mechanically.
- Ensure soil is sufficiently compact to minimise grave sinkage.
- A slight mound is permitted, although the re-instated turf must cover the mound.
- Grave must be neatly turfed with turf 2" thick when backfilled is completed.
- Mourner's flowers should be placed neatly on the turfed grave.
- It is the responsibility of the grave digger to regularly inspect all graves for six months after the burial; and top up and compacted as necessary
- Please inform the DLF which graves have been topped up for their records.

10. Leaving the cemetery

- Ensure the grave and surrounding areas are left neat and tidy with paths swept and washed down if necessary.
- The gate from the field is locked and any equipment stored away as arranged.
- Inform the Cemetery Officer that you are leaving the cemetery for the height barrier to be re- instated.

11. Pre-dug and securely covered graves

- Pre-dug graves are only permitted with consent from the Cemetery Officer
- Graves that are dug prior to the burial are to be made safe with a cover to fit the grave and any equipment stored securely by prior arrangement.

12. Fees

- The fees payable for grave digging are set by Ludlow Town Council annually.
- Grave diggers will be paid the fee agreed by council as specified in the current schedule of fees. Fees for non standard burial requirements such as, walled vaults are by agreement with the Town Clerk.
- A copy of the current fees are attached to this document.

I, the undersigned, agree to abide by the terms and conditions stated above and reasonable instructions from town council staff.

I confirm that I am self-employed, make my own provision and payment of income tax and NI, and undertake work for Ludlow Town Council as a contractor on an ad-hoc basis.

I have provided the cemetery officer with a copy of my insurance and will provide risk assessment as necessary.

Name:

Signed:

Key Contacts:

Town Clerk

Gina Wilding 0797798 131 townclerk@ludlow.gov.uk

DLF Supervisor

Mark Hilton 0753901660446 mark.hilton@ludlow.gov.uk

Cemetery Officer

Charlotte Ambrazas 07779 121 590 charlotte.ambrazas@ludlow.gov.uk

Cemetery Risk Assessment Form

Location/Dept: Henley Road Cemetery			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Cemeteries			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Grave Digging Digging graves for burial purposes, typically in cemeteries. Involves manual or mechanical excavation, shoring, and backfilling.	<p>Entrapment, serious injury, or death Manual handling</p> <p>Use of machinery Crushing, entanglement, hearing loss</p> <p>Slips, trips, and falls Injury from uneven ground, tools, or weather</p> <p>Exposure to biological hazards</p> <p>Public access to open graves Falling into open grave, injury</p> <p>Adverse weather conditions Slippery surfaces, flooding of graves</p> <p>Working near existing graves Undermining, collapse, damage to nearby graves</p>	Grave digger, funeral directors LTC staff, public.	<p>Excavation safety Use trench supports or shoring where necessary; never enter unsupported grave pits. Comply with HSE excavation guidance.</p> <p>Training Ensure staff are trained in excavation, manual handling, and machinery operation.</p> <p>Use of PPE Safety boots, gloves, hard hats, hearing protection, high-vis clothing.</p> <p>Machinery use Operate only by trained personnel; use guards and follow manufacturer guidelines.</p> <p>Manual handling aids Use lifting equipment or team lifts for lowering coffins.</p> <p>Weather monitoring Postpone digging during storms or if ground is too soft/saturated.</p> <p>Site security Use barriers, signage, and covers over open graves when unattended.</p> <p>Hygiene Provide hand washing facilities and ensure safe handling of any potentially infectious materials.</p>	5	1	5	

			<p>Public protection Limit access to open grave areas; supervise during funerals.</p> <p>Inspections Check excavation stability regularly; inspect tools and equipment.</p>				
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Memorials	Tipping, falling, unstable	Grave digger, funeral directors, Staff and members of the public	<p>Memorials Policy in place.</p> <p>Members of the public are informed of memorials policy.</p> <p>Policy in place for prior public notification of the intention to carry out testing (4 weeks).</p> <p>Staff trained to undertake testing by using short training programmes as provided by organisations such as NAMM, ICCM and ABA.</p> <p>Carrying out safety testing to a model such a code on British Standard 8415 or those published by the industry</p> <p>Memorials in excess of 2.5m require inspection from a structural engineer.</p> <p>For memorials up to 2.5m – The physical hand test is the gradual build up of a force at the apex of the memorial or as high up the memorial as can comfortably be reached by the operative, to a force of approximately 350 Newtons (circa 35kg).</p>	4	1	4	<p>ABA Guide to the management of safety in burial grounds will be used for reference.</p> <p>The responsibility for maintaining a memorial in a safe condition is principally that of the owner of the memorial.</p> <p>To fail to train staff to carry out safety testing to a reasonable and competent standard is maladministration.</p> <p>Such training is required whatever method of testing is used: whether a hand test, calibrated machine, or mixture of the two.</p> <p>Wholesale laying down of lawn memorials that fail the test is both unnecessary and wholly undesirable because of the public anguish to which it gives rise.</p>
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Memorials	Tipping, falling, unstable	Staff and members of the public	<p>Training in this method is essential and will include the use of force-measuring equipment to ensure the operative builds a 'muscle memory' of the effort it takes to exert a force of 350 Newtons (circa 35kg). The physical hand test shall only take place following a visual inspection.</p> <p>Memorials up to 1.5m – It is recommended that, following the visual and the hand test, force-measuring equipment be used as a final test on memorials up to 1.5m. The failure force can then be recorded, providing evidence to any potential complainant. Do not use equipment on memorials taller than 1.5m as this could result in a failure to identify a dangerous memorial.</p> <p>Memorials below 500mm – These are difficult to test using force-measuring equipment and are less likely to cause injury.</p> <p>A risk assessment will be carried out on memorials below 500mm to assess whether there would be any real benefit in applying a force of 350 Newtons (35kg) to the memorial. (Force-measuring equipment will always be used in accordance with manufacturer's instructions.)</p> <p>Results of testing at cemetery will be recorded and records maintained.</p> <p>When a memorial fails a safety test, the council will attempt individual notification.</p>	4	1	4	
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Memorials	Tipping, falling, unstable	Staff and members of the public	<p>Memorials were placed in five categories:</p> <p>Cat. A1 – Hazards are real and immediate and the danger will be removed during the Inspection.</p> <p>Cat. A2 – Hazards are real and immediate but the danger will not be removed during the inspection; warnings will be erected.</p> <p>Cat. B – Hazards are where there is obvious displacement of alignment but application of a substantial push test has not induced further movement.</p> <p>Cat. C – Hazards are where a visual inspection indicates a likely problem due to deterioration of internal structure/fixings. Inspection by an expert to take place as soon as possible.</p> <p>Cat. D – Hazards are where it has been impossible to carry out either a visual inspection or a push test and where any of the above hazards may exist. Warning signs should be posted.</p> <p>Faced with an unstable memorial that has failed the safety test, the council will either:</p> <ul style="list-style-type: none"> • lay down • cordon off • stabilise • repair <p>Memorials in the vicinity of a grave which is to be dug and the adjacent areas where mourners may be expected to stand will be checked prior to commencing digging.</p>	4	1	4	
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Slips, trips and falls	<p>Injury due to slip or fall</p> <p>Injury due to tripping over existing masonry</p> <p>Injury due to tripping over tree root etc.</p>	Staff and public	<p>The cemetery is maintained to a high standard. It is expected that visitors to the cemetery will take appropriate care and make appropriate allowances for the prevailing weather and ground conditions.</p> <p>Suitable clearances are maintained between plots and rows.</p>	3	1	3	Refer to slips, trips and falls risk assessment
Open graves	Risk of falling into an open grave		<p>The risk is the responsibility of the grave-digger. Sight of the risk assessment and insurance held by the person digging the grave is required.</p> <p>The Council requires open graves to be covered in the absence of the grave-digger.</p>	4	1	4	
Trees	<p>Falling branches</p> <p>Falling from branches</p> <p>Low branches</p>		<p>Tree management plan and risk assessments are in place.</p> <p>Trees are inspected regularly and maintenance or felling carried out as necessary</p>	5	1	5	
Grounds Maintenance, litter picking etc.	Injury		Refer to separate risk assessments.				

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so



Direct Labour Force Risk Assessments

Working near Roads & Public Areas Risk Assessment Form

Location/Dept: Town Centre locations			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Working near roads, footpaths and public areas			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Putting up Christmas Lights, verge maintenance, grass & hedge cutting, slopes, litter picking, road-kill removal, etc.	Collision with passing vehicles resulting in serious or fatal injuries. Slips, trips and falls (STF) can lead to collisions.	Staff, road users, pedestrians (including disabled persons)	<p>Staff to be Chapter 8 trained.</p> <p>Plan work to reduce effect on people and the environment, e.g. scheduling work near road classification.</p> <p>Traffic Management Plans prepared and used!, i.e. stop-go boards, traffic lights, parking suspensions, full or partial road closures, re-routing pedestrian foot paths 'Traffic Marshal'.</p> <p>Complete and local site risk assessment related to the activity and develop a work instruction for the works to be undertaken.</p> <p>Works instructions are to be completed prior to work being carried out:</p> <p>The work instruction should contain information relating to the proposed type of work as well as the road conditions, such as:</p> <ul style="list-style-type: none"> the type and classification of the road; the road width; the size and shape of the site; approaches to the site and visibility for traffic; the volume and type of traffic (including pedestrian and cyclist activity); and the speed limit. 				<p>Failure to complete adequate traffic management can result in criminal prosecution and road traffic fines to the individual driver.</p> <p>Consider coordinating cleansing and litter picking with our routine grass cutting and other essential maintenance".</p>

Putting up Christmas lights, verge maintenance, grass & hedge cutting, slopes, litter picking, road-kill removal, etc.	Collision with passing vehicles resulting in serious or fatal injuries. Slips, trips and falls (STF) can lead to collisions.	Staff, road users, pedestrians (including disabled persons)	All staff trained, competent and supervised to an appropriate level.				Also refer to manual handling, slips trips and falls, weather conditions and violence at work risk assessments.
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<p>Verge maintenance, grass & hedge cutting, slopes, litter picking, roadkill removal, etc.</p>	<p>Collision with passing vehicles resulting in serious or fatal injuries.</p> <p>Slips, trips and falls (STF) can lead to collisions.</p>	<p>Staff, road users, pedestrians (including disabled persons)</p>	<p>PPE must be worn as per guidelines/site rules.</p> <p>At least one certificated colleague on site on public roads.</p> <p>Banksman used to maintain pedestrian/traffic control and during movement of site vehicles.</p> <p>Barriers and signage to prevent access into working area by other persons (working on site or public).</p> <p>When parked on the highway or verge suitable signage and traffic control.</p> <p>Consider use of 'Red Zones'? (e.g. long grass & vegetation pose risk to litter pickers).</p> <p>Ensure that the work team understands all key safety issues and the local site risk assessment related to the activity.</p> <p>Effective communication - between team colleagues.</p> <p>'Toolbox Talks' and training in situational awareness.</p> <p>Observational checks.</p>				<p>Failure to complete adequate traffic management can result in criminal prosecution and road traffic fines to the individual driver.</p> <p>Consider coordinating cleansing and litter picking with our routine grass cutting and other essential maintenance".</p> <p>Also refer to manual handling, slips trips and falls, weather conditions and violence at work risk assessments.</p>
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Crossing the carriageway on foot.	Collision with passing vehicles resulting in serious or fatal injuries.	Staff, road users.	This is to be planned for in the work instruction and site risk assessment to ensure that the location provides adequate sight lines and a place of safety at both sides of the carriageway.				
Verge maintenance, grass & hedge cutting, slopes, litter picking, roadkill removal, etc.	Infections / diseases, e.g. through contact with sharps, animals, plants, roadkill etc.	Staff, road users, members of the public	<p>Safe systems of work established</p> <p>Ensure staff training is provided</p> <p>Correct PPE to be provided to avoid any contamination or puncture wounds.</p> <p>Sharps boxes to be used for sharps found.</p> <p>Handling equipment to be provided – e.g. litter picker</p> <p>Personal hygiene should be of a high standard at all times.</p> <p>All exposed parts of the body should be thoroughly washed and dried before eating drinking or smoking.</p> <p>All cuts, abrasions, etc. should be kept clean and dry, and covered by a suitable waterproof dressing.</p> <p>If possible clothing should be changed before and after work.</p> <p>Protective Clothing for roadkill:</p> <p>Waterproof aprons, gloves and boots should be thoroughly washed and disinfected after use.</p>				<p>Ensure good standards of personal hygiene.</p> <p>Monitor staff for any ill-health effects.</p> <p>Ensure personal risk assessments are completed for pregnant staff members at the earliest possible time.</p>

Verge maintenance, grass & hedge cutting, slopes, litter picking, roadkill removal, etc.	Infections / diseases, e.g. through contact with sharps, animals, plants, roadkill etc.	Staff, road users, members of the public	<p>Immunisations:</p> <p>Staff working with animals should be required to obtain a tetanus injection with boosters at the appropriate intervals.</p> <p>Never ignore and always suspect any symptoms such as: - 'Flu-like' (fevers), chills, sweats, fatigue & depression, unexplained weight losses, gastrointestinal upsets e.g. Diarrhoea, nausea, sickness, muscle aches and stiffness, muscle spasms, hydrophobia, jaundice, conjunctivitis, fits, septic lesions, skin rashes etc and any respiratory problems.</p> <p>Female workers who become pregnant should inform their doctor that they work with harmful wastes and sharps and may be required to withdraw from such work during the course of the pregnancy.</p>				<p>Ensure good standards of personal hygiene.</p> <p>Monitor staff for any ill-health effects.</p> <p>Ensure personal risk assessments are completed for pregnant staff members at the earliest possible time.</p>
	<p>Slipping on wet or very dry grass and or banks.</p> <p>Losing control on sloping ground or loading on ramps for transportation causing - crushing and laceration of the hands, feet and body.</p>	Operators and public	<p>Competent operators.</p> <p>Operators know limits of machinery in respect of site conditions.</p> <p>Site specific risk assessments available for sloping sites.</p> <p>Restrict access to work areas where appropriate; this maybe on a temporary basis based on current conditions e.g. waiting for ground to dry.</p> <p>Ensure correct footwear is being used.</p>				

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Guildhall Roof Risk Assessment Form

Location/Dept: Guildhall			Date Assessed: 22.7.2025		Assessed by: K. Adams/ G Wilding		
Task/ Activity: Roof/gutter clearing			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Working at height	Falling from height	Staff	<ul style="list-style-type: none"> Ensure correct PPE is worn (non-slip footwear, hard hat, harness if required) Minimum number of staff to be working at height at one time. Stay away from the edge Only access areas with walk boards in place. 	5	2	10	<ul style="list-style-type: none"> If no barrier – consideration should be given to an alternative method of access such as cherry picker or ladder access from the outside of the building. Personnel adequately trained and reminded not to over-reach An additional member of staff should be available to take any action or raise the alarm in case of an emergency.
Using a ladder	Access on to roof space	Staff	<ul style="list-style-type: none"> Ladder/stepladder is suitable for use; adequate height and gross weight limit including personnel and any load. (EN131 Industrial standard) At least three points of contact can always be maintained Persons working at height or using ladders/stepladders have received appropriate instruction and training. Training is recorded Area is thoroughly checked for trailing cables, leads, wet surfaces etc. prior to erecting ladder/stepladders Personnel are made aware, and where possible the area is cordoned off or barrier/cones put in place. 	3	2	6	<ul style="list-style-type: none"> Ladders to be used are inspected regularly and before use. Equipment is correctly positioned, on flat level, stable surface. Ladder is tied in or supported by another person for extra security where necessary.
	Slips/trips	Staff	<ul style="list-style-type: none"> Area is thoroughly checked for trailing cables, leads, wet surfaces etc. prior to erecting ladder/stepladders Staff are provided with suitable footwear 	3	2	6	<ul style="list-style-type: none"> Display appropriate signage to warn people of the work taking place Plan work to take place when less activity is taking place in the same area

Working at height	Falling objects	Members of public Staff	<ul style="list-style-type: none"> • Ensure all items are secure • Only take items that are necessary for the work 	2	3	6	<ul style="list-style-type: none"> • Other persons not necessary to the task are excluded from the immediate area • Barriers erected, area cordoned off
Working at height	Environmental conditions	Staff	<ul style="list-style-type: none"> • Be aware of working environment. • Outside work at height does not take place in bad weather (such as strong winds, precipitation, snow or ice) and be aware of changeable weather conditions. • Where necessary appropriate clothing (PPE) is provided 	3	3	9	<ul style="list-style-type: none"> • Plan annual maintenance work seasonally dependent on weather • Plan work at height outside to take place during fine weather • If weather conditions are poor work should be rescheduled.
Lifting	Manual Handling – Physical injury, strains, pulled muscle etc.	Staff	<ul style="list-style-type: none"> • Personnel have received appropriate training in moving and handling techniques 	2	2	4	<ul style="list-style-type: none"> • Where equipment needed for the task, including ladder/stepladder itself, cannot be carried by one person, two people are used. • Avoid arching back or squatting for long period • Avoid stretching and 'over reaching'

Fuel Use & Storage Risk Assessment Form

Location/Dept:			Date Assessed:			Assessed by:	
Task/ Activity: Fuel use and storage			Review Date:			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required

Fuel Storage	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Poor storage of flammables</p>	<p>Staff, contractors, emergency services and members of the public</p>	<p>Staff are aware of the COSHH assessment on highly flammable substances (HFL) used.</p> <p>Control measures identified as part of the COSHH assessment are observed for safe storage and handling of fuels/oils.</p> <p>Working in hot temperatures is avoided.</p> <p>The no smoking policy is in place and enforced.</p> <p>Prior to starting work with Highly Flammable Liquids (HFL) quantities will be estimated to ensure that only minimum quantities are ordered.</p> <p>A suitable fire resistant store will be provided for HFL.</p> <p>The store will be signed according to requirements of the regulations.</p> <p>HFL will be kept only in correctly labelled, suitable containers.</p> <p>For petrol, portable containers should be made of metal and of 10 litres maximum capacity (plastic containers of up to 5 litres maximum capacity may be used instead).</p>	5	1	5	
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Fuel Storage	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Poor storage of flammables</p>	<p>Staff, contractors, emergency services and members of the public</p>	<p>Containers used to store HFL will be marked accordingly to show HFL is present, with a flashpoint of less than 32 degrees Celsius.</p> <p>Lids of containers will be secure.</p> <p>Any safety labels and instructions are maintained or replaced.</p> <p>Where HFL vapour is foreseeable, no means of ignition will be present.</p> <p>Areas where HFL is stored or used will be kept clear of combustible material as far as possible.</p> <p>Where fuel is stored on a vehicle always ensure that fuel containers, when not in use, are kept in the lockable tool chest at the rear of the vehicle.</p> <p>Oil or fuel spillages are cleared up and any fuel soaked debris removed to a safe place. Spill kits will be held near storage areas and staff trained on use and disposal.</p> <p>Storage should be provided with suitable bunding to contain spillages.</p> <p>HFL will not be used for purposes, which are unauthorised, such as starting fire.</p> <p>Management will ensure that storage facilities are adequate and are maintained to the specific standard.</p>	5	1	5	
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Fuel Storage	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Poor storage of flammables</p>	<p>Staff, contractors, emergency services and members of the public</p>	<p>Monitoring and supervision is carried out to ensure HFL is being used properly, that spillages are cleaned up promptly and that correct fire precautions are being taken.</p> <p>Operatives using HFL will be given training. This will include the use of fire extinguishers.</p> <p>No other materials will be kept in designated fuel storage.</p>	5	1	5	
Refuelling	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Unsafe re-fuelling</p>	<p>Staff, contractors, and members of the public</p>	<p>Staff are aware of the COSHH assessment on highly flammable substances used.</p> <p>When re-fuelling the manufacturer's instructions and any instructions on starting plant/equipment/machinery must be followed.</p> <p>The correct personal protective equipment (PPE) is worn in accordance with the COSHH assessment.</p> <p>ALWAYS ensure that members of the public or other staff are not in the area when refuelling.</p> <p>A funnel is always used when filling machines so as not to spill any fuel on the ground or on the machine. DO NOT use homemade funnels such as cut off bottles – only use approved fuel rated equipment.</p> <p>Staff use correct mix, cans and jugs. Do not over fill with fuel.</p> <p>Exhaust/engine guards to be in place.</p>	5	1	5	

Refuelling	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Unsafe re-fuelling</p>	<p>Staff, contractors, and members of the public</p>	<p>Staff are aware of hot exhaust and engine; allow to cool.</p> <p>Plant/machinery/equipment is switched off and allowed to cool before refuelling.</p> <p>The fuel cap is NEVER removed whilst the engine is running.</p> <p>No smoking or other sources of ignition is permitted during refuelling or in any storage area.</p> <p>Only an approved container is used for fuel.</p> <p>Re-fuelling is not carried out indoors.</p> <p>The nozzle is kept in contact with the rim of the fuel tank or container opening at all times until the fuelling is complete. A nozzle lock-open device is never used.</p> <p>If fuel is spilled on clothing, clothing is changed immediately.</p> <p>The fuel tank must not be overfilled and the cap is replaced and tightened securely.</p> <p>Fire extinguisher serviced and available.</p> <p>Staff always move at least 3m from the fuelling point before restarting machinery.</p> <p>Oil absorbent granules are available and used in the event of a spillage. All spillages are cleaned up and disposed of in the safest manner.</p>	5	1	5	
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Refuelling	<p>Fire</p> <p>Explosion</p> <p>Burns</p> <p>Unsafe re-fuelling</p>	<p>Staff, contractors, and members of the public</p>	<p>Fuel is NEVER used for washing down machinery.</p> <p>Fuel containers are NEVER crossed (petrol, diesel, 2 stroke).</p> <p>Fuel is NEVER left unattended.</p> <p>NEVER smoke or light naked flame when handling or in the proximity of fuel.</p> <p>NEVER refuel a running or hot engine.</p> <p>NEVER start a fire with fuel.</p> <p>NEVER use a machine that is leaking fuel.</p> <p>NEVER pour fuel into drains or watercourses.</p> <p>NEVER keep more fuel than that which is required for the completion of operations.</p>	5	1	5	
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Chemical Storage Risk Assessment Form

Location/Dept: HR Depot			Date Assessed: 31/03/25		Assessed by: GW		
Task/ Activity: Chemical Storage			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
General Storage Guidelines	Misidentification, Fire, spills, injury,	Staff, emergency services, public	<p>Staff trained and supervised in chemical management, storage and labelling.</p> <p>Understand storage requirements and compatibility of chemicals in storage as a guide refer to MSDS and Appendix 1- Chemical Incompatibility Matrix</p> <p>COSHH Assessments to be completed for each product and intended use.</p> <p>Ensure COSHH Assessments are current, reviewed on a regular basis, staff are informed of content and risks, held on site and freely available.</p> <p>Limit the amount of chemicals stored to the minimum required - manage quantities stored to meet needs and safety, rather than cost.</p> <p>Storerooms, cupboards and bins should be marked to indicate their contents e.g. Highly Flammable, Acids, Oxidisers. Avoid exposure of chemicals to heat or direct sunlight. This may lead to the deterioration of storage containers as well as the degradation of the chemicals.</p> <p>Individual containers should be clearly marked to indicate their contents and the degree of flammability, toxicity etc.</p>	5	2	10	

General Storage Guidelines	Misidentification, Fire, spills, injury,	Staff, emergency services, public	<p>Store all hazardous liquid chemicals in drip trays or secondary containers that are chemically resistant. 'Photographic trays' can provide good containment for some chemicals; others may require different plastics (solvent resistant), metal (stainless steel) or even glass.</p> <p>Ensure that caps and lids on all chemical containers are tightly closed to prevent evaporation of contents.</p> <p>The storage of chemicals above head height must be minimised to reduce the risk of spillage when being removed or replaced, particularly important with large or glass containers</p> <p>Ensure all shelving is suitable and secure – consider the implications of a shelf failing</p> <p>A system of stock rotation should be employed so that the oldest containers are removed from store first.</p> <p>If date-marked, substances must be used or disposed of by the 'use by' or 'disposal date', as guidelines for storage as appropriate.</p> <p>Avoid storing chemicals on bench tops or elsewhere except for those being currently used.</p> <p>Label all containers (including squeeze bottles) to which hazardous materials are transferred with the identity of the substance and its hazards. NB. Be aware that squeeze bottles have varying resistances to different chemicals</p>	5	2	10	
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General Storage Guidelines	Misidentification, Fire, spills, injury,	Staff, emergency services, public	<p>Evaluate/test stored chemicals that can form peroxides for crystal formation, deterioration, and integrity.</p> <p>Use approved corrosive storage cabinets (constructed of chemically resistant components) for storing acids and bases. These should ideally be connected to exhaust ventilation.</p> <p>All corrosives should be stored where ever possible in sealed, air-impermeable containers. Containers with tight-fitting caps are necessary and any with loose fitting lids or glass stoppers should not be used</p> <p>Use flammable storage cabinets, containers or bins to store flammable liquids. All stored containers should be periodically inspected to ensure the packaging is in good condition and there are no leaks. If a leak is found, the container should be removed to a safe place and its contents transferred to another container.</p> <p>All signage is in good condition, meets requirements of law and MSDS.</p> <p>Every storage area should have emergency, and where necessary, evacuation procedures in case of a leak, spill or fire within the room.</p> <p>No other combustible material, including packaging, should be kept in, or within 1 metre of, a hazardous substances cabinet.</p> <p>Storage areas and buildings, rooms, cupboards and bins should be adequately maintained.</p>	5	2	10	
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Flammable liquids	Fire, explosion, burns, injury	Staff, emergency services, public	<p>Stored in clearly labelled, flammable-liquid cabinets (flame-resistant metal cabinets) which are at least:</p> <ul style="list-style-type: none"> • of 30 minutes fire resisting construction • robust enough to withstand foreseeable accidental damage • able to retain spillage equivalent to 110% of the contents of the largest container (bunded) • appropriately labelled to indicate contents and signed to indicate the nature of the hazard • sited so as to ensure adequate separation of incompatibles, and away from sources of heat or ignition, as necessary, and away from hazardous areas and emergency escape routes <p>Flash points are known and provisions are in place to manage such in warm weather.</p> <p>Empty flammable substance containers, unless completely free of liquid or vapour must also be kept in the highly flammable liquids store and must be securely closed until appropriate disposal is arranged or the containers have been washed out and aired to dry.</p> <p>Avoid storing flammables in direct sunlight or near other heat sources; eliminate all sources of ignition (heat, sparks, or open flames).</p> <p>Keep the area dry and cool.</p> <p>Most flammable vapours are heavier than air and will settle low to the ground where they are free to do so. Provide adequate ventilation to prevent the accumulation of large amounts of vapour.</p>	5	2	10	<p>Do NOT store flammables with the following:</p> <ul style="list-style-type: none"> • Oxidizing agents such as chlorates, nitrates, perchlorates, permanganates, and peroxides. They usually do not combust on their own but provide the oxygen to accelerate the combustion rate of other chemicals • Corrosive chemicals (acids or bases that destructively attack organic and non-organic material). Common acids include sulfuric acid, acetic acid, and nitric acid. Common alkalis (bases) include ammonium hydroxide, calcium oxide (slaked lime), and sodium hydroxide (lye) • Materials susceptible to spontaneous heating and/or explosions. Hydrogen peroxide contacting combustible material can result in spontaneous combustion. Picric acid can be explosive if dry (sensitive to shock and friction when dry) • Substances that react with air or moisture to create heat (water-reactive materials react with water to release hydrogen gas that is flammable or presents a health hazard). Concentrated sulfuric acid is a corrosive that can react violently with water, giving off heat and an irritating toxic fume.
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Open Air Stores	Spills, environmental damage, fire	Staff, emergency services, public	<p>These must have the means of controlling a spillage. This may be an impervious sill or low bund, typically 150 mm high and big enough to hold 110% of the contents of the largest container.</p> <p>Care must be taken to ensure that any absorbent granules / materials provided are compatible with the chemicals stored in the area.</p> <p>No combustible material (including vegetation) should be permitted in the storage area or within 1m of the sill or bund wall.</p>	4	2	8	
Stores in Buildings	Fire, explosion, burns, injury	Staff, emergency services, public	<p>Store rooms / buildings should be adequately ventilated to disperse vapour from any leakage or spillage and should have at least five air changes per hour</p> <p>Means of containing spillage should be provided for example a sloping floor or a 150 mm sill across door openings</p> <p>Ramps may need to be provided for ease of access for wheeled trolleys etc</p> <p>The floor should be impermeable and inert with respect to the liquids stored</p> <p>Any heating and lighting provided in the store should not be able to act as a source of ignition. There should be no possibility of flammable vapour being ignited by hot surfaces and adequate ventilation of the store must be maintained</p>	5	2	10	

Stores in Buildings	Fire, explosion, burns, injury	Staff, emergency services, public	<p>External storage buildings, whether or not they are fire-resisting structures, should have a lightweight roof to act as explosion relief. For internal stores, relief panels may be provided in one or more walls, providing the relief can vent to a safe place</p> <p>All stores should be operated so that the risk of spillage is minimised. They should not normally be used for dispensing operations, nor should other materials be kept in them.</p> <p>Any area where an explosive atmosphere could exist or be generated (i.e. as a result of a spillage) must be assessed with respect to the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) and zoned where appropriate.</p>	5	2	10	
Workshop Storage	Fire, explosion, burns, injury	Staff, emergency services, public	<p>Most workshops will not have large quantities of chemicals, indeed a workshop is not the appropriate location for the bulk storage of hazardous chemicals.</p> <p>Typically a workshop might contain:</p> <ul style="list-style-type: none"> • Solvents such as: • degreasing agents • paraffin (kerosene) • methylated spirits • paint thinners • Aerosol cans, often pressurised by butane • Petrol, diesel or other fuels • Solvent based paints • Acids for cleaning, de-scaling or de-rusting etc • Gas cylinders (see: Risk Assessment for Compressed Gases) 	5	2	10	

Workshop Storage	Fire, explosion, burns, injury	Staff, emergency services, public	<p>Minimise the amount of chemicals stored in the workshop</p> <p>Keep all toxic chemicals in cupboards and secure where appropriate</p> <p>Do not store or use acids with bleach i.e. solutions containing hypochlorite</p> <p>Avoid using any agents containing hydrofluoric acid which is particularly toxic and will require specialised storage</p> <p>The total quantity of flammable solvent on the open bench should not exceed one litre</p> <p>Store all other bulk flammable solvents in a metal solvent cabinet, the grand total stored in a workshop must not exceed 50 litres.</p> <p>Do not store any flammable solvents in close proximity to any source of ignition including:</p> <ul style="list-style-type: none"> • Open (naked) flames such as burners, heaters, glass blowing / cutting / welding torches or forge benches. • Grinding wheels, hand held or fixed • Electric heaters or heat guns • Electric arc welders • Electrical tools and equipment <p>Sources of static electricity</p>	5	2	10	
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Acids	Spills, environmental damage, fire, Fire, explosion, burns, injury	Staff, emergency services, public	<p>Contact of a concentrated oxidizing acid with a flammable substance can result in a fire or an explosion.</p> <p>Organic acids are combustible materials and many of them are combustible liquids.</p> <p>Inorganic mineral acids (e.g. nitric, sulphuric, phosphoric, chromic, hydrochloric and perchloric acids)</p> <p>Store in a labelled ventilated corrosive storage cabinet if possible separated from flammable and combustible materials]</p> <p>Corrosive to metal surfaces</p> <p>Store in chemically resistant secondary container where possible e.g. BDH / VWR Safepak (available in a range of sizes from 100 ml to 2500 ml)</p> <p>Segregate acids from chemicals which could generate toxic or flammable gases upon contact, such as sodium cyanide, iron sulphide, calcium carbide, etc</p> <p>Segregate acids from bases</p> <p>Perchloric acid presents special hazards - carefully isolate it from acetic anhydride, bismuth and its alloys, alcohol, paper, wood, oil, ether, grease, and sulfuric acid</p> <p>Take special precautions to keep perchloric acid away from acetic acid i.e. oxidisable materials and dehydrating agents</p>	5	2	10	
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Acids	Spills, environmental damage, fire, Fire, explosion, burns, injury	Staff, emergency services, public	<p>Organic acids (e.g. acetic, butyric, formic, trifluoroacetic and mercaptopropionic acids)</p> <p>Organic acids can safely be stored with flammable and combustible liquids, but they should generally not be stored with oxidizing mineral acids, which could react more or less violently with organic acids.</p> <p>Store separately from oxidizing mineral acids</p> <p>Corrosive to metal surfaces</p> <p>Store in a ventilated corrosive storage cabinet if possible</p> <p>Can be stored with organic solvents unless otherwise noted on the Material Safety Data Sheet</p> <p>Take special precautions to keep acetic acid away from perchloric acid</p> <p>Remember: All acids must be segregated from any chemicals which could generate toxic or flammable gases upon contact (e.g. cyanide salts, metal sulfides, calcium carbide) and reactive metals (e.g. sodium, potassium, magnesium).</p>	5	2	10	
Alkalis / Bases	Burns, injury	Staff, emergency services, public	<p>Alkalis / bases are corrosive or irritating. Those that are liquid in large glass containers, such as ammonium hydroxide, should be stored in a separate cabinet or area.</p> <p>Segregate bases from acids, metals, explosives, organic peroxides and easily ignitable materials</p> <p>Store in tubs or trays in a labelled cabinet / cupboard where possible.</p>	5	2	10	(e.g. sodium hydroxide, ammonium hydroxide, gluteraldehyde)

Oxidizers	Spills, environmental damage, Fire, explosion, burns, injury	Staff, emergency services, public	<p>Oxidisers are corrosive and irritating and must be stored to avoid contact with incompatible materials such as flammable and combustible liquids, greases and other materials that could react with the oxidiser or catalyse its decomposition. Liquid oxidizers, such as ammonium persulfate and hydrogen peroxide, react with nearly everything. They may potentially cause explosions, and must be double contained (i.e., the primary container must be kept inside a canister, tray, or tub) since fires may be initiated by the action of oxidizing agents on organic materials. This includes organic packaging material e.g. paper and cardboard which should be excluded from the area where oxidisers are stored or used.</p> <p>Store in a cool, dry place (some may require refrigeration – consult the MSDS)</p> <p>Keep away from combustible and flammable materials</p> <p>Keep away from reducing agents such as zinc, alkali metals, and formic acid</p> <p>Store in a labelled ventilated corrosive storage cabinet / cupboard where possible</p>	5	2	10	e.g. hydrogen peroxide, ammonium persulfate
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Poisons	Injury, environmental damage	Staff, emergency services, public	<p>Inorganic poisons (e.g. mercury, heavy metals and their salts)</p> <p>Organic poisons (e.g. phenol, sodium azide)</p> <p>Schedule 1 poisons (controlled under the Pharmacy and Poisons Act and subject to the Poisons List Order) should be kept secure under lock and key</p> <p>Toxic chemicals that are acid-sensitive, such as cyanides and sulphides, should be stored in a separate location from acids or protected from contact with acids. Store poisons and toxic substances according to the nature of the chemical using appropriate security where necessary e.g. locked cabinets with strict key controls.</p> <p>Volatile poisons e.g. poisons, toxics, and carcinogens, such as carbon tetrachloride, chloroform, dimethylformamide, dimethyl sulfate, formamide, formaldehyde, halothane, mercaptoethanol, methylene chloride, and phenol</p> <p>Store in a ventilated cabinet</p> <p>May be stored with flammable liquids if bases are not present</p> <p>Non-volatile liquid poisons e.g. acrylamide solutions, coomassie blue stain, diethylpyrocarbonate, diisopropyl fluorophosphate, uncured epoxy resins, ethidium bromide, triethanolamine. This group contains carcinogens and highly toxic chemicals.</p>	5	2	10	Toxic chemicals (including habit formers)
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Poisons	Injury, environmental damage	Staff, emergency services, public	<p>Store in a normal cabinet, preventing contact with other materials</p> <p>May be stored with non-hazardous liquids, such as buffer or salt solutions</p> <p>Double contain quantities greater than one litre</p>				
Air / Water reactive chemicals	Spills, environmental damage, fire, explosion, burns, injury	Staff, emergency services, public	<p>Water Reactive Chemicals react violently with water releasing heat and in some cases explosive by-products. Of chief concern are the alkali metals e.g. sodium and potassium. All alkali metals react vigorously (i.e. exothermically) with water to form the hydroxide, liberating hydrogen gas. The heat generated from the reaction can ignite the hydrogen resulting in an explosion. The rate of reaction increases as the atomic weight increases. Alkali metals can also react with oxygen, acids, halogenated hydrocarbons and carbon dioxide.</p> <p>Store all metals in the container provided by the manufacturer</p> <p>Store in a cool, dry environment, away from light and free from extremes of temperature and humidity and away from any water source</p> <p>Store alkali metals under mineral oil or in an inert atmosphere. Note: Lithium reacts with nitrogen</p> <p>Make certain that a L2 D-metal fire extinguisher is available (for use on flammable metal fires only)</p>	5	2	10	combustible solids (e.g. sodium and potassium metals, lithium aluminium hydride, metal hydrides, butyl lithium

Air / Water reactive chemicals	Spills, environmental damage, fire, explosion, burns, injury	Staff, emergency services, public	<p>Use secondary containment</p> <p>May be stored with dry solids</p> <p>Certain compounds require the container headspace to be purged with inert gas after use</p> <p>Consider the use of drying agents and desiccators where appropriate</p>	5	2	10	
Dry solids	Spills, environmental damage, fire, explosion, burns, injury	Staff, emergency services, public	<p>All hazardous and non-hazardous powders should be stored separately from the above categories on open shelves or in either a normal or ventilated cabinet as appropriate.</p> <p>Where space is limited, dry solids may be stored above compatible liquids / solutions.</p>	5	2	10	
Compressed gases	Fire, explosion, burns, injury	Staff, emergency services, public	<p>Store securely mounted</p> <p>Segregate oxygen from flammable gases, particularly propane.</p>	5	2	10	Refer to LPG Risk Assessment

Inspection of Stored Chemicals	Inspection	Staff, emergency services, public	<p>Chemical storage areas should be inspected at least annually and any unwanted or expired chemicals must be removed and safely disposed of via the Council's Hazardous Waste Disposal Service.</p> <p>Chemicals showing any of the indications listed below should be sent for disposal:</p> <ul style="list-style-type: none"> • Slightly cloudy liquids which were once clear • Darkening or change in colour • Spotting on solids • Caking of anhydrous materials indicating uptake of water • Existence of solids in liquids or liquids in solids • Pressure build-up in containers • Evidence of reaction with water • Corrosion or damage to the container • Missing or damaged (i.e., illegible) labels • Old chemicals of unknown origin e.g. research materials 	5	2	10	<p>Common Examples of Improper Storage Practices</p> <ul style="list-style-type: none"> • Chemicals are stored in alphabetical order by name without consideration of incompatibilities • Chemicals are stored according to poorly chosen categories e.g. all acids are stored together, all organics are stored together • Chemicals are stored in the fume cupboard • Chemicals stored on shelves above average eye-level / head height • Shelves are overcrowded and containers and bottles of liquid are stood on top of other containers • Chemicals are left out on benches rather than returned to their appropriate storage area after use • Chemicals are stored in direct sunlight causing degradation of both the chemicals and the plastic packaging • Inventory control is poor or non-existent: many containers are not identified with the date of receipt, date of opening or the person responsible for the chemical (in shared facilities) • Containers have no label or the label is illegible • Containers are reused but not relabelled • Flammable solvents are stored in domestic fridges which have not had all ignition sources removed • Unused and unwanted chemicals are stored away in cabinets rather than disposed of
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Appendix 1 - Chemical Incompatibility Matrix

In general chemicals should only be stored with compatible substances according to the following categories (note: always consult the MSDS):

Grounds Maintenance (General) Risk Assessment Form

Location/Dept: Various Sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Gardening: cultivating, planting bulbs, seeds, digging, harvesting			Review Date: Annual		Reference Number:		
Hazard	Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Animal manures	Microbial contamination (potentially pathogenic)	Employees, contractors and visitors	<p>If working with manures, wear gloves.</p> <p>Wash hands thoroughly in tap water at the completion of the task.</p>	3	1	3	
Bees, wasps and Insects	Stings		<p>These are natural inhabitants of the garden and pose no risk unless provoked.</p> <p>Team leader must be aware of any person who is allergic to specific insects. Seek first aid if stung.</p> <p>First aid kits to be held on the worksite or in the vehicle close-by, as appropriate.</p> <p>Be on the lookout for nesting creatures. If a nest is discovered it should be reported to the team leader.</p> <p>Ensure that those who need them have their epi-pen, with them and those working with them know how to use the epi-pen</p>	5	1	5	

Chemicals used in the garden	Inhalation, skin or eye contact.	Employees, contractors and visitors	<p>Adopt environmentally sensitive approach to gardening e.g. garden without the use of chemicals. If used, chemicals to be used by qualified persons and in the proper manner and to be used and stored in accordance with health and safety legislation.</p> <p>Where it is deemed absolutely necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out.</p>	4	1	4	
Mixing compost	Heavy lifting, bending, handling compost, dust, handling fertilisers	Employees	<p>Staff trained and supervised</p> <p>Ensure manual handling procedure in place</p> <p>Wear steel-toe-capped boots</p> <p>Wear gloves</p> <p>Ventilate area, drink fluids</p> <p>Ventilate area, wear gloves</p>	3	1	3	

Composting	Airborne particles Flies Vermin Lifting/Turning		<p>Avoid turning compost heaps when others are around. Consider keeping as cold heaps.</p> <p>Only to turn heaps when others are not present, wear face mask and gloves to do this.</p> <p>Avoid putting cooked food into compost heaps.</p> <p>Use licensed pest controller to remove vermin should the need be recognised.</p>	3	1	3	
Seeding areas with Grass	Dust, pre-treatments of seeds	Employees, contractors and visitors	<p>COSHH Assessment if indicted by supplier</p> <p>Grass seed is cast onto soil area in need of seeding. The area is usually prepared before seed is scattered.</p> <p>Sometimes the weezle tool is used to cultivate the bare patch of soil.</p> <p>Sometimes also the grass seed can be put into a spreader machine and driven over the area to be seeded.</p> <p>Be aware the seed is chemically treated, so keep the seed away from eyes. Also always wear gloves.</p>	3	1	3	

Seeding areas with Grass	Dust, pre-treatments of seeds	Employees, contractors and visitors	<p>Be aware, do not throw seeds into the wind.</p> <p>Fields can get slippery, take care.</p> <p>Avoid dust when opening the bag. Do not breathe in.</p> <p>Always wash hands after doing the work.</p>	3	1	3	
Fire	Dangers from heat, smoke and fire		<p>Emergency evacuation procedures to be in place and understood by all participants.</p> <p>Have emergency plans in place for each work site and agree and inform such plans with all involved in the work.</p> <p>Emergency exits to be kept clear at all times.</p> <p>Assembly point identified and all participants aware of it.</p> <p>Bonfires should have a team leader in charge of them at all times. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of the day.</p>	4	1	4	

Infection	Dirty hands, infection	Employees	<p>Everyone to wash their hands after touching plants or soil/compost and before handling food and drink.</p> <p>Either cover any cuts or abrasions before garden sessions or ensure gloves are worn.</p> <p>Appropriate footwear to be worn.</p> <p>All members should have up to date Tetanus immunisation.</p>	3	1	3	
Infection	Dirty hands, infection	Employees, contractors and visitors	<p>Be aware of Tetanus and Leptospirosis symptoms and dangers.</p> <p>If sharp objects such as needles are found volunteers told not to handle but to alert team leader.</p> <p>Follow sharps procedure and in case of injury follow needle stick procedure.</p>	3	1	3	

Lifting	Injury, strain - moving bags of compost Lifting stones, moving soil, plants etc	Employees	<p>People are not to lift heavy objects or to overfill wheelbarrows where in use.</p> <p>Ensure that employees have manual handling training.</p> <p>Supervisors to ensure that manual handling practices are being adhered to.</p> <p>Supervise staff</p> <p>Use lifting & moving aids as appropriate</p> <p>New & expectant mothers required to have separate risk assessment carried out</p> <p>Occupational Health Assessment as required</p> <p>Good organisation of storage</p> <p>Reduce size & weight of load as appropriate</p>	4	1	4	Refer to manual handling risk assessment
Mulching	<p>Airborne particles</p> <p>Fungi</p> <p>Turning</p>	Employees, contractors and visitors	<p>Buy organic mulch materials in bags from a reputable source or use a weed suppressant such as mypex. Alternatively, use shredded paper, layers of cardboard or home-made compost.</p> <p>Reduce risk of air borne particles by wetting loose mulch materials before applying.</p>	3	1	3	

Plant supports	Damage to the eye	Employees, contractors and visitors	<p>Avoid use of cane or similar methods where possible.</p> <p>Employees to be made aware of hazard and to take care when leaning over beds.</p> <p>Cane toppers to be used where cane height less than 1.8m high.</p>	4	1	4	
Dangerous Substances	Plants / berries, etc. Hazardous objects in outdoor area i.e. glass, animal faeces, etc		<p>Seek guidance from Supervision on suitable, safe plants.</p> <p>Update records of plants/ berries and remove risk.</p> <p>First Aid training is kept current and up to date.</p> <p>Inspect grounds daily for hazardous and foreign items prior to use and particularly after weekends.</p> <p>Remove inappropriate substances.</p> <p>Checklist used and signed daily.</p>	5	1	5	Refer to other relevant risk assessments

Plants	Ingestion, allergic reactions, poisonous, flicking branches, falling branches, thorns and stings.	Employees, contractors and visitors	<p>Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals.</p> <p>When tasting garden produce, all produce and hands should be washed in tap water (not water butts) before eating.</p> <p>Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. Label any potentially poisonous plants e.g. rhubarb.</p> <p>Employees to use dust masks if they are allergic to plants.</p> <p>Employees to wear eye protection if possible when working in bushes and are aware of flicking branches.</p> <p>Supervisor to make employees are aware of any poisonous, stinging and thorny plants and fungi.</p> <p>Employees to be made aware where there is the possibility of falling debris from trees and shrubs.</p>	5	1	5	
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Soil	<p>Tetanus</p> <p>Toxoplasmosis</p> <p>Skin Irritation</p> <p>Soil blowing into eyes</p>	Employees, contractors and visitors	<p>Check whether or not employees have had tetanus inoculation before working.</p> <p>Hands must be thoroughly washed at the end of each work session and especially before eating food/ drinking.</p> <p>Check garden before session and remove any animal mess whilst wearing gloves. Bury/dispose of mess away from the garden and wash trowel and hands afterwards.</p> <p>Gloves to be worn when working with the soil.</p> <p>Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session.</p> <p>If someone has skin irritations e.g. eczema, or cuts/abrasions, or is likely to have a suppressed immune system, then disposable gloves should be worn.</p> <p>Bags of compost or potting media should be opened with the head away from the opening as far as practically possible.</p>	4	1	4	
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Soil	<p>Tetanus</p> <p>Toxoplasmosis</p> <p>Skin Irritation</p> <p>Soil blowing into eyes</p>	Employees, contractors and visitors	<p>Moisten dry compost/potting media before using.</p> <p>Avoid storing compost/potting media in greenhouses or other warm places.</p> <p>Avoid using loose compost and digging/ raking soil in dry and windy conditions.</p> <p>Compost heaps – see composting.</p>	4	1	4	
Tools and Work Equipment	Faulty or inappropriate gardening equipment		<p>Monitor & inspect resources prior to use.</p> <p>Use tools in accordance with manufacturer's instructions.</p> <p>Training staff.</p>	4	1	4	

Tools	Injury trips and falls. Cuts and getting hit.	Employees, contractors and visitors	<p>Tools correctly maintained to be safe to use.</p> <p>Employees to only use tools when competent to do so.</p> <p>At start of each work session tool safety to be embedded.</p> <p>Training to be given for all sharp tools to be used e.g. loppers, secateurs etc.</p> <p>Garden forks and spades to be used with care, particularly avoiding feet of user and those around. These should not be used with force as levers when digging.</p> <p>Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall.</p> <p>If swinging tools no gloves should be worn unless other hazards are greater. This type of work requires a distance of 20 meters between people. Great care should be taken when using swinging tools in the wet and their use may need to be suspended.</p>	3	1	3	
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Tools	Injury trips and falls. Cuts and getting hit.	Employees, contractors and visitors	<p>Employees should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over.</p> <p>All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for use by children.</p> <p>'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session.</p> <p>Ensure adequate working space for people when they are working around garden beds.</p>	3	1	3	
Water	Slips, trips, falls		<p>Correctly water plants to avoid soaking pathways.</p> <p>Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard.</p> <p>Working procedures should be designed to keep water spillages and run off to a minimum.</p> <p>Also refer to slips, trips and fall risk assessment.</p>	3	1	3	

Water Butts, Hoses and ponds/ water courses	<p>Drinking</p> <p>Washing Hands</p> <p>Water borne bugs/ infections</p> <p>Drowning</p>	Employees, contractors and visitors	<p>Water butts must have child proof, locked lids and should be firmly secured on a stable surface.</p> <p>Wands or wash garden produce to eat with water from the butts.</p> <p>When using water from the butts for watering then people must wash their hands afterwards.</p> <p>Water butts should be emptied and scrubbed out once a year. This job should be carried out by an employee wearing gloves and face mask.</p> <p>Water butts to be kept in cool position as far as practically possible. If not, consideration to be given to insulation or light reflecting paint.</p> <p>Empty water out of full hoses after use. (Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella)</p> <p>If there are ponds or water courses, small children must be supervised closely at all times and older children.</p>	3	1	3	
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Watering plants	Slips and Trips, Contamination, Heavy Lifting	Employees, contractors and visitors	<p>Put up signs telling the public what is going on.</p> <p>Signage, don't drink the water</p> <p>Drag the hose rather than carry it</p> <p>Use only the yellow hose, and put it out so it reaches into the park where needed.</p> <p>Connect it to the tap underneath the conifer hedge and connect the other end to the oscillator.</p> <p>Turn on the tap underneath the conifer hedge, and then turn on the blue tap at the Nursery. Go back and check everything is running as it should.</p> <p>When finished, make sure you turn off the taps at both the wall under the hedge and the tap at the Nursery. Also remove the head of the tap under the hedge. These taps are turned off for safety reasons.</p> <p>Coil up the hose in a safe place and put away oscillator.</p> <p>Put signs away last i.e. when the work is completed.</p>	3	1	3	
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Weather	<p>Sunburn, dehydration, hypothermia,</p> <p>Slipping in wet weather</p> <p>Soil blown into eyes.</p>	Employees, contractors and visitors	<p>Monitor weather conditions</p> <p>Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy).</p> <p>Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible.</p> <p>Employees to use sun-cream and wear hats, as appropriate.</p> <p>Training and information will be provided to employees regarding staying health when working outside.</p> <p>Supply of sunscreen and hats as necessary will be made available.</p> <p>In wet weather, garden surfaces can become slippery e.g. clay soils.</p> <p>Close paths if too slippery and revise activities to minimise risk of slipping.</p> <p>Wear appropriate footwear.</p> <p>Avoid using loose compost and digging/ raking soil in windy conditions.</p>	3	1	3	
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Weeding and pruning	Needles, cuts, infection, noise, slips and trips, dog mess, back strain, fertiliser and chemicals, tools, thorns on shrubs	Employees, contractors	<p>Training and supervision of staff.</p> <p>Be aware, and check the area before you work.</p> <p>Wear gloves at all times.</p> <p>Wear PPE when using the blower.</p> <p>Keep work area tidy. Be aware of footing.</p> <p>Keep a look out and wear gloves</p> <p>Be aware, move around and check for signs of strain. Stop and tell your supervisor if you need to.</p> <p>Wear gloves at all times, and look out for any signs.</p> <p>Be aware of any sharp tools.</p> <p>Put rubbish in the bins, and weeds, grass, etc to compost pile.</p>	3	1	3	
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Slip, Trips Falls	Disorganised tools and materials Uneven ground; disorganised space	Employees, contractors and visitors	<p>Organisation of work areas</p> <p>Tools and equipment fit for purpose</p> <p>Checking of area for hazards</p> <p>Supervision ratio increased</p> <p>Training staff in handling of tools/ equipment</p> <p>Appropriate footwear</p>	3	1	3	Refer to slips, trips and falls risk assessment
Cold frames	Strains, cuts, trips and falls, weather conditions	Employees	<p>Manual handling training</p> <p>Lift the frames in pairs and follow manual handling procedures</p> <p>Clear all areas first of plant material</p> <p>Check weather conditions are appropriate prior to starting the work</p>	3	1	3	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Weed Killing Risk Assessment Form

Location / Dept: Various Sites			Date Assessed: 14/04/25		Assessed by: GW		
Task / Activity: Weed Killing			Review Date: Annual		Reference Number:		
Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Weed Killing	Exposure to weed killer	People carrying out the task and people in the area	All operators fully trained in application and use of weed killer All staff familiar with contents of COSHH assessments Respiratory Protective Equipment, full face visor, gloves and full body protection provided and worn by operatives Operator to be aware of third parties. Warning signs to be posted If people are in the immediate vicinity, the operation is stopped	4	1	4	
	Contact with plant juices etc	People carrying out the task	PPE to be worn, eye protection, gloves and protective clothing Operatives instructed in good personal hygiene Operatives clean hands as often as possible Operatives follow instructions laid out in COSHH assessments	4	1	4	
	Manual handling while applying weed killer leading to musculoskeletal injury		Manual handling activities minimal. Weed killer container carried in ergonomically designed harness to reduce load and stresses on body 5 minute break taken every hour to reduce risk of upper limb disorders	3	2	6	
	Transport Risk of being struck by moving vehicle		Weed killing carried out at safe distance from road Hi Visibility clothing provided and worn	4	1	4	
Weed Killing	Biotic Factors Bees, wasps, ticks, vermin, bats, and some plants	People carrying out the task	PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing Good personal hygiene awareness training, health monitoring, washing hands	4	1	4	Identify any staff who suffers and / or is known to suffer allergic reactions to specific biotic factors vaccination as required

			Where wasps nest identified operator to inform foreman and wasps nest to be destroyed under controlled conditions				Operators to be issued with Leptospirosis information cards
	Slips and trips		Operators instructed to take extra care on uneven ground Suitable safety footwear provided with good anti slip tread	3	2	6	
	Biohazards Risk of coming into contact with sharp items needle sticks hazardous litter etc		Litter and items not to be handled but to be picked up using litter pickers In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing In the event of a needle stick injury the operator is to contact the foreman 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	3	1	3	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.
	Inclement weather conditions Risk of slips trips due to excessive wind Cold flu Exposure to sunlight		Appropriate foul weather gear provided Work is stopped where rain or high winds occur Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts Sun cream provided and worn where required	2	2	4	

Risk / Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Strimming Risk Assessment Form

Location / Dept: Various Sites	Date Assessed: 14/04/25	Assessed by: GW
Task / Activity: Strimming	Review Date: Annual	Reference Number:

Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Strimming	Contact with cutter or trimmer wire causing injury to feet legs and hands	People carrying out the task	<p>All operators fully trained in use of trimmer</p> <p>Cutter guarded as far as practicable</p> <p>Guards checked prior to use trimmers with defective guards not used until guards repaired / replaced</p> <p>Safety footwear provided and worn</p> <p>Where blockage is identified or trimmer wire needs replacing or adjusting engine is turned off and machine isolated. Gloves worn to prevent injury to hands from cutter</p>	4	1	4	
	Risk of fire causing burns / explosion		No naked flames present when filling tanks. No smoking rule in place. Approved containers used to store and decant fuel. Fuel spillage dealt with promptly using spill kits provided	4	1	4	
	Debris, stones etc ejected from trimmer risk of body / eye injury	People carrying out the task and others in the area	<p>Operator to ensure area is clear of debris before commencing strimming operations</p> <p>PPE, full face visor, safety footwear and protective clothing to be worn at all times, whilst carrying out this task</p> <p>Operator to be aware of third parties. Warning signs to be posted If people are in the immediate vicinity, the operation is stopped</p>	3	2	6	
	Slips and trips	People carrying out the task	<p>Operators instructed to take extra care on uneven ground</p> <p>Suitable safety footwear provided with good anti slip tread</p>	3	2	6	
Strimming	Biohazards Risk of coming into contact with sharp items needle sticks hazardous litter etc	People carrying out the task	<p>Litter and items not to be handled but to be picked up using litter pickers</p> <p>In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box</p> <p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p>	2	2	4	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.

			In the event of a needle stick injury the operator is to contact the foreman 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				
	Manual handling and repetitive use of strimmer leading to musculoskeletal injury		Manual handling activities minimal. Strimmer carried in ergonomically designed harness to reduce load and stresses on body Operators trim for no longer than 3 hours a day 5 minute break taken every hour to reduce risk of upper limb disorders	3	2	6	
	Exposure to noise		Hearing protection provided and worn	4	1	4	Exposure to noise to be formally reviewed
	Exposure to vibration		Operators trim for no longer than 3 hours a day Exposure well below EAV	4	1	4	Monitor Controls and review
	Contact with fuel oils plant juices etc		PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing Operatives instructed in good personal hygiene Operatives clean hands as often as possible Operatives follow instructions laid out in COSHH assessments	2	2	4	
Strimming	Inclement weather conditions Risk of slips trips due to excessive wind Cold flu Exposure to sunlight	People carrying out the task	Appropriate foul weather gear provided Work is stopped where rain or high winds occur Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts Sun cream provided and worn where required	2	2	2	
	Transport Risk of being struck by moving vehicle		Areas to be trimmed are at safe distance from roadways Hi Visibility clothing provided and used	4	1	4	

	<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 foreman and wasps nest to be destroyed under controlled conditions</p>	3	1	3	<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>
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Risk / Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Tractor and Mower Risk Assessment Form

Location / Dept: various Sites	Date Assessed: 15/04/25	Assessed by: GW
Task / Activity: Mowing with Tractor and Mower	Review Date: Annual	Reference Number:

Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Mowing with Tractor and Mower	Contact with power take-offs and power take-off drive shafts and mower blades causing serious injury	People carrying out the task and people in the area	<p>All operators fully trained and competent in use of tractor and mower</p> <p>PTOs and mower blades guarded as far as practicable</p> <p>Guards checked prior to use. PTOs and mower blades with defective guards not used until guards repaired / replaced</p> <p>Safety footwear provided and worn</p> <p>Where a blockage is identified engine turned off and mower and tractor isolated. If necessary, mower equipment detached before removing object. Gloves worn to prevent injury to hands from blades</p>	4	1	4	
	Risk of Fire causing burns / explosion		<p>No naked flames present when filling tanks. No smoking rule in place</p> <p>Fuel spillage dealt with promptly using spill kits provided</p>	4	1	4	
	Debris stones etc ejected from mower risk of body / eye injury		<p>Operator fully protected enclosed by cab</p> <p>Operator to be aware of third parties. Warning signs to be posted. If people are in the immediate vicinity, the operation is stopped</p>	4	1	4	
	Slips and trips	People carrying out the task	Suitable safety footwear provided with good anti slip tread. Operators instructed to take extra care on uneven ground	3	2	6	
	Biohazards Risk of coming into contact with sharp items needle sticks hazardous litter etc	People carrying out the task	<p>Litter and items not to be handled but to be picked up using litter pickers</p> <p>In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box</p> <p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p> <p>In the event of a needle stick injury the operator is to contact the foreman immediately.</p>	4	1	4	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.

			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.				
	Exposure to noise		Operator fully protected enclosed by cab Hearing protection provided and worn	4	1	4	Exposure to noise to be formally reviewed
	Exposure to whole body vibration		Tractor used infrequently Regular breaks taken	4	1	4	Exposure to vibration to be formally reviewed
	Transport Risk of being struck by moving vehicle	People carrying out the task and people in the area	Hi Visibility clothing provided and worn Operator to be aware of third parties. If people are in the immediate vicinity, the operation is stopped If vehicle breaks down the operative does not attempt a repair. The operator moves to a safe position away from the roadway and calls for assistance from a competent mechanic	4	1	4	
	Biotic Factors Bees, wasps, ticks, vermin, bats, and some plants	People carrying out the task	Operator protected by cab Good personal hygiene awareness training, health monitoring, washing hands Where wasps nest identified operator to inform foreman and wasps nest to be destroyed under controlled conditions	3	2	6	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
	Contact with fuel oils plant juices etc	People carrying out the task	PPE to be worn at all times especially when refuelling , eye protection, safety boots, gloves and protective clothing Operatives instructed in good personal hygiene Operatives clean hands as often as possible Operatives follow instructions laid out in COSHH assessments	2	2	4	
	Risk of tractor overturning causing resultant injury		Tractors only used on flat ground, never on gradients Seatbelt fitted and worn	3	2	6	

			Tractors are fitted with rollover protective structures				
			Regular checks that safety frame or cab is in good condition & correctly fitted.				
			Tractors properly and regularly maintained				
			Operator protected by cab				
	Inclement weather conditions		Work is stopped where rain or high winds occur	2	2	4	
	Cold flu		Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts				
	Exposure to sunlight		Sun cream provided and worn where required				

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Ride On Mower Risk Assessment Form

Location / Dept: Various Sites	Date Assessed: 15/04/25	Assessed by: GW
Task / Activity: Mowing with sit on mower	Review Date: Annual	Reference Number:

Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Mowing with sit on mower	Contact with mower blades causing serious injury	People carrying out the task and people in the area	<p>All operators fully trained and competent in use of mower</p> <p>Mower blades guarded as far as practicable</p> <p>Guards checked prior to use. Mowers with defective guards not used until guard repaired / replaced</p> <p>Safety footwear provided and worn</p> <p>Where a blockage is identified mower engine is turned off and machine isolated gloves worn to prevent injury to hands from blades</p>	5	1	5	
	Risk of fire causing burns / explosion		<p>No naked flames present when filling tanks. No smoking rule in place</p> <p>Fuel spillage dealt with promptly using spill kits provided</p>	4	1	4	
	Debris Stones etc ejected from mower risk of body / eye injury		<p>Operator to ensure area is clear of debris before commencing mowing operations</p> <p>PPE, full face visor, safety footwear, and protective clothing to be worn at all times, whilst carrying out this task</p> <p>Operator to be aware of third parties. Warning signs to be posted If people are in the immediate vicinity, the operation is stopped</p>	4	1	4	
	Slips and trips	People carrying out the task	Suitable safety footwear provided with good anti slip tread. Operators instructed to take extra care on uneven ground	3	1	3	
Mowing with sit on mower	<p>Biohazards</p> <p>Risk of coming into contact with sharp items needle sticks hazardous litter etc</p>	People carrying out the task	<p>Litter and items not to be handled but to be picked up using litter pickers</p> <p>In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box</p> <p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p>	4	1	4	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.

			In the event of a needle stick injury the operator is to contact the foreman 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				
	Exposure to noise		Hearing protection provided and worn	4	1	4	Exposure to noise to be formally reviewed
	Exposure to whole body vibration		Mower used infrequently Regular breaks taken	4	1	4	Exposure to vibration to be formally reviewed
	Transport Risk of being struck by moving vehicle	People carrying out the task and people in the area	Hi Visibility clothing provided and worn Operator to be aware of third parties. If people are in the immediate vicinity, the operation is stopped If vehicle breaks down the operative does not attempt a repair. The operator moves to a safe position away from the roadway and calls for assistance from a competent mechanic	4	1	4	
	Biotic Factors Bees, wasps, ticks, vermin, bats, and some plants	People carrying out the task	Good personal hygiene awareness training, health monitoring, washing hands Where wasps nest identified operator to inform foreman and wasps nest to be destroyed under controlled conditions	4	1	4	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
Mowing with sit on mower	Contact with fuel oils plant juices etc	People carrying out the task	PPE to be worn at all times especially when refuelling, eye protection, safety boots, gloves and protective clothing Operatives instructed in good personal hygiene Operatives clean hands as often as possible Operatives follow instructions laid out in COSHH assessments	3	1	3	

	Risk of mower overturning causing resultant injury		<p>Mowers only used on flat ground never on gradients</p> <p>Rollover protection fitted. Seatbelt fitted and worn</p>	4	1	4	
	<p>Inclement weather conditions</p> <p>Cold flu</p> <p>Exposure to sunlight</p>		<p>Appropriate foul weather gear provided</p> <p>Work is stopped where rain or high winds occur</p> <p>Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts</p> <p>Sun cream provided and worn where required</p>	3	1	3	

Risk / Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Litter Picking Risk Assessment Form

Location / Dept: Various Sites	Date Assessed: 15/04/25	Assessed by: GW
Task / Activity: Litter Picking and Rubbish Collection	Review Date: Annual	Reference Number:

Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Litter Picking and Rubbish Collection	Litter picking Risk of musculoskeletal injury / back strain	People carrying out the task	Only trained authorised staff permitted to carry out task People carrying out the task are issued with litter "picking" aids to reduce repetitive bending 5 minute break taken every hour to reduce risk of upper limb disorders	4	1	4	
	Litter picking Cuts from bin edges or broken glass		Only trained and authorised staff permitted to carry out task All staff to wear stout protective gauntlets Bins to be visually assessed for sharp edges and repaired where necessary	3	1	3	
	Manual Handling Emptying bins / loading van or trailer. Risk of musculoskeletal injuries, hand and foot injuries		All staff are to comply with good manual handling techniques. Staff instructed to seek assistance if they consider an item is too large or too heavy to manage on their own Gloves and safety footwear provided and worn	3	1	3	All staff require manual handling refresher training
	Risk of being struck by vehicle		Hi Vis clothing worn at all times Operators instructed not to go in road Consideration is given to the closeness of people / vehicles. If necessary, the task is stopped until the risk is reduced	4	1	4	
	Slips and trips		Operators instructed to take extra care on uneven ground Suitable safety footwear provided with good anti slip tread	3	1	3	
Litter Picking and Rubbish Collection	Biohazards Risk of coming into contact with sharp items needle sticks hazardous litter etc	People carrying out the task	Litter and items not to be handled but to be picked up using litter pickers In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing	4	1	4	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

			In the event of a needle stick injury the operator is to contact the foreman 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				
	Inclement weather conditions Risk of slips trips due to excessive wind Cold flu Exposure to sunlight		Appropriate foul weather gear provided Work is stopped where rain or high winds occur Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts Sun cream provided and worn where required	3	1	3	

Risk / Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Leaf Blower Risk Assessment Form

Location/Dept: Various Sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Leaf Clearing (incl. Blower)			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Leaf Clearing - General	Biohazards (Faeces, HIV, Hepatitis, Weil's Disease [Leptospirosis] etc.) Illness, diseases	Operatives and those near-by	<p>Always carry out good hygiene practices e.g. washing hands after work and before eating, drinking and smoking in order to avoid infection e.g. Toxicariasis and Leptospirosis.</p> <p>Teams should have access to first aid kits and washing or wipe facilities.</p> <p>Staff training and awareness support.</p> <p>Use PPE provided e.g. non-absorbent gloves.</p>	3	1	3	
	Fall into river/lake/pond from unguarded wall – depth may vary Drowning, lacerations, concussion, fractures	Operatives	<p>No lone working</p> <p>Note location of life saving apparatus</p> <p>All blowing operations to be carried out facing water, no approach within 1 metre</p>	5	1	5	
	<p>Uneven or slippery ground.</p> <p>Serious injury, death</p>		<p>Safety boots to be worn.</p> <p>Stand only on ground which can be established as firm (i.e. not overgrown).</p> <p>Where there is a risk of falling into hazardous area (roads, rivers etc) a separate assessment is required, if appropriate.</p> <p>Leaf clearing is carried out regularly to prevent build up leaves creating slipping hazards.</p> <p>Work is carried out from flat ground where possible.</p>	5	1	5	

Leaf Clearing - General	<p>Work on Pavements and Roads</p> <p>Injuries from collisions</p> <p>Fall/step into road in front of moving traffic leading to death/serious injuries. Distraction of drivers</p>	Operatives and those near-by	<p>Wear Hi-Visibility clothing.</p> <p>Blowing operations to be carried out facing traffic</p> <p>No approach within 1 metre to road edge unless traffic controlled.</p>	5	1	5	Refer to working alongside road etc risk assessment
Disposal of debris including leaves	Cuts from sharps, contact with biohazards	Operatives	<p>Be aware of discarded syringes and needles. If these are found, follow disposal procedures or report to supervisor for additional guidance.</p> <p>Tough gloves to be worn.</p> <p>Loads to be transported are sheeted with tarpaulin.</p>	4	2	8	

Petrol Leaf Blower	<p>Disturbance of debris</p> <p>Eye injury, piercing injuries to body</p>	Operatives and those near-by	<p>No work to be carried out within 10 metres of other persons unless they wear adequate PPE to include eye protection.</p> <p>Use signs and barriers as appropriate.</p> <p>Supervision of these provisions.</p> <p>Special awareness when children and animals are about.</p> <p>Ensure that working area is clear of debris before starting operations.</p> <p>Staff using hand held/pack pack blowers to be trained in their use.</p> <p>PPE to be used:</p> <ul style="list-style-type: none"> • Ballistic trousers • hi viz (class 2) • gloves • safety footwear • goggles/visor • ear defenders • safety hat <p>Slip resistant footwear provided and worn</p> <p>If appropriate dust mask available and to be used.</p> <p>Eye wash available.</p>	4	2	8	
	<p>Fuel and oils</p> <p>Handling consumable resources i.e. fuel/oil.</p>		<p>See refuelling risk assessment.</p>				

Petrol Leaf Blower	Noise	Operatives and those near-by	<p>Noise awareness training.</p> <p>Correct hearing protection provided and worn.</p> <p>Noise warning signage on machinery.</p>	4	1	4	
	Manual handling	Operatives	<p>Use appropriate lifting and moving skills for moving equipment and machinery.</p> <p>Work load to be assessed and regular breaks taken if considered excessive (5 minutes every hour).</p> <p>All operatives to be trained in manual handling techniques.</p> <p>All loads to be testing before attempting to lift and only loads within safe capacity to be lifted.</p> <p>Safe lifting techniques or use of leaf blowers/vacuums are used.</p> <p>Use of hand held blowers limited – use rotated between staff.</p>	4	1	4	Refer to manual handling risk assessment

Petrol Leaf Blower	Vibration VWF, MSD	Operatives	<p>Individuals should work with blowers for no longer than 4 hours per day due to severe vibration problems.</p> <p>All equipment to be maintained, with records kept, as per manufacturer's instructions.</p> <p>Gloves to be worn.</p> <p>Regular check of equipment vibration.</p> <p>Monitoring of operators exposure, exposure limitations to be observed.</p> <p>Hand Arm Vibration Syndrome awareness information/training provided.</p>	4	1	4	
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Hedge Cutting Risk Assessment Form

Location / Dept: Various Sites	Date Assessed: 14/04/25	Assessed by: GW
Task/ Activity: Hedge cutting using Trimmer	Review Date: Annual	Reference Number:

Activity / Task	Hazard / Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
Hedge cutting using Trimmer	Contact with trimmer blade causing injury to feet legs and arms	People carrying out the task	<p>All operators fully trained in use of trimmer</p> <p>Trimmer blade guarded as far as practicable</p> <p>Guards checked prior to use trimmers with defective guards not used until guard repaired / replaced</p> <p>PPE full face visor, safety footwear and protective clothing to be worn at all times</p> <p>Where blockage is identified, engine turned off and machine isolated gloves worn to prevent injury to hands from trimmer blade</p>	5	1	5	
	Risk of Fire causing burns / explosion		<p>No naked flames present when filling tanks. No smoking rule in place. Approved containers used to store and decant fuel</p> <p>Fuel spillage dealt with promptly using spill kits provided</p>	4	1	4	
	Hedge cuttings etc ejected from Trimmer risk of body / eye injury		<p>Operator to ensure area is clear of debris before commencing trimming</p> <p>PPE, full face visor, safety footwear and protective clothing to be worn at all times, whilst carrying out this task</p> <p>Operator to be aware of third parties. Warning signs to be posted. If people are in the immediate vicinity, the operation is stopped</p>	3	1	3	
	Slips and trips		<p>Trimmer not to be used whilst standing on uneven ground</p> <p>Suitable safety footwear provided with good anti slip tread</p>	4	1	4	
Hedge cutting using Trimmer	Biohazards Risk of coming into contact with sharp items needle sticks hazardous litter etc	People carrying out the task	<p>Litter and items not to be handled but to be picked up using litter pickers</p> <p>In event of hazardous sharps being identified (needle sticks etc) operator will contact the Operations Manager and sharps will be disposed of in an approved sharps box</p> <p>PPE to be worn at all times, eye protection, safety boots, gloves and protective clothing</p>	3	2	6	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.

			In the event of a needle stick injury the operator is to contact the foreman 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				
	Manual handling and repetitive use of trimmer leading to musculoskeletal injury		Manual handling activities minimal. Trimmer weighs 5kg maximum 5 minute break taken every hour to reduce risk of upper limb disorders	3	1	3	
	Exposure to noise		Hearing protection provided and worn	4	1	4	Exposure to noise to be formally reviewed
	Exposure to vibration		Operators use trimmer for no longer than 2 hours a day. Exposure well below EAV	4	1	4	Monitor Controls and review
	Contact with fuel oils plant juices etc		PPE to be worn at all times, eye protection safety boots, gloves and protective clothing Operatives instructed in good personal hygiene Operatives clean hands as often as possible Operatives follow instructions laid out in COSHH assessments	3	1	3	
Hedge cutting using Trimmer	Inclement weather conditions Risk of slips trips due to excessive wind Cold flu Exposure to sunlight	People carrying out the task	Appropriate foul weather gear provided Work is stopped where rain or high winds occur Operators made aware of risk from prolonged exposure to sunlight and cover up exposed body parts Sun cream provided and worn where required	3	2	6	
	Transport Risk of being struck by moving vehicle		Areas to be trimmed are at safe distance from roadways Hi Visibility clothing provided and used	4	1	4	

	<p>Biotic Factors 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 foreman and wasps nest to be destroyed under controlled conditions</p>	4	1	4	<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>
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Risk / Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Working at height (Ladders) Risk Assessment Form

Location/Dept: Henley Road Depot	Date Assessed: 31/03/25	Assessed by: GW
Task/ Activity: Working at Height - Ladders	Review Date: Annual	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Preparing for the task	Missed step or unknown hazard may cause injury, damage Hand and finger injury		TBT Work Procedure - keep hands & fingers clear. Inspect Harnesses before use.				Review all the steps, hazards & controls with the team for proper understanding of the task. Permit to work and Associated checklist. Only use tools aloft
Working at Height.	Falls / slips.		Any works above 2 metres, use safety harness (attached to secure fixing point) and inertia reels where necessary.				Active Monitoring by supervisor. Discuss issue in the TBT Call for Time Out For Safety
	Dropped Objects Head or body Injury		Drop zone to be barrier off. Tools at height tool kit to be used while working at height.				Active Monitoring by supervisor. Discuss issue in the TBT Call for Time Out For Safety
	Falling, dropped objects		Do not allow men on the floor below the workers. Barrier off the potential drop Zone.				Good Communication Issue discussed in the TBT Proper Supervision. Only Competent personnel allowed.
	Trip and Falls		Use ladder to access / climb to the work platform / area. Secure Ladder fall system				Good Communication Issue discussed in the TBT PTW and Associated Checklist to be issued. Only Competent personnel allowed.
Working at height	Dropped Objects Fatality		Ground operative to be informed of task. Work at height and tools Aloft Log book to be signed.				Good Communication, Log out all tools taken up after working. Barrier off potential drop zones.

	Falling, dropped objects - Fatality		Use full body harness with shock absorbing Lanyards. Attach to firm anchorage. Double Lanyards required.				<p>Good Communication,</p> <p>Log out all tools taken up after working.</p> <p>Barrier off potential drop zones.</p> <p>Periodic inspection of all harness / lanyard attachments / personnel issue to ensure proper fit / ladder / work at height and harness training to be issued</p>
Working at height - Adverse weather conditions.	Falls/slips.		Work at height would not be permitted during high wind or heavy rain periods				<p>Good Communication</p> <p>Issue discussed in the TBT</p> <p>Proper Supervision.</p>
	Darkness or Poor Visibility – Falls / Slips		High risk task to be permitted ONLY in day light periods				<p>Good Communication</p> <p>Issue discussed in the TBT</p> <p>Ensure Adequate Supervision.</p>
	Delay in rescue of injured person - Injury		Site rescue plan to be in place and reviewed regularly				<p>Drills to be conducted periodically</p>
Use of Hand Tools -	Dropped Objects-Injury to personnel		Only tools designed to be used at height should be used. Tools bag to be used for small items.				<p>Good Communication</p> <p>Issue discussed in the TBT</p> <p>Adequate Supervision.</p> <p>Tools aloft kit log to be checked daily for un-returned tools.</p>
House Keeping	Dropped object.		Tools Aloft Log book to be reviewed by the driller to confirm all tools have been returned.				<p>DROPS inspections to be conducted after task completed and weekly inspections carried out.</p> <p>Good housekeeping practice</p>

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
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Likelihood

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RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Use of a Cherry Picker Risk Assessment Form

Location/Dept: Henley Road Depot			Date Assessed: 31/03/25		Assessed by: GW		
Task/ Activity: Use of a cherry picker			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of a cherry picker to work at height	Inexperienced operator	Employees	IPAF trained employees only to use equipment. Equipment secured when not in use to prevent unauthorised access. Appropriate supervision, working in teams of at least 2 persons.	5	1	5	Method statement required for further detail on sequence of work. Permit to work obtained before work begins as required by site.
	Unsafe equipment	Employees, Adjacent workers	Thorough examination of lifting equipment by a competent person, dated within last 6 months Pre-use inspection carried out. Operator's manual available. Unless equipment is hired, maintenance carried out as recommended by the manufacturer.	4	1	4	
	Personal injury	Employees	Appropriate PPE to be worn. Condition of harness and lanyard checked before use. Lanyard attached to harness and anchor point inside of platform. Lanyard adjusted to suitable length. Hard hat to be worn where work is carried out near to overhead structures.	4	2	8	

Use of a cherry picker to work at height	Overloading, toppling	Employees, Adjacent workers	<p>Safe working load as marked on equipment not exceeded.</p> <p>Ground conditions and slope assessed before use. For static equipment, spreaders or outriggers used to ensure stable base</p> <p>Where self-propelled equipment is used, a banksman may be needed to assist during reversing or manoeuvring on site to avoid manhole covers or other hazards.</p>	4	2	8	
	Electric shock, arcing	Employees	Avoid working near to overhead power lines. For short-term work the Distribution Network Operator may be contacted to isolate the electricity supply.	5	2	10	Refer to Guidance on clearance distances if overhead power lines can not be avoided and height exceeds 4 metres.
	Unsafe conditions	Employees, Adjacent workers Members of the public	<p>Ensure that weather conditions are acceptable, work may be cancelled due to adverse weather or windy conditions.</p> <p>Employees do not exit the cage whilst at height or stand on the cage sides.</p> <p>Moving parts are kept guarded during normal operation.</p> <p>Exclusion zone around equipment, no vehicles or unauthorised persons. Barriers, cones, tape and signage used as appropriate.</p> <p>Method statement to detail emergency arrangements.</p>	4	2	8	Check operator's manual for emergency descent instructions.

Use of a cherry picker to work at height	Falling objects	Adjacent workers Members of the public	Loose objects avoided, lanyards attached to tools and equipment whenever feasible. Hand tools stored in secure location whilst not in use, guards in place on platform edge.	5	1	5	
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Christmas Tree Erection by Contractor Risk Assessment Form							
Location/Dept: Market Square			Date Assessed: 8/12/24		Assessed by: GW		
Task/ Activity: Contractor putting the trunk of a 30ft Christmas tree into a chamber next to market stalls.			Review Date: 16/12/25		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Planning and Legal Compliance	•Poor communication / lack of action plans / risk assessments	Public, contractors, staff, market traders.	•Comply with the engaging a contractor SOP	4	2	8	
Working in a public place	•crowd control / managing public safety.	Public, contractors, staff, market traders.	<ul style="list-style-type: none"> •create a safe working environment that excludes the public with barriers and signage as necessary. • Banksmen on site during all activities to ensure barrier remain in place, the working area is adequate to keep the public and workers safe, and the public do not enter the site. 	4	2	8	
Tree Size & Space Assessment:	<ul style="list-style-type: none"> •Public Safety: •Chamber Condition: 	Public, contractors, staff, market traders.	<ul style="list-style-type: none"> •Set up barriers around the work area to protect the public and avoid disruption to the nearby stalls. •Ensure the chamber has enough space to securely hold the trunk while allowing for the tree's height and stability. Measure both the tree and the chamber before starting. 	4	2	8	

			<ul style="list-style-type: none"> •Inspect the chamber for stability. If it's meant for holding a tree, ensure it has a locking or supportive mechanism for the trunk. 				
Tree Handling	<ul style="list-style-type: none"> •Trimming the Trunk •Base Preparation •Securing the Tree: 	Public, contractors, staff, market traders.	<ul style="list-style-type: none"> •Remove any low branches that may interfere with inserting the trunk into the chamber. •Trim the trunk to fit snugly into the chamber. This often includes tapering the end for easier insertion. •Use ropes, pulleys, or a crane (if necessary) to carefully lower the tree into the chamber. 	4	3	8	
Stabilization	<ul style="list-style-type: none"> •Adjust and Lock: •Weight Distribution: 	Public, contractors, staff, market traders.	<ul style="list-style-type: none"> •Ensure the trunk is straight by adjusting it as needed. Tighten any clamps or locking mechanisms in the chamber. •If necessary, use sandbags or weights around the base to prevent tipping. 	4	2	8	
Nearby Stall Considerations	<ul style="list-style-type: none"> •Communication: •Minimal Disruption: •Aesthetic Integration: 	Public, contractors, staff, market traders.	<ul style="list-style-type: none"> •Inform the market manager / market stall operators in advance about the operation and timeline. •Schedule the setup during off-peak hours, ideally early morning or late at night. •Decorate the tree promptly to align with the market's festive atmosphere, ensuring it complements the surrounding stalls. 	3	2	6	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
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3. Even chance / may happen
4. Likely
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RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Rotary Tree Uplighters Risk Assessment Form

Location/Dept: Castle Gardens		Date Assessed: 14/11/24			Assessed by: GW		
Task/ Activity: Uplighter in tree of light (Yew Tree)		Review Date: 14/11/25			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likeli- hood (1-5)	Risk/ Priority	Additional controls required
	Electric Shock: Risk of electric shock to the public, especially in wet conditions or due to faulty installation or damaged cables.	Staff / public / contractors	<ul style="list-style-type: none"> • Use IP-rated (water-resistant) outdoor uplighters designed for exterior use. • Install RCD (Residual Current Device) protection for the lighting circuit. • Ensure cables are properly insulated and protected. • Schedule regular inspections for signs of wear, damage, or corrosion. 	5	1	5	<p>Monitoring and Review</p> <ul style="list-style-type: none"> • Schedule regular inspections, ideally monthly, or after severe weather. • Review and update the risk assessment annually or if any significant changes are made to the installation, tree condition, or public usage of the area.
	Fire Hazard: Risk of fire if the uplighter or wiring overheats, particularly due to proximity to dry foliage or bark.	Staff / public / contractors	<ul style="list-style-type: none"> • Use low-heat, energy-efficient LED lights to reduce fire risk. • Position the uplighter and any wiring away from direct contact with tree bark or dry foliage. • Conduct routine maintenance and checks for overheating 	5	2	10	

	<p>Trip Hazard: Cables or equipment on the ground can create a trip hazard for the public.</p>	<p>Staff / public / contractors</p>	<ul style="list-style-type: none"> • keep cables out of walkways or public access areas. • Use brightly coloured covers or ground markers if cables are exposed on the surface. 	<p>3</p>	<p>2</p>	<p>6</p>	
	<p>Vandalism or Tampering: The uplighter could be tampered with, damaged, or vandalized, leading to exposed wiring or broken glass.</p>	<p>Staff / public / contractors</p>	<ul style="list-style-type: none"> • Choose vandal-resistant fixtures and consider protective covers for the light fitting. • Secure cables to avoid them being easily pulled or damaged. • Conduct routine inspections to identify any tampering and maintain parts. 	<p>5</p>	<p>2</p>	<p>10</p>	
	<p>Environmental Impact: Uplighters</p>	<p>Staff / public / contractors</p>	<ul style="list-style-type: none"> • Choose low-intensity lighting to minimize disturbance to wildlife, especially at night. 	<p>3</p>	<p>1</p>	<p>3</p>	

	can disturb wildlife in trees and may damage the tree or surrounding area if not installed carefully.		<ul style="list-style-type: none">• Ensure installation does not damage tree roots, branches, or bark.• Install timers to reduce continuous light exposure, particularly at night.				
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
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3. Moderate (lost time injury, illness, damage, lost business)
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RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Using Powered hand tools at height Risk Assessment Form

Location/Dept: DLF Christmas lights			Date Assessed: 11/04/25		Assessed by: GW		
Task/ Activity: Using powered hand tools at height			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of powered hand tools to install blinds /curtain poles and associated items whilst working at height	Falls whilst using hand tools.	Installer Co-workers Others in work area Public	Only trained, competent persons work at height using powered hand tools. Operator to wear safety harness to arrest falls.	5	1	5	Maintain and monitor existing controls
	Electric shock from powered hand tools or coming into contact with electrical wiring.		As far as possible battery powered tools are used. Powered hand tools are maintained and visually checked prior to use.	5	1	5	
	Drill snagging causing loss of balance.		Only powered hand tools with a suitable clutch mechanism are used. Operator to adjust clutch to suitable tension.	4	1	4	
	Entanglement with powered hand tool cables.		Only hand tools required for task are taken at height. Installer wears a suitable tool belt to store hand tools at height. All powered tools are stored securely when not in use.	4	1	4	
	Tools falling, causing injury to others in vicinity.		Installer works face on to task. Area below and around work at height is kept clear of others,	5	1	5	

			or persons below wear appropriate Personal Protective Equipment (PPE), including suitable hard hat.				
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Use of powered hand tools to install blinds /curtain poles and associated items whilst working at height	Contact with and disruption of Asbestos Containing Materials (ACMs)	Installer Co-workers Others in work area	<p>Installer is aware of any Asbestos Containing Materials (ACMs) in the area.</p> <p>Tasks requiring licensing are not carried out using this risk assessment.</p> <p>Tasks not requiring licensing are carried out by trained persons only, in an isolated area, using wetting processes, hand tools to cut or drill and suitable respiratory protective equipment and personal protective equipment. All ACM waste is suitably bagged, sealed, labelled and disposed of by a licensed hazardous waste disposal contractor, transfer notes are maintained (as detailed in the HSE publication Asbestos Essentials).</p>	5	1	5	Maintain and monitor existing controls
Using powered hand tools	Vibration during tool operation	Installer Co-workers	<p>Low-power hand tools are selected to minimise the risk from vibration</p> <p>Powered hand tools are only used for simple, short duration tasks to reduce exposure to vibration</p> <p>Employees who regularly use powered hand tools receive training and instruction about the risks of vibration</p> <p>Exposure to vibration is monitored and health surveillance implemented where necessary</p>	3	2	6	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Using Hand Tools Risk Assessment Form

Location/Dept: DLF			Date Assessed: 11/04/25		Assessed by: GW		
Task/ Activity: Using Hand Tools			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Using hand tools	Contact with cutting / abrasive surfaces.	Employees Contractors Visitors	Use and access to hand tools is restricted to nominated persons only.	5	1	5	Maintain and monitor existing controls.
	Injury caused by hand tool breaking.		Hand tools are checked prior to use. Any faulty tool is removed from service and replaced.	4	1	4	
	Injury from hand tool slipping, causing contact with other surfaces.		Suitable personal protective equipment available & worn. Areas area is kept clean and tidy. There is adequate light to operate safely.	4	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Powered Hand Tool Risk Assessment Form

Location/Dept: DLF			Date Assessed: 11/04/25		Assessed by: GW		
Task/ Activity: Using Powered Hand Tools			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Using powered hand tools	Contact with cutting / abrasive surface.	Employees	Use and access to powered hand tools is restricted to nominated persons only. Guards are fitted and checked prior to use. Areas area is kept clean and tidy. There is adequate light to operate safely. Powered hand tools are only used in places that are appropriate for these items. They are not used outside in poor weather or in wet areas.	4	1	4	Maintain and monitor existing controls.
	Grinding wheel shattering.	Contractors Visitors.	Grind stones are checked and replaced by a competent person only. Pre use checks are carried out on powered hand tools and associated items.	4	1	4	
	Entanglement in revolving parts.		Powered hand tools are protected by RCD's	5	1	5	
	Sparks or swarf from activity entering eyes.		Suitable personal protective equipment available & worn.	4	1	4	
	Sparks or swarf from activity burning exposed skin.		Powered hand tools are maintained and checked.	3	1	3	
	Noise emitted from process.		Regular noise assessment are carried out, level is below Upper Exposure Action Value. Hearing protection is available to employees.	4	1	4	

Using powered hand tools	Vibration during tool operation	Employees	<p>Low-power hand tools are selected to minimise the risk from vibration</p> <p>Powered hand tools are only used for simple, short duration tasks to reduce exposure to vibration</p> <p>Employees who regularly use powered hand tools receive training and instruction about the risks of vibration</p> <p>Exposure to vibration is monitored and health surveillance implemented where necessary</p>	4	2	6	
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
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5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Lifting and Lifting Equipment Risk Assessment Form

Location/Dept: All sites & Christmas Lights

Date Assessed: 11/04/25

Assessed by: GW

Task/ Activity: Lifting & Lifting Equipment

Review Date: Annaul

Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Operator conducts pre-user checks on plant (crane etc)	Equipment Damage/Injury to Personnel	All personnel /Visitors / Operator	Periodic Management Audit of pre-start checks to ensure compliance	5	1	5	
Hold pre-task safety meeting with all those involved in the task and review the risk assessment.	Missed step or unknown hazard may cause injury, damage or pollution.	All personnel /Visitors / Operator	<p>Conduct a Toolbox Talk (TBT) with all those involved in the work.</p> <p>Competent and certified crane operator</p> <p>Lifting plan produced and delivered to all involved personnel prior to lift</p> <p>Review all the steps, hazards & controls so all those involved understand the task</p> <p>Do barriers need to be placed with signage to warn and keep those not involved in the lift out of the area?</p>	5	1	5	
Spot the plant equipment (crane etc)	Not enough room to make the lift.	All personnel /Visitors / Operator	<p>Competent and certified crane operator</p> <p>Plan the lift with the operator.</p> <p>Make sure there is room above and around the crane (or other equipment) for the lift.</p>	5	1	5	

Spot the plant equipment (crane etc)	Heavy load can push outrigger into the ground, plant / lifting equipment can tip over or load can shift.	All personnel /Visitors / Operator	<p>Competent and certified operator of the potential hazards.</p> <p>Make sure pads are under the outriggers for all lifts.</p> <p>Pick a safe place for the lifting equipment (crane etc) and the load.</p>	5	1	5	
Spot the plant equipment (crane etc)	Cannot see the work area because it is too dark	All personnel /Visitors / Operator	<p>Competent and certified operator of the potential hazards.</p> <p>Use a portable generator with lights, set this up before the job.</p>	5	1	5	
Calculate the weight of the lift	Load too heavy for the sling, or Crane, shackle	All personnel /Visitors / Operator	<p>Competent and certified crane operator of the potential hazards.</p> <p>Assess Load Weight.</p> <p>Check the weight of the items to be lifted etc and make note in lifting plan</p> <p>Ensure all lifting appliances in date with periodic inspection</p> <p>Periodic inspection for all lifting appliances</p>	5	1	5	

Choose the correct slings and shackles for the lift	Uninspected sling or shackle may fail	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Check for the correct colour code on the sling and shackle	5	1	5	
	Incorrect sling, too big or too small.	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Check the safe working load of the sling, use a suitable sling.	5	1	5	
Check the landing area of the load and the path the load will follow.	Dropped load on men doing a job under the path of the load	All personnel /Visitors / Operator	Competent and certified crane operator. Banks man to give Signal Clear the area. Make sure the load will not pass over or near other workers. Colour code banks man hard hat to ensure identifiable to crane operator at all times	4	1	4	
	Landing area too soft for the load, not strong enough for the load, beside a pit or other unsafe condition	All personnel /Visitors / Operator	Competent and certified operator. Banks man to give Signal Choose a safe landing area before the lift.	4	1	4	
Attach the tag line or lines required to guide the load from a safe distance.	Tag line too short, not in a correct position to guide,	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Decide on the correct tag lines. Sit the load down to change the tag lines.	5	1	5	

Raise Load	Dropped Objects	All personnel /Visitors / Operator	Competent and certified operator. Banks man to give signal to operator	5	1	5	
	Injury to Personnel		Clear personnel, good signals, Ensure no one under load. ONLY Banks man to give instruction to Operator				
	Damage to Equipment						
	Load can swing and hit a man if the boom is not over the centre of the load.	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Centre the boom over the load before you lift. Banks man gets in safe area. DO NOT STAY ON THE TRUCK TO ASSIST IN THE LIFT.	5	1	5	
	Load chain, strap or container lock could be holding the load. This can cause the load to swing and cause damage or injury.	All personnel /Visitors / Operator	Ensure all is clear before lifting load Banks man must check the load before the lift to ensure that there is no chain, strap or container lock holding the load to the truck.	4	1	4	
Set the load down in correct position	As Above	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Ensure area clear of personnel and obstructions	5	1	5	
	Load can fall over.	All personnel /Visitors / Operator	Competent and certified operator of the potential hazards. Secure the load if can fall over before removing the crane slings	5	1	5	

Remove rigging gear	Pinch points. Damaged rigging gear.	All personnel /Visitors / Operator	Competent and certified operator Good signals to crane operator. Check rigging gear after operations.	4	1	4	
Move crane from worksite.	Crushes, injury to personnel and damage to equipment.	All personnel /Visitors / Operator	Competent and certified operator. Ensure crane operator conducts walkabout round crane. All personnel kept clear	5	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Lone Working Risk Assessment Form

Location/Dept: All Sites			Date Assessed: 11/04/25		Assessed by: GW		
Task/ Activity: Lone Working			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
<p>Driving to meetings etc.</p> <p>Driving to and from various sites for work</p>	<p>Car hijacking</p> <p>Theft of items from vehicle</p> <p>Road rage</p> <p>Accidents</p> <p>Vehicle breakdown</p>	Employees	<p>Need for journeys replaced by:</p> <ul style="list-style-type: none"> • Having telephone calls • Reduce need to travel – use journey management planning • Employees entitled to use alternative means of transport <p>Guidelines on driving alone are included in the H&S policy</p>	4	2	8	<p>Plan journeys beforehand</p> <p>Keep valuables to a minimum / hidden from view</p> <p>Keep vehicle doors locked</p> <p>Mobile phone to be kept available for emergency use</p> <p>Provide breakdown service</p>
<p>Walking between offices / sites</p>	<p>Walking in remote locations / in dark</p> <p>Theft of valuables</p> <p>Violence / aggression</p>		<p>Communications provided for staff working remotely.</p> <p>Sites are well lit.</p> <p>Guidelines on walking alone are included in the H&S policy.</p>	4	1	4	<p>Provide vulnerable staff with attack alarms</p> <p>Mobile phones to be kept charged</p> <p>Training for staff on dealing with violence and aggression</p>
<p>Working in remote locations</p>	<p>Accident</p> <p>Violence / aggression</p>		<p>Communications provided for staff working remotely.</p> <p>Provisions for first aid in place.</p> <p>Regular communications with individual and manager.</p> <p>Destination / current location logged with manager / office</p>	4	1	4	<p>Provide vulnerable staff with attack alarms.</p> <p>Mobile phones to be kept charged.</p> <p>Safe systems of work to be established.</p> <p>Training for staff on dealing with violence and aggression.</p> <p>Consider automatic warning devices /alarms.</p>

Working with hazardous substances / work equipment	Exposure to chemicals Injury from equipment Equipment failure Restricted access to first aid	Employees	Prohibited activities determined e.g. fumigation, confined space work, work on or near live electrical conductors, chainsaws, working over water, working at height. Restrictions for certain work at height activities	5	1	5	Establish safe systems of work for work with hazardous substances / equipment Establish emergency plans, including fire, first aid etc. Supervision for high-risk activities
Working at height	Fall from height		Refer to working at height risk assessments Prohibit working at height for lone workers.	5	1	5	
Meetings with staff, public, contractors	Violence / aggression		Interview rooms laid out so that access remains unimpeded during meeting. Use of emergency call buttons for onsite rooms.	5	1	5	Check authenticity of persons prior to visit Arrange to meet office / public places Other staff to attend where possible Training for public facing staff on dealing with violence and aggression
Working alone in premises or department	Accident / incident Restricted access to support Work equipment failure Security / violence		Premises secured and alarmed plus CCTV Communications kept available for staff working alone	4	1	4	Establish plans for emergencies Consider automatic warning devices / alarms Avoid working alone where possible

Out of hours working or night working	Accident Violence / aggression	Employees	<p>Premises to be well lit</p> <p>Where possible, shifts planned so more than one person working at nights</p> <p>Communications kept available for staff working nights</p> <p>Emergency plans established for night operations</p>	4	1	4	<p>Ensure staff have access to suitable means of transport to prevent walking / driving alone where possible</p> <p>Provide vulnerable staff with attack alarms</p> <p>Mobile phones to be kept charged</p> <p>Health assessments offered to establish fitness to work</p>
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Control of Asbestos Risk Assessment Form

Location/Dept:			Date Assessed: 11/04/25		Assessed by: GW		
Task/ Activity: Control of Asbestos			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Control measures for asbestos on council sites	Inhalation of asbestos fibres	<p>Staff, clients and contractors may be inadvertently exposed to asbestos by accidental disturbance of material through undertaking work on the fabric of the building</p> <p>Staff, clients and contractors may be exposed to fibres by damage or deterioration to asbestos containing materials left in site</p>	<p>All buildings owned by the council will have an Asbestos survey undertaken. A copy is to be left on site and a copy held in the Main Office.</p> <p>Where the council leases a building, a copy of the asbestos survey will be requested from the landlord.</p> <p>Where no survey is present the building is assumed to contain asbestos and no work is undertaken which is likely to disturb the fabric of the building.</p> <p>Prior to any works being undertaken on any building the Manager must make a formal request in writing to the Town Clerk. This allows the survey to be checked to ensure no asbestos is likely to be disturbed. If the planned works indicate asbestos the council will either make the decision to remove by qualified contractors or not proceed with the work.</p> <p>Where works are planned that will break into the structure of the building or involve demolition, the council will arrange for an adequate survey prior to the work being undertaken.</p> <p>In premises owned by the council, inspections will be undertaken on any asbestos left in situ to identify any changes in condition.</p>	5	1	5	

Control measures for asbestos on council sites	Inhalation of asbestos fibres	<p>Staff , clients and contractors may be inadvertently exposed to asbestos by accidental disturbance of material through undertaking work on the fabric of the building</p> <p>Staff, clients and contractors may be exposed to fibres by damage or deterioration to asbestos containing materials left in site</p>	<p>Prior to any contractor undertaking any work which could disturb the fabrics of a building, in any part of any building owned or leased by the council it must be determined by the most senior person on site that they are familiar with the location of any asbestos containing materials and will not be disturbing them.</p> <p>Internal staff whose work may involve disturbance of materials will ensure that by checking the centrally held register prior to job starting, that the work will not disturb any asbestos. If this is not the case it must not proceed and alternative means of work devised.</p>	5	1	5	
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Cement Mixer Risk Assessment Form

Location/Dept: HRDepot			Date Assessed: 31/03/25		Assessed by:		
Task/ Activity: Cement Mixer			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Mixer use	Pinch points between mixer and drum, limb injury	Operatives, public	Operators are verified as competent before use and records of training held. The equipment is maintained in accordance with the manufacturer's instructions and records kept of this planned maintenance. Staff trained in use and given awareness and on-site briefings.	4	2	8	
	Hot parts on mixer exhaust		Staff trained in use and given awareness and on-site briefings. Guards are maintained and used. Labels, where appropriate, are in place.	3	2	6	
	Mixer runaway, potential crushed foot or limb injury		Block or restrain wheels to minimise movement Mixer sited on level ground	4	2	8	
	Trip Hazard from cables or towbar		Position cables correctly in light of potential traffic routes	3	2	6	

Cutter Use Risk Assessment Form

Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity: Cutter Use			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of cutters in processing	Cutting of skin, blood vessel or artery causing bleeding	Cutter user Others in close proximity	Employees are trained in the use of the cutter. Cutters are suitable for use. Cutters are checked to ensure they are in good condition and sharp prior to use.	5	1	5	Arrange for ongoing refresher training for employees.
	Repetitive strain injury		Work activity allows for recovery time. Employees are ware they must speak with Supervisor if they are experiencing difficulty or discomfort. Cutters are suitable for the task they are used for and kept in serviceable condition	3	1	3	
	Others coming into contact with blade		Training includes how to leave the cutter when unattended. Untrained employees are not permitted to use cutters	4	1	4	
	Slips trips or falls whilst carrying or working with cutter		Work areas are kept clear of slip and trip hazards and debris; this is managed by Supervisor. Waste containers are available for off cuts	4	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

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2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
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Likelihood

1. Improbable / very unlikely
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RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
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	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Diesel Generator Risk Assessment Form

Location/Dept:	Date Assessed:	Assessed by:
Task/ Activity: Diesel Generators	Review Date:	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Use of Diesel Generator	Ignition of Fuel (storage & transportation)	Operator & Public	Fuel tank & can cap secured. Spare fuel to be securely stored at all times.	5	1	5	Fire Extinguisher to be placed near generator and spare fuel.
	Ignition of Fuel (re-filling of equipment)		Generator to be stopped before re-fuelling. Surrounding area to be clear. Funnel to be used at all times.	5	1	5	No refuelling when generator hot. Gloves to be worn. Spill kit required. Strict enforcement of no smoking
	Manual Handling Injuries	Operator(s)	Two person lift as required.	3	1	3	All operators to have Manual Handling training
	Slips & Trips	Operator & Public	Generator carefully sited & marked/signed.	3	1	3	
	Fire Risk/Burns from Exhaust		As above. Generator visibly checked at intervals.	4	1	4	
	Electric Shock		Equipment correctly maintained & inspected.	5	1	5	Cables marked, and signed if required.
	Carbon Monoxide (Fumes)		Equipment carefully sited & well ventilated. Exhaust to be checked at intervals.	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)

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RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

METHOD STATEMENT/SOPs – GENERATORS

1. The above is a generic risk assessment. A dynamic risk assessment must be done by the foreman/supervisor on arrival using the format below. This should take into account variations in ground, weather and members of the public. The following points are to be observed whilst operating generators:

- The generator should be carefully sited taking into account ground conditions. Ideally it will be level, and in a tucked away position.
- Cables coming from the generator should be kept tidy or signed.
- Generator fuel in cans should be locked inside a vehicle or secured in some other way (chains & padlock etc.).
- Re-filling of the generators should be covered by a COSHH Assessment for diesel fuel. Foreman/supervisor should have a copy of the Safety Data Sheet (SDS) for the relevant substance on site.
- Correct manual handling techniques should always be employed. If necessary, generators should be moved by two people.
- The generators should be secured carefully during transportation to prevent damage. They should be regularly inspected.
- The manufacturers instructions should accompany the generators where possible, and be adhered to.

DYNAMIC RISK ASSESSMENT PROFORMA

This format is to be used to complement the Risk Assessment (RA). The suggested headings in italics are not exhaustive. The Activity Commander needs to consider how these factors will create additional risk (***if any***) and what extra control measures they need to apply.

Activity & Location:

Date & Time:

HAZARDS & ADDITIONAL CONTROL MEASURES REQUIRED

GROUND: (*Flat/Sloping/Uneven/Hard/Soft/Slippery/Wet/Grass/Concrete/Gravel/Sand*)

WEATHER: (*Wet/Dry/Hot/Humid/Cold/Icy/Windy/Sunny/Snow*)

PARTICIPANTS: (*Old/Young/Language issues/Disabled - Sight, Hearing, Physical/Behaviour/Attitude/Supervision*)

OTHER: (*Any other factor that could create a hazard not mentioned above*)

Driving For Work Risk Assessment Form

Location/Dept:			Date Assessed:		Assessed by:		
Task/ Activity: Driving for Work			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Personnel using company vans for business use in mainland England, and Wales.	Loss of control or collision with other road users, pedestrians, other objects in vicinity.	Driver. Passenger(s) Other road users	<p>All drivers hold a current driving licence (checked annually).</p> <p>Staff have designated areas designed to reduce mileage as far as possible.</p> <p>Drivers select their own routes to reduce mileage, stress and tiredness.</p> <p>Drivers have been advised not to drive if unwell, tired, under the influence of alcohol or drugs.</p> <p>Drivers must notify the Management if they have been prescribed medication that makes them unfit to drive (appropriate action will then be taken).</p> <p>Drivers are advised to take a break at least every two hours, or earlier if they feel the need.</p>	5	1	5	<p>Maintain and monitor existing controls.</p> <p>Where appropriate, instigate defensive driver training (IAM or ROSPA)</p>
	Due to lack of ability, loss of concentration, tiredness, illness, vehicle defect, weather conditions.	Pedestrians	<p>Work and driving time does not exceed 10 hours, with minimum of 12 hours' rest between days.</p> <p>Hands free mobile phone kits have been fitted to vehicles and phone calls are kept to a minimum; calls made once parked safely and legally.</p> <p>Any vehicle accident is investigated and drivers could be given a driving assessment, driver training, medical or eye examination.</p> <p>Vehicles are maintained in line with manufacturer's specifications.</p>	5	1	5	

			<p>Any intermediate fault is rectified immediately.</p> <p>Drivers are advised to carry out daily checks on their vehicles and report and rectify any defects.</p> <p>Vehicles over three years old undergo an MOT test each year.</p>				
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Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Snow and Ice Risk Assessment Form

Location/Dept: Various sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Snow and Ice on Premises			Review Date: Annual or on the day.		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Snow and ice present on premises due to adverse weather conditions Clearing snow and ice in groups of 2 or more (<i>not lone working</i>)	Slips, trips and falls		Nominated member of staff (DLF Supervisor) to monitor weather conditions, anticipate when snow / ice clearance may be required and prioritise areas for clearing snow and gritting of paths, steps etc. Restrict access to cleared areas only (lock off gates and cordon off un-cleared areas) Treat cleared paths with salt and grit if freezing temperatures continue. Check outdoor lighting prior to winter; ensure adequate lighting over proposed route especially in the evenings. Ensure all employees are aware of designated paths / access routes.	5	1	5	Implement the Winter Policy. Formally remind employees of their responsibility to report hazards to Supervisors. If slopes and steps remain in dangerous condition it may be necessary to prevent access to affected area – cones / barrier / tape etc.
	Manual handling		Staff who are responsible for gritting / clearing paths have adequate equipment and clothing to carry out the work.	4	1	5	
	Exposure to extreme temperatures		Personal protective equipment provided; weatherproof “hi visibility” outer clothing, coat, gloves, hat, suitable footwear etc. Avoid long periods of exposure to low temperatures and provide warm drinks	4	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Scaffold Tower (Outdoor) Risk Assessment Form

Location/Dept: Various Sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Use of Tower Scaffold outdoors			Review Date: Annual or as needed.		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required

Working on tower outside	Falling from height.	Employees Contractors Visitors	Only employees who are trained in safe installation and use of tower (this includes safe reaching, use of fall arrest equipment and pre use checks) are permitted to erect and use tower.	5	1	5	Formally remind employees of their responsibility to report hazards to Supervisors.
	Dropping items onto people below.		Task risk assessment is carried out prior to activity. Users are provided with suitable footwear and fall arrest equipment. Tower and associated equipment, including fall arrest harnesses, are maintained and inspected regularly.	5	1	5	
	Tower toppling over or collapsing.		Tower is not used adverse weather conditions, including winds, rain, snow, ice etc. Tower is not used when vehicles are in the area. Tower is correctly positioned, on flat, level, stable ground, and outriggers are fitted as required. The tower is suitable for use including adequate height and gross weight limit (including personnel and any load).	4	1	4	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Tower Scaffold (Indoor) Risk Assessment Form

Location/Dept: Various Sites			Date Assessed: 14/04/25			Assessed by: GW	
Task/ Activity: Use of Tower Scaffold indoors			Review Date: Annual or at time of need.			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required

Working on tower scaffold indoors	Falling from height	Employees	<p>The tower is suitable for use, including adequate height and gross weight limit (including personnel and any load)</p> <p>Users are provided with suitable footwear and fall arrest equipment.</p> <p>Internal ladders and access hatch used.</p>	5	1	5	<p>Task is planned and a risk assessment is carried out prior to work starting.</p> <p>Tower and associated equipment, including fall arrest harnesses, are maintained and inspected regularly.</p>
	Dropping items onto people below		Suitable guard rails, mid rails and toe boards fitted.	5	1	5	Heavy items needed for use on tower is lifted by safe means e.g. hoist
	Tower toppling over or collapsing	Contractors Visitors	<p>Tower is correctly positioned on flat, level, stable ground; outriggers are fitted as required.</p> <p>Tower erected and used by only trained and competent persons (this includes safe reaching, use of fall arrest equipment and pre use checks)</p>	5	5	5	<p>Ensure tower inspected prior to first use.</p> <p>Ensure tower is protected against unauthorised use.</p> <p>Ensure safe working load limits are observed.</p>
	Impact from moving equipment		Tower scaffold installed in cordoned or controlled area.	5	1	5	Ensure equipment in area is isolated from use (e.g. lock and tag system)

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Traffic Routes Risk Assessment Form

Location/Dept: Various sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: Traffic Routes			Review Date: Annaul		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required

Walking over rough ground	Slips or trips on warehouse floor.	Pedestrians.	Floor is inspected on a regular (at least 6 monthly) basis, repairs organised on a risk priority basis. Appropriate footwear to be worn at all times.				Encourage employees to report concerns about floor condition as an unsafe condition, and to report near miss incidents.
Driving vehicles over rough ground.	Injury to driver/ damage to vehicle/ load.	FLT Driver.	Floor inspection regime. Limit speed of vehicles on U Group Premises. Limit access of U group properties to authorised drivers.				Near miss and unsafe condition incidents reported.

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

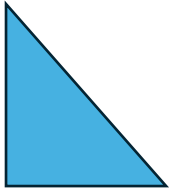
RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so



Cleaning Risk Assessments

Full COSHH register held at each site.

COSHH Risk Assessment Form – Strong Bleach

Product Details

Name		Bleach (Strong)		Pack Size	
Manufacturer / Supplier				Assessment Ref	
Hazardous Contents of Product (from safety data sheet)				Form of Product	
Explosive	<input type="checkbox"/>	Health Hazard	<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>
Oxidising	<input type="checkbox"/>	Serious Health Hazard	<input type="checkbox"/>	Fumes	<input type="checkbox"/>
Flammable	<input type="checkbox"/>	Gases under Pressure	<input type="checkbox"/>	Mists	<input type="checkbox"/>
Toxic	<input type="checkbox"/>	Dangerous to Environment	<input type="checkbox"/>	Gases	<input type="checkbox"/>
Corrosive	<input type="checkbox"/>		<input type="checkbox"/>	Vapours	<input type="checkbox"/>
			<input type="checkbox"/>	Solid	<input type="checkbox"/>

Other (specify):		<input type="checkbox"/>	Liquid	<input checked="" type="checkbox"/>
Classification (COSHH Essentials) (see COSHH employer guidance)		A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>		
Workplace Exposure Limits (if applicable) (www.hse.gov.uk/coshh/table1.pdf)				

Usage

Do we need to use this product?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Is there a safer alternative?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Location of use		How the substance may enter the body		Who may be harmed			
Outside	<input type="checkbox"/>	Breathing in	<input checked="" type="checkbox"/>	Employees	<input checked="" type="checkbox"/>		
Inside	<input checked="" type="checkbox"/>	Swallowing/eating	<input checked="" type="checkbox"/>	Contractors	<input type="checkbox"/>		
Confined space	<input type="checkbox"/>	Contact with skin	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>		
Well-ventilated area	<input type="checkbox"/>	Eyes	<input checked="" type="checkbox"/>	Public	<input type="checkbox"/>		
		Cuts or broken skin	<input checked="" type="checkbox"/>				
How will this product be used? Indoors, for cleaning and sanitising of toilets/bathrooms and (when diluted) of floors.							

Controls to be used to reduce risks:

Standard Control Measures to be Adopted					
Safe Place		Competent Person		Safe Personal Protective Equipment (PPE)	
Change form of product	<input type="checkbox"/>	Permit to work	<input type="checkbox"/>	Goggles/visor (safety glasses or goggles sealing area around eyes)	<input type="checkbox"/>
Reduce concentration	<input checked="" type="checkbox"/>	Supervision	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
Reduced amount used	<input checked="" type="checkbox"/>	Monitor exposure	<input type="checkbox"/>		
Increase ventilation	<input type="checkbox"/>	Health surveillance	<input type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Local exhaust ventilation	<input type="checkbox"/>	Written instruction	<input type="checkbox"/>		
Barrier working area	<input checked="" type="checkbox"/>	Tool box talks	<input type="checkbox"/>	Respiratory protection(dust mask)	<input type="checkbox"/>
Control access to area	<input type="checkbox"/>	Specific training	<input checked="" type="checkbox"/>		

Emergency / Handling Requirements:

First Aid				Notes
Move to fresh air	<input checked="" type="checkbox"/>	Wash affected area	<input checked="" type="checkbox"/>	Milk may be substituted for drinking water as first aid if bleach is ingested.
DO/DONT Induce vomiting	<input type="checkbox"/>	Irrigate eye with water	<input checked="" type="checkbox"/>	
Give water to drink	<input checked="" type="checkbox"/>	Remove contaminated clothes	<input checked="" type="checkbox"/>	Seek medical advice in the event of ingestion, contact with eyes or if first aid is ineffective.
Seek medical advice	<input checked="" type="checkbox"/>			
Fire				Notes
Water	<input checked="" type="checkbox"/>	Foam (non-aqueous)	<input checked="" type="checkbox"/>	Avoid inhalation of fumes
Carbon Dioxide	<input checked="" type="checkbox"/>	Blanket	<input type="checkbox"/>	
Powder	<input checked="" type="checkbox"/>	Sand	<input type="checkbox"/>	
Foam (aqueous)	<input checked="" type="checkbox"/>	Dry Chemical	<input type="checkbox"/>	

Spill / Waste Disposal				Notes
Contain spill	<input type="checkbox"/>	Hazardous waste carrier	<input type="checkbox"/>	Small spills may be washed to drain. Large spills should be diluted first before washing to drain.
Wash to drain	<input checked="" type="checkbox"/>	Sealed container/bag	<input type="checkbox"/>	
Protect drain	<input type="checkbox"/>	Return to supplier	<input type="checkbox"/>	
Special Precautions	<input type="checkbox"/>	Dispose of in skips	<input type="checkbox"/>	
Storage				Notes
Cabinet	<input type="checkbox"/>	Bunded	<input type="checkbox"/>	No specific requirements
Away from Oxidisers	<input type="checkbox"/>	Ventilated area	<input type="checkbox"/>	
Away from Metals	<input type="checkbox"/>	Outside	<input type="checkbox"/>	
Keep dry	<input type="checkbox"/>			

Assessment Summary:

Completed by:	Gina Wilding	Position:	Town Clerk
Signed:		Date:	31/03/2025
Overall Assessment:	High <input type="checkbox"/> Med <input type="checkbox"/> Low <input checked="" type="checkbox"/>	Review Date:	Annual
Is regular monitoring required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide details including frequency:	

Is a COSHH information sheet required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, ensure it is kept in close proximity of the product, once completed.
Is health surveillance required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide details including frequency:

COSHH Risk Assessment Form – Multi Surface Cleaner

Product Details

Name		Multi-surface Cleaner (Strong)		Pack Size	
Manufacturer / Supplier				Assessment Ref	
Hazardous Contents of Product (from safety data sheet)				Form of Product	
Explosive	<input type="checkbox"/>	Health Hazard	<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>
Oxidising	<input type="checkbox"/>	Serious Health Hazard	<input type="checkbox"/>	Fumes	<input type="checkbox"/>
Flammable	<input type="checkbox"/>	Gases under Pressure	<input type="checkbox"/>	Mists	<input type="checkbox"/>
Toxic	<input type="checkbox"/>	Dangerous to Environment	<input type="checkbox"/>	Gases	<input type="checkbox"/>
Corrosive	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Vapours	<input type="checkbox"/>
			<input type="checkbox"/>	Solid	<input type="checkbox"/>

Other (specify):		<input type="checkbox"/>	Liquid	<input checked="" type="checkbox"/>
Classification (COSHH Essentials) (see COSHH employer guidance)		A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>		
Workplace Exposure Limits (if applicable) (www.hse.gov.uk/coshh/table1.pdf)				

Usage

Do we need to use this product?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Is there a safer alternative?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Location of use		How the substance may enter the body		Who may be harmed			
Outside	<input checked="" type="checkbox"/>	Breathing in	<input type="checkbox"/>	Employees	<input checked="" type="checkbox"/>		
Inside	<input checked="" type="checkbox"/>	Swallowing/eating	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>		
Confined space	<input type="checkbox"/>	Contact with skin	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>		
Well-ventilated area	<input type="checkbox"/>	Eyes	<input checked="" type="checkbox"/>	Public	<input type="checkbox"/>		
		Cuts or broken skin	<input type="checkbox"/>				
How will this product be used?							
Cleaning throughout building							

Controls to be used to reduce risks:

Standard Control Measures to be Adopted					
Safe Place		Competent Person		Personal Protective Equipment required (PPE)	
Change form of product	<input type="checkbox"/>	Permit to work	<input type="checkbox"/>	Goggles/visor (safety glasses or goggles sealing area around eyes)	<input checked="" type="checkbox"/>
Reduce concentration	<input type="checkbox"/>	Supervision	<input type="checkbox"/>	Overalls	<input type="checkbox"/>
Reduced amount used	<input checked="" type="checkbox"/>	Monitor exposure	<input type="checkbox"/>		
Increase ventilation	<input checked="" type="checkbox"/>	Health surveillance	<input type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>
Local exhaust ventilation	<input type="checkbox"/>	Written instruction	<input checked="" type="checkbox"/>		
Barrier working area	<input type="checkbox"/>	Tool box talks	<input type="checkbox"/>	Respiratory protection(dust mask)	<input type="checkbox"/>
Control access to area	<input checked="" type="checkbox"/>	Specific training	<input checked="" type="checkbox"/>		

Emergency / Handling Requirements:

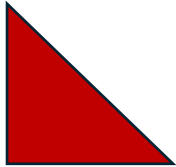
First Aid				Notes
Move to fresh air	<input checked="" type="checkbox"/>	Wash affected area	<input checked="" type="checkbox"/>	
<u>DO/DONT</u> Induce vomiting	<input type="checkbox"/>	Irrigate eye with water	<input checked="" type="checkbox"/>	
Give water to drink	<input type="checkbox"/>	Remove contaminated clothes	<input checked="" type="checkbox"/>	
Seek medical advice	<input checked="" type="checkbox"/>			
Fire				Notes
Water	<input type="checkbox"/>	Foam (non-aqueous)	<input checked="" type="checkbox"/>	
Carbon Dioxide	<input type="checkbox"/>	Blanket	<input type="checkbox"/>	
Powder	<input type="checkbox"/>	Sand	<input checked="" type="checkbox"/>	
Foam (aqueous)	<input type="checkbox"/>	Dry Chemical	<input checked="" type="checkbox"/>	

Spill / Waste Disposal				Notes
Contain spill	<input checked="" type="checkbox"/>	Hazardous waste carrier	<input checked="" type="checkbox"/>	
Wash to drain	<input type="checkbox"/>	Sealed container/bag	<input type="checkbox"/>	
Protect drain	<input checked="" type="checkbox"/>	Return to supplier	<input type="checkbox"/>	
Special Precautions	<input type="checkbox"/>	Dispose of in skips	<input type="checkbox"/>	
Storage				Notes
Cabinet	<input checked="" type="checkbox"/>	Bunded	<input type="checkbox"/>	
Away from Oxidisers	<input type="checkbox"/>	Ventilated area	<input type="checkbox"/>	
Away from Metals	<input type="checkbox"/>	Outside	<input type="checkbox"/>	
Keep dry	<input checked="" type="checkbox"/>			

Assessment Summary:

Completed by:	Gina Wilding	Position:	Town Clerk
Signed:		Date:	31/03/25
Overall Assessment:	High <input type="checkbox"/> Med <input checked="" type="checkbox"/> Low <input type="checkbox"/>	Review Date:	Annual
Is this product authorised for use within the company considering the answers provided in this assessment:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Is regular monitoring required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide details including frequency:
Is a COSHH information sheet required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, ensure it is kept in close proximity of the product, once completed.
Is health surveillance required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide details including frequency:



Event Risk Assessments

Risk/Priority Indicator Key

Terrorism Risk Assessment Form

Location/Dept: Events			Date Assessed: 17/03/25		Assessed by: GW		
Task/ Activity: Anti-Terrorism measures for safe events.			Review Date: Annual		Reference Number:		
<p>A terrorism risk assessment for an outdoor, ungated event should follow the principles of risk management and counter-terrorism guidance provided by agencies such as the National Counter Terrorism Security Office (NaCTSO) and the Centre for the Protection of National Infrastructure (CPNI).</p>							
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Event Overview	Poor Planning / Poorly managed event	Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none">• Event Name: [Insert Event Name]• Location: [Specify Location]• Date & Time: [Specify]• Expected Attendance: [Number of people]	4	1	4	

			<ul style="list-style-type: none"> • Type of Attendees: General public, VIPs, families, etc. • Event Organisers & Key Stakeholders: Local authorities, emergency services, security providers 				
Threat Assessment	Understanding the possible risks.	Public / event organisers / volunteers / stewards / emergency Services.	<p>Using the Martyn's Law (Protect Duty) principles and national threat levels:</p> <ul style="list-style-type: none"> • Current UK Threat Level: [Check latest from MI5 or UK Government] <p>Potential Threats:</p> <ul style="list-style-type: none"> • Vehicle as a Weapon Attack (VAW): Ramming into crowds • Explosive Device: Placed or carried by an attacker • Firearms or Bladed Weapons Attack: Lone or coordinated attack • Drones: Used for surveillance or carrying payloads • Chemical/Biological Attack: Unlikely but possible • Cyber Threats: Disrupting event communications or causing panic • Known Threat Actors: (e.g., organised terror groups, lone actors, extremist individuals) • Historical Context: Have similar events been targeted in the past? 	4	1	4	
Vulnerability Assessment	Considering how to manage the risks	Public / event organisers / volunteers / stewards /	<ul style="list-style-type: none"> • Event Layout & Location Risks <p>For example: Open, Ungated Venue: No natural perimeter control</p>	4	1	4	

		emergency Services.	<ul style="list-style-type: none"> • Nearby Roads & Public Transport Hubs: Potential attack vectors • Concealment Areas: Bushes, bins, vehicles, street furniture • Choke Points: Entry/exit bottlenecks could be targeted • Crowd Risks • High footfall makes mass casualties possible • Unpredictable crowd movement during an attack • Security Presence & Response Capabilities • Security staff numbers and training • CCTV and monitoring systems • Police and emergency service response times 				
Physical Security	Mitigation Measures	Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> • Hostile Vehicle Mitigation (HVM) • Bollards, barriers, or vehicles blocking approach routes • Temporary road closures • Bag Checks & Search Procedures • Random screening if appropriate • Security Personnel • Trained in counter-terrorism awareness • Covert/plain-clothed security for intelligence gathering • Emergency Response Planning 	4	1	4	

			<ul style="list-style-type: none"> • Trained staff for evacuation procedures • Clear emergency exits and signage • Surveillance & Intelligence Sharing • CCTV and drone monitoring • Communication links with local police <p>Public & Staff Awareness</p> <ul style="list-style-type: none"> • Training for Staff & Volunteers • Recognising suspicious behaviour (Project Servator training) • Reporting procedures (ACT Awareness e-learning) • Public Messaging • Clear “Run, Hide, Tell” messaging in case of an attack • Encouraging public vigilance and reporting 				
Response & Recovery Plan		Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> • Immediate Actions in Case of Attack • Lockdown or controlled evacuation procedures • Coordination with emergency services • Medical Response • First aid points • Mass casualty plan • Post-Incident Recovery • Communication strategy (handling misinformation) 	4	1	4	

			• Psychological support for affected individuals				
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May Fair Risk Assessment Form

Location/Dept: Events			Date Assessed: 14/03/2025		Assessed by: GW		
Task/ Activity: Ludlow May Fair 2025 Arrive: at 5pm on Wednesday 30th April 2025 Depart: by 10 am on Tuesday 6th May 2025 Mayfair Opening Times: Thursday 4pm-11pm; Friday 12noon-11:00pm; Saturday 10am-11:00pm; Sunday (Mayfair Service 11:30am) 1pm-9pm Monday 10am–8pm. Times may vary slightly within these hours.			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Effective Partnership Working	Unclear Roles and Responsibilities Poor Communication	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	Roles and Responsibilities of PEO and LTC designated under contract – current contract runs until 2029. Pre- event communication from March 2025 to ensure all parties understand issues. 2025 issues: Buttery cafe fire.	3	2	6	List of Stakeholders: Carol Wynne: 07860 858 062 – Principal Event Organiser (PEO) Ed Danter: 07970 919 268 – Event Entry and Set-up organiser Mitch Barnard: 07799 220 781 – road signage / diversion route organiser Gina Wilding: 07971 798 131 – LTC event lead Mark Hilton: 07539 166 446 – LTC organiser for preparation of market area, Mill Street, and contractor signage liaison Charlotte Ambrazas: charlotte.ambrazas@ludlow.gov

							.uk – LTC organiser for road closure liaison / admin Lesley Harling: lesley.harling@stlaurences.org.uk – St. Laurence's Church (Sunday Service) Sherry Woolgrove: sherry.woolgrove@shropshire.gov.uk – Shropshire Council Safety Advisory Group (SAG) (Chair)
Event Management	Poorly planned and managed event	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	<p>Contract between LTC and PEO agreed by both parties.</p> <p>Advance communication between LTC and the PEO began in March 2025 with a request for information about changes to the site / contacts / arrangements from the PEO.</p> <p>Update the annual actions list and use as a point of reference for LTC internal action points.</p> <p>Event management documentation including contract / event plan / layout of rides and generators / road closure / child safety policy / and stewarding to be agreed by both parties and copies sent to SC SAG in April 2025.</p> <p>Insurance provision confirmed by LTC and PEO.</p> <p>Advance notice and organiser contact details supplied to residents two weeks prior to the event.</p> <p>Prior liaison with St. Laurence's Church to organise the Sunday service on the Dodgems by LTC / PEO.</p> <p>All ride compliance documentation and electrical and gas certification to be checked by LTC prior to start of the Fair.</p>	3	2	6	

Market take down and put up	Trips, slips, falls, fraudulent activity, and anti-social behaviour.	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	<p>Maintain stalls and walkways in safe order.</p> <p>LTC staff booked trailers (five) for transport and storage of the market stalls during the fair.</p> <p>Trained staff undertake the stall removal / re-instatement and off site storage during the May Fair.</p> <p>Dismantle stalls on Tuesday before the May Fair- 5 persons minimum</p> <p>J- bolts and bolts – bolts oiled in prep to dismantle.</p> <p>Order new J- bolts / replace as necessary when stalls go back up on Tuesday after Mayfair.</p> <p>Market stall erected on Tuesday after the May Fair for market trading on Wednesday – 5 persons minimum.</p>	3	1	3	
Road Closure and diversion signage	Traffic management of pedestrianised areas to prevent unsafe mixing of vehicles and pedestrians.	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	<p>Apply for road closures as necessary, ensure operators are trained.</p> <p>Advance notice wording: Road closures from 5:00pm on 30th April 2025 until 10am Tuesday 6th May are in place on High St, Mill St, Castle Sq, Dinham between Castle Sq & Camp Lane; through traffic prohibited from travelling north on Broad St between Bell Ln and High St; and the one way traffic order for Bell Lane to be suspended. Please remove cars from Mill Street by 4:30pm on Wed 30th April.</p> <p>Ensure that road closure application has been made by PEO six weeks prior to the Mayfair.</p> <p>Letters to be sent to Police, Ambulance and Fire Brigade</p>	3	2	6	

			<p>Use barriers and signage to guide people's routes and activities.</p> <p>Signage - Update dates and times on metal road signs / check phone number is current Road signs must be displayed at either end of the road closure two weeks prior –</p> <p>Arrange for contractor to put out diversion signage</p> <p>Remove wooden bollards at bottom of Mill Street – on Wednesday afternoon (keys available at Guildhall)</p> <p>Inform local police and emergency services of event.</p>				
Safety Certification checks	Unsafe operation and management of rides	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	PEO supplies all safety certificates for each ride / stall and they are independently checked by LTC staff in advance of the Fair opening.	3	1	3	
Ride entry to town and set-up	Traffic management of pedestrianised areas to prevent unsafe mixing of vehicles and pedestrians.	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	To adhere to the contract terms that access for the rides will begin no earlier than 5pm when the road closure starts.	3	1	3	

Stewards and youth detached working during the May Fair	<p>Unsafe crowds, Trips, slips, falls, antisocial behaviour, crowd management, ride safety, first aid provision, stewarding, lack of awareness of event impacts locally for residents and businesses, Cllrs not adequately informed.</p>	<p>Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.</p>	<p>Ride operator's staff authorised by PEO to act as event stewards.</p> <p>Youth Workers Community police team and SSYF staff contacted to arrange cover if possible.</p>	3	2	6	
Event Management	<p>Trips, slips, falls, antisocial behaviour, crowd management, ride safety, first aid provision, stewarding, lack of awareness of event impacts locally for residents and businesses, Cllrs not adequately informed.</p>	<p>Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.</p>	<p>Create event plans, including evacuation plan and risk assessments for each event.</p> <p>Liaise with Safety Advisory Group (SAG) for large events.</p> <p>Ensure alcohol (not appropriate for the May Fair because no alcohol sold from stalls) and entertainment licences are in place.</p> <p>Ensure appropriate numbers of stewards in hi-vis and trained.</p> <p>Use barriers and signage to guide people's routes and activities.</p>	3	2	6	<p>Trained stewards.</p> <p>Detached youth workers as appropriate.</p>

			<p>Trained first aiders on site.</p> <p>PL insurance, employer insurance and insurance of assets. Notify insurers that the market stalls are dismantled and store in the car park with Mr Wynn in residence over the period of the Mayfair.</p> <p>Waste - notify Contractor that collection will be from the war memorial</p> <p>Meters - Water and electric meter readings on Wednesday of arrival at 4pm</p> <p>Toilets - Change toilet close times Thursday, Fri, Sat to 11pm; Sun to 9pm; Mon to 8pm.</p> <p>Notifying Residents and Businesses with road closure info and contact for PEO and TC delivered w/c 14 April 2025</p> <p>Mayfair Service on the Dodgems - Contact the Parish Office to confirm the arrangements for the service at least one month prior to the event.</p> <p>Send out press releases - prior social media stated in March 2025. PR to go out in April 2025</p> <p>Prior to 2pm on First Thursday of Mayfair, Operational Compliance Certs, PL insurance & RAs to be received from Carol on Thursday and problems rectified before Mayfair opens.</p> <p>Fire engine access routes to be checked before the fair opens</p> <p>SC to clean empty market and event square on Tuesday morning after the May fair – arrange beforehand with SC</p>				
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			<p>Check street lights / surrounding area for damage and report to Town Clerk after the event.</p> <p>Inform local police and emergency services of event.</p>				
Terrorism	Panic, slips, trips and falls, crushing, and anti-social behaviour.	Public / event organisers / volunteers / stewards / PEO, ride / stall operators emergency Services.	<p>Martyn's Law / bomb threat procedures awareness.</p> <p>LTC staff made aware of:</p> <p>HOT protocols and RUN, HIDE, TELL – safety advice.</p> <p>Public & Staff Awareness</p> <ul style="list-style-type: none"> • Training for Staff & Volunteers • Recognising suspicious behaviour (Project Servator training) • Reporting procedures (ACT Awareness e-learning) • Public Messaging • Clear “Run, Hide, Tell” messaging in case of an attack • Encouraging public vigilance and reporting 	3	1	3	

Henley Road Helpers Risk Assessment Form

Location/Dept: Cemetery Henley Road,
Ludlow SY 81 RA

Henley Road Helpers

Date Assessed: 05/08/2024

Assessed by: C Ambrazas
Review: GW

Task/ Activity: Volunteering

Review Date: 31/03/2025

Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Secateurs	Cuts bruising	Volunteers LTC Staff	Instruction on use, PPE / gloves	3	3	6	Volunteers will be wearing gloves. First Aid Kit accessible inside Chapel
Secateurs transportation	Cuts bruising	Volunteers LTC Staff	All secateurs are kept in protective carriers when not being used.	2	2	4	To ensure group have a full understanding on how to carry the tool
Secateurs slipping when using	Cuts bruising	Volunteers LTC Staff	Tool maintenance – Kept sharp and useable. No gloves worn on using hand to prevent slipping.	2	4	6	To ensure the group have a full understanding on how to position the tool correctly when using it so if a slip occurs it will not contact any group member.
Secateurs bouncing off	Cuts bruising	Volunteers LTC Staff	Tool maintenance – kept sharp and useable. No gloves worn on using hand to prevent slipping.	2	2	4	To ensure the group have a full understanding on how to position the tool correctly. Knowing the tools capacity to prevent the tool failing to cut and bounce off.
Secateurs breaking	Cuts bruising	Volunteers LTC Staff	Regular and effective maintenance of tools.	1	3	3	The group should know that if a problem has occurred with a tool it should be reported immediately to group leader
Slips trips falls ,	Cuts bruising	Volunteers and staff	Undertake an onsite review of the area to be cleaned, identify any hazards and brief volunteers before starting.	2	2	4	Assessment of the area before starting. Volunteers told not to use headstones to help them up from low levels. Talk to Volunteers about how to walk around grave areas to avoid stepping on graves. Avoid uneven ground and use kneeling pads.

Litter picking	Slips trips falls , sharp, objects, contamination	Volunteer	Use of PPE and litter picking equipment, Correct use of bins, sharps box (available at Depot) Wear supportive and slip-resistant footwear. Take care when negotiating steps. Observe ground and aware of potential trip hazards . If in doubt don't carry on if an area looks slippery	3	3	6	Use of litter picking tools First Aid Kit accessible inside Chapel
Stings / bites	Bee stings wasp stings, rash from plants	Volunteers group leaders	Use of gloves	3	2	5	Use PPE/ Gloves First Aid Kit accessible inside Chapel
Poisonous plants	Toxic plants cause rash and stings	Volunteers group leaders	Volunteers not allowed to certain areas where plants have been identified	3	4	7	Identify hazardous plants and keep volunteers away from the area.
Sunburn	Burns	Volunteers and group leader	First-aider on site, with access to First Aid waist bag. Wear suitable clothing (gloves at all times, sleeves and trousers).In hot weather, wear hat . Apply sunblock before beginning the activity and re-apply as required .Consider suspending work if weather is sufficiently extreme	2	2	4	Advise on wearing hats in case of very hot temperature or suspend working.
Drinks and refreshments	Hot liquids, trailing leads, food allergies, choking hazards.	Volunteers and group leader	Children are supervised by parent or guardian. Ingredients of snacks made available. Allergy information requested on sign up form. Leads are stored safely and do not trail over the edge of the table. Safe dispenser for hot liquids used. First Aider available on site.	2	2	4	Group leader / staff to organise refreshments.

5 Galleon Water Boiler Risk Assessment Form

Location/Dept: Various Sites			Date Assessed: 14/04/25		Assessed by: GW		
Task/ Activity: 5 Gallon Water Boiler			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Using water boiler.	Electric shock.	Employees. Other kitchen staff. Waiting staff.	Equipment is PAT tested.	5	1	5	Maintain and monitor existing controls.
	Contact with hot sides of boiler.		Boiler is visually checked prior to use. Customers are requested to inform the company of any special needs for the equipment or area, this is then taken into account and staff made aware.	3	1	3	
	Overfilling allowing water to run down sides onto floor.		Drip trays in place and emptied regularly.	3	1	3	
Filling water boiler.	Contact with boiling water or steam causing scalds.		Suitable PPE is available; this includes safety footwear (nonslip & oil resistant). Only trained staff carries out tasks. Employees are supervised and monitored.	3	1	3	
Running off hot water.	Slips trips and falls from wet floors generated from spills.		Cleaning equipment such as mops and wet floor signs are available. Rubber nonslip mats are placed round boiler.	3	1	3	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Senior's Christmas Party Risk Assessment Form

Location/Dept: Ludlow College	Date Assessed: 26/11/2024	Assessed by: GW
Task: Senior Citizens' Christmas Party	Review Date: 26/11/2025	Reference Number:

Activity: Serving sherry and cold food, live entertainment (singer), bingo, and a prize raffle. Duration: afternoon							
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likeli hood (1-5)	Risk/ Priority	Additional controls required
Moving around at the party	<p>Slips, Trips, and Falls</p> <p>Hazard: Spills from sherry or dropped food could create slip hazards.</p> <p>Decorations, cables, or uneven flooring may also cause trips.</p> <p>Participants (particularly elderly attendees) may fall, leading to injury.</p>	Senior citizens, event staff, and volunteers.	<p>Maintain good housekeeping to keep floor area clean and clear of obstacles.</p> <p>Clear walkways of obstacles, including cables and decorations.</p> <p>Ensure any spills are cleaned up immediately.</p> <p>Staff / Volunteers/ carers should assist guests with limited mobility.</p>	4	2	8	<p>Monitoring:</p> <p>Volunteers and staff should remain vigilant throughout the event to address any issues promptly. A designated event supervisor should coordinate safety and respond to any concerns.</p>
Alcohol Consumption	Serving sherry could lead to overconsumption, especially with elderly guests who may be more sensitive to alcohol's effects or	Senior citizens, event staff, and volunteers.	<p>Limit alcohol to small servings (e.g., one glass of sherry).</p> <p>Offer non-alcoholic alternatives (e.g., juice, water).</p> <p>Provide clear communication about responsible drinking.</p>	3	2	6	

	<p>taking medications.</p> <p>Guests may become unwell, disoriented, or have accidents.</p>						
Food Safety	<p>Cold food (e.g., sandwiches, salads, cakes) could pose a risk of foodborne illness if improperly stored or handled.</p> <p>Guests may suffer food poisoning.</p>	Senior citizens, event staff, and volunteers.	<p>Ensure cold food is kept refrigerated until served.</p> <p>Follow hygiene standards for food handling (e.g., gloves, clean surfaces).</p> <p>Discard any leftovers that have been unrefrigerated for more than 2 hours.</p>	5	1	5	
Fire Safety	<p>Candles, electrical decorations, or the live singer's equipment could pose a fire risk.</p> <p>Fire leading to injuries or evacuation.</p>	Senior citizens, event staff, and volunteers.	<p>Use LED candles or battery-operated lights instead of real candles.</p> <p>Test all electrical equipment before the event.</p> <p>Ensure fire exits are clear, and staff/volunteers know the evacuation procedure.</p>	5	1	5	

Entertainment Risks	<p>Loud music from the singer may cause discomfort for elderly guests.</p> <p>Guests may feel distressed or leave early.</p>	Senior citizens, event staff, and volunteers.	<ul style="list-style-type: none"> Keep music at a moderate volume. Check with guests if they are comfortable with sound levels during the event. 	3	1	3	
Bingo and Raffle Prize Safety	<p>Hazard: Prizes for bingo and raffles may pose risks (e.g., sharp items, allergens).</p> <p>Guests could be injured or have allergic reactions to prizes like food items.</p>	Senior citizens, event staff, and volunteers.	<ul style="list-style-type: none"> Ensure prizes are safe, clearly labeled, and appropriate for the audience. Avoid perishable food items or items with potential allergens. 	3	2	6	
Medical Emergencies	<p>Elderly guests may have pre-existing medical conditions or require immediate assistance during the event.</p> <p>Delay in responding to medical issues could worsen outcomes</p>	Senior citizens, event staff, and volunteers.	<ul style="list-style-type: none"> Have a first aid kit and trained first aiders on-site. Provide accessible seating and ensure wheelchairs or mobility aids can be accommodated. 	4	2	8	
COVID-19 or Other Illnesses	Close contact during the event could lead to the spread of illnesses.	Senior citizens, event staff, and volunteers	<ul style="list-style-type: none"> Provide hand sanitizers at entry points and tables. Encourage attendees to stay home if unwell. Ensure adequate ventilation in the venue. 	4	2	8	

	Vulnerable attendees could become ill.						
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Terrorism Risk Assessment Form

Location/Dept: Events			Date Assessed: 17/03/25		Assessed by: GW		
Task/ Activity: Anti-Terrorism measures for safe events. A terrorism risk assessment for an outdoor, ungated event should follow the principles of risk management and counter-terrorism guidance provided by agencies such as the National Counter Terrorism Security Office (NaCTSO) and the Centre for the Protection of National Infrastructure (CPNI).			Review Date: Annual		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Event Overview	Poor Planning / Poorly managed event	Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> Event Name: [Insert Event Name] Location: [Specify Location] Date & Time: [Specify] Expected Attendance: [Number of people] Type of Attendees: General public, VIPs, families, etc. Event Organisers & Key Stakeholders: Local authorities, emergency services, security providers 	4	1	4	
Threat Assessment	Understanding the possible risks.	Public / event organisers / volunteers / stewards / emergency Services.	Using the Martyn's Law (Protect Duty) principles and national threat levels: <ul style="list-style-type: none"> Current UK Threat Level: [Check latest from MI5 or UK Government] 	4	1	4	

			Potential Threats: <ul style="list-style-type: none"> • Vehicle as a Weapon Attack (VAW): Ramming into crowds • Explosive Device: Placed or carried by an attacker • Firearms or Bladed Weapons Attack: Lone or coordinated attack • Drones: Used for surveillance or carrying payloads • Chemical/Biological Attack: Unlikely but possible • Cyber Threats: Disrupting event communications or causing panic • Known Threat Actors: (e.g., organised terror groups, lone actors, extremist individuals) • Historical Context: Have similar events been targeted in the past? 				
Vulnerability Assessment	Considering how to manage the risks	Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> • Event Layout & Location Risks <p>For example: Open, Ungated Venue: No natural perimeter control</p> <ul style="list-style-type: none"> • Nearby Roads & Public Transport Hubs: Potential attack vectors • Concealment Areas: Bushes, bins, vehicles, street furniture • Choke Points: Entry/exit bottlenecks could be targeted • Crowd Risks • High footfall makes mass casualties possible 	4	1	4	

			<ul style="list-style-type: none"> • Unpredictable crowd movement during an attack • Security Presence & Response Capabilities • Security staff numbers and training • CCTV and monitoring systems • Police and emergency service response times 				
Physical Security	Mitigation Measures	Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> • Hostile Vehicle Mitigation (HVM) • Bollards, barriers, or vehicles blocking approach routes • Temporary road closures • Bag Checks & Search Procedures • Random screening if appropriate • Security Personnel • Trained in counter-terrorism awareness • Covert/plain-clothed security for intelligence gathering • Emergency Response Planning • Trained staff for evacuation procedures • Clear emergency exits and signage • Surveillance & Intelligence Sharing • CCTV and drone monitoring • Communication links with local police <p>Public & Staff Awareness</p> <ul style="list-style-type: none"> • Training for Staff & Volunteers 	4	1	4	

			<ul style="list-style-type: none"> • Recognising suspicious behaviour (Project Servator training) • Reporting procedures (ACT Awareness e-learning) • Public Messaging • Clear “Run, Hide, Tell” messaging in case of an attack • Encouraging public vigilance and reporting 				
Response & Recovery Plan		Public / event organisers / volunteers / stewards / emergency Services.	<ul style="list-style-type: none"> • Immediate Actions in Case of Attack • Lockdown or controlled evacuation procedures • Coordination with emergency services • Medical Response • First aid points • Mass casualty plan • Post-Incident Recovery • Communication strategy (handling misinformation) • Psychological support for affected individuals 	4	1	4	

Risk/Priority Indicator Key

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	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

EVENT DETAILS	Christmas Lights put up and take down and Switch-on – Assessed annually		
ASSESSMENT NUMBER	XL 2024	PERSONNEL AT RISK	Members of the public, cllrs, participants, partner orgs, contractors, and staff.
ON SITE ACTIVITY	DURATION OF ACTIVITY AND TIME ON SITE		
<p>Christmas Lights and Switch-on: please also refer to Event Timetable and Event map.</p> <p><u>Event organisers, partners orgs, and contractors contact details:</u></p> <p>Gina Wilding, Town Clerk: H&S – 07971 798 131 – townclerk@ludlow.gov.uk</p> <p>Kate Adams, Deputy Clerk: Event Organiser - 07487 538 356 - kate.adams@ludlow.gov.uk</p> <p>Mark Hilton, DLF Supervisor: H&S / Christmas Lights and Road Closure Organiser – 07539 166 446</p> <p>Charlotte Ambrazas, Christmas Lights Event Admin /Organiser - 07779121590</p> <p>Radio Sunshine: Simon Perry –</p> <p>Ludlow Castle: Nigel –</p> <p>Electrical Contractor - Alan</p> <p><i>Contact details are GDPR protected and the file copy with full details risk assessments should only be shared on a need-to-know basis</i></p>	<p>Christmas Lights Put up</p> <p>Date: October to November</p> <p>Time (various hours)</p> <p>Switch- On:</p> <p>Duration: 10 hours approx..</p> <p>Start: 9am</p> <p>End: 7pm</p> <p>Christmas Lights Take Down</p> <p>Date: January</p> <p>Time (various hours)</p>		

DISCRIPTION	HAZARD	HAZARD EFFECT	INITIAL RISK RATING			CONTROL MEASURES	RESIDUAL RISK RATING			ASSESSMENT DATE	ASSESSMENT REVIEW DATE	ASSESSORS NAME AND SIGNAURE
			H	L	HxL=		H	L	HxL=			
												Gina Wilding
Event planning	Ineffective communication and planning	Poorly organised event with safety issues left unaddressed	5	4	20	<p>A programme of meetings and communications networks to ensure everyone involved has the correct information at the right time.</p> <p>Roles and Responsibilities are clearly defined.</p> <p>Overall H&S risk assessments: Responsible Officer: Town Clerk.</p> <p>Putting up Xmas lights in the town: Responsible Officer DLF Supervisor supported by Admin / Organiser.</p> <p>Road Closure on the day (23rd November): Responsible Officer DLF Supervisor supported by Admin / Organiser.</p>	5	2	10	19 October 2024	19 October 2025	

						<p>Event map and timetable for the Switch – On: Responsible Officer Admin /Organiser</p> <p>Staff meeting arranged prior to the event on 20th November</p> <p>Regular communication in advance of the event with all staff.</p>						
Road Closure	Traffic and Pedestrians mixing.	Vehicular collision injuries for driver, staff, children, members of the public pedestrians, , cllrs and contractors.	5	3	15	<p>Road Closure application to be submitted to Shropshire Council for approval in compliance with their deadlines to ensure a legal order for the road closure is obtained.</p> <p>Trained staff operating a Shropshire Council notified and approved road closure.</p> <p>Road closure staff wear hi-vis,</p> <p>The road closure barriers will be checked that they remain in position throughout the event.</p> <p>Staff will communicate by walkie talkie.</p> <p>Staff meeting held to discuss the closure. Road map with route and timings and roles of staff agreed in advance.</p> <p>For putting up the lights:</p>	5	2	10	19 October 2024	19 October 2025	

					<p>Evening road closure required in in King Street and High Street.</p> <p>Traffic management required for putting up lights in Corve Street.</p> <p>The correct roadside working protocol will be used and supervised by chapter 8 trained staff. Road layout diagram attached to this RA.</p> <p>For the Switch On: Road closure from 10am – 6pm to cover: King Street, Buttercross, Raven lane, Dinham, Mill St, Castle Street Car Park.</p> <p>Walkie talkie and road closure list agreed at meeting.</p>							
Terrorism			5	1	5	<p>The event is in an unrestricted (not fenced) area and is not ticketed and is therefore beyond the scope of Martyn’s Law.</p> <p>Staff will be made aware of HOT principles and the RUN, HIDE, TELL protocol.</p> <p>The UK Protect website https://www.protectuk.police.uk/</p>	5	1	5	19 October 2024	19 October 2025	

						will be consulted prior to the event to check the alert level which is currently SUBSTANTIAL.						
Emergency Evacuation	Confusion and panic	Slip, trips, falls,	4	3	12	<p>The College ground have one access point onto the Events Square.</p> <p>The Events Square area is an open public area.</p> <p>Barriers will be opened/removed by stewards Stewards in hi-vis / seasonal costume to be able to inform, reassure and guide people away from the identified danger.</p> <p>Walkie talkie communication will be used throughout the event.</p>	4	2	8	19 October 2024	19 October 2025	
Christmas Tree	Delivery / handling / safe putting up and dismantling	Slips, trips falls falling equipment, working at height	5	3	15	<p>Tree selected from professional grower.</p> <p>Professional transportation on low loader and erection arranged.</p> <p>DLF staff to isolate area during erection of tree and putting up of lights.</p> <p>Correct PPE to be used including Hi-Vis, eye wear, hard hats for staff on the ground, harnesses for staff in cherry picker, and equipment</p>	5	2	10	19 October 2024	19 October 2025	

						restraints. Trained banksman staff and cherry picker trained staff only.						
Putting Up the Christmas lights	Put up using ladders and cherry picker. DLF supervisor to decide the type of equipment required for each site and advise staff on safe working.		5	3	15	DLF staff to isolate area during putting up of lights as necessary for each site. Electrical installations are made / checked by a qualified electrician. Correct PPE to be used including Hi-Vis, eye wear, hard hats for staff on the ground, harnesses for staff in cherry picker, and equipment restraints. Trained banksman staff and cherry picker trained staff only. The correct roadside working protocol will be used and supervised by chapter 8 trained staff. Road layout diagram attached to this RA.	5	2	10	19 October 2024	19 October 2025	
Christmas lights	ladders	Slips trips and falls.	4	3	12	Switch-On points are planned in advance. Staff are briefed on procedure and suitable equipment is supplied. Events Square – Kevin and Jill Betfred – Rob and Louise Rayners – Mark and Kate Buttercross – Andy and Tony	4	2	8	19 October 2024	19 October 2025	

Grotto	Temporary construction	Stability and suitability	3	4	12	Constructed by trained staff / internal items laid out to ensure staff and users safety avoiding identified trips, electrocution risks etc	2	3	6	19 October 2024	19 October 2025	
Working with young children	Working with vulnerable people	Safeguarding issues	3	4	12	All staff DBS checked. Councillors not permitted to work alone must be accompanied by staff.	2	3	6	19 October 2024	19 October 2025	
Crowd management	People standing waiting in a restricted space People losing patience Pushing	Slips trips falls violent out bursts	4	4	16	Good communication with people in the queue by stewards. Entertainers provide interaction and distraction. Fencing to be used to manage physically. Keep people informed of the situation and be able to answer any queries.	3	2	6	19 October 2024	19 October 2025	
Poor Weather conditions	High winds/Rain	Slip, trips and falls,	4	2	8	The weather conditions will be accessed 2 hours before the event. The Met Office website will be checked in advance by a member of the organising team. If poor weather is forecast, event organisers will have final decision of reduced or cancelled event Install a large gazebo over the stage area to shelter electrical equipment, entertainers etc. The majority of entertainers will then be under shelter reducing the risk of slipping.	4	1	4	19 October 2024	19 October 2025	

RISK RATING PRIORITY INICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

VE Day Risk Assessment Form

Location/Dept: Peace memorial			Date Assessed:		Assessed by:		
Task/ Activity: VE Day Service			Review Date:		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likeli hood (1-5)	Risk/ Priority	Additional controls required
Crowd Management	Slips, trips, crush injuries	All attendees	Stewards in place; signage; clear space for movement	4	1	4	Briefing for stewards; emergency access plan
Road Traffic (before/after closure)	Collision/injury from vehicles	Public, especially children	Road closure in place; marshals; signage; start/finish times clearly advertised	5	1	5	Confirm road closure notice & times with Council

PA System Setup	Trip hazard, electrical fault	Technicians, public	Cables secured; equipment PAT tested; monitored by operator	4	1	4	Have spare batteries and backup mic
Trip Hazards (flags, decorations)	Trips or falls due to dropped items	Children, general public	Supervision of children; area kept tidy during event				First aid cover on site
Weather (rain, wind)	Slipping, electrical hazards, exposure	All attendees	Weather-appropriate gear advised; cover for equipment	3	2	6	Contingency plan for severe weather
Participation of School Children	Separation from group, emotional distress	Children, school staff	School staff in charge; children supervised at all times	3	1	3	Headcounts and briefings for schools
Use of Sound (Last Post)	Startle or noise-related distress	All attendees	Volume check in advance; notify public of timing	2	1	2	Dry run for timing and volume levels
Religious Service	Accessibility or exclusion concerns	Attendees	Inclusive language; seating for those in need	3	1	3	PA system checked to ensure all can hear
Flags/Waver Props	Eye injuries, misuse, distraction	Children, general public	Flags handed out under supervision; child-safe materials	3	1	3	None
Medical Emergencies	Illness, injury	All attendees	First aiders on site; location of nearest defibrillator known	5	1	5	Notify emergency services of event

EVENT DETAILS		Remembrance Sunday	
ASSESSMENT NUMBER	RS 2024	PERSONNEL AT RISK	Members of the public, school children, staff, and councillors, vicar, choir, stewards, parade and Parade Marshall, wreath layers, standard bearers, mace bearers.
ON SITE ACTIVITY			DURATION OF ACTIVITY AND TIME ON SITE Armistice Day 11th November 2025 Start: 9am Finish: 12 noon Short Service at the Peace Memorial only. Small Road Closure in place. RS 9 November 2025 Start: 8am Finish: 3pm Remembrance Sunday: <ul style="list-style-type: none"> • Parade from Ludlow Castle to the Peace Memorial, • Civic procession from the Guildhall, • procession from St Laurence's Church to a Service at the Peace Memorial, • and a civic procession and parade and church procession to St Laurence's church.
<u>Event organisers, role and contact details:</u> Gina Wilding – Civic procession - 07971 798131 – townclerk@ludlow.gov.uk Kate Adams – Co-ordinator - 07487 538356 – kate.adams@ludlow.gov.uk Charlie Ambrazas – Wreath co-ordinator / Church Seating Plan – 07779 121 590 - charlotte.ambrazas@ludlow.gov.uk Mark Hilton – Road Closure Organiser – 07539 166 446 – mark.hilton@ludlow.gov.uk Peter Nield - Finance and Operations at St Laurence E: Adam Wickers, Parade Marshall: Gordon Lloyd, RBL wreath organiser - David Redmayne - Band Conductor – John Olinek, PA Provider Contact details are GDPR protected and the file copy of this risk assessments should only be shared on a need-to-know basis			

DISCRIPTION	HAZARD	HAZARD EFFECT	INITIAL RISK RATING			CONTROL MEASURES	RESIDUAL RISK RATING			ASSESS DATE	REVIEW DATE	NAME
			H	L	HxL=		H	L	HxL=			
												Gina Wilding
Event planning	Ineffective communication and planning	Poorly organised event with safety issues left unaddressed	5	4	20	<p>A programme of meetings and communications networks to ensure everyone involved has the correct information at the right time.</p> <ul style="list-style-type: none"> • All invites sent out early October. • Staff meeting held on 2 Oct • Meeting church, RBL, held on 16 October. • Final Event Timings agreed with church and sent to Parade Marshall, staff and councillors on 17 October. • Uniformed orgs Rehearsal arranged for 9 am on 9 November at St Laurence's Church • Information sent to wreath layers with uniformed orgs invitation. 	5	2	10	19 October 2024	19 October 2025	
Road Closure	traffic	Vehicular collision injuries for driver, staff, school children, members of the public pedestrians, parade, cllrs and staff.	5	3	15	<p>Trained staff operating a Shropshire Council notified and approved road closure.</p> <p>Road closure staff wear hi-vis, use barriers and communicate by walkie talkie.</p>	5	2	10	19 October 2024	19 October 2025	

						<p>The organiser is provided with a written description of the route to share with other participants.</p> <p>The Parade Marshall leads the parade and is in contact with the road closure organiser.</p> <p>Staff meeting held to discuss the closure. Road map with route and timings and roles of staff agreed</p> <p>Timings were agreed between Parade Marshall, church and council and communicated.</p> <p>Road closures: MH - walkie talkie coordinator for parade / band</p> <p>King Street Broad Street Castle Street car park Barrier – Raven Lane Mill Street / Dinham</p>							
Terrorism	Disruption due to terrorist activities or threat of terrorism.	Injury, panic, and disruption.	5	2	10	<p>The event is in an unrestricted (not fenced) area and is not ticketed and is therefore beyond the scope of Martyn's Law.</p> <p>Staff will be made aware of HOT principles and the RUN, HIDE, TELL protocol.</p> <p>The UK Protect website https://www.protectuk.police.uk/ will be consulted prior to the event to check the</p>	5	1	5	19 October 2024	19 October 2025		

						alert level which is currently SUBSTANTIAL.						
Mace	In public	Loss or damage	4	2	8	The mace is in the care of the S at A during the service and prior to and afterwards until returned to storage. Mace stand used to set the mace at rest.	4	1	4	19 October 2024	19 October 2025	
Poor Weather conditions	High winds/Rain	Slip, trips and falls,	4	2	8	The weather conditions will be accessed 2 hours before the event. The Met Office website will be checked in advance by a member of the organising committee. If poor weather is forecast, wet weather procedures will be followed.	4	1	4	19 October 2024	19 October 2025	
Parade route	Multiple surfaces in a public place	Slip, trips and falls,	3	3	9	Route as indicated and communicated via the parade route diagram has been visually checked and deficiencies have been communicated to SC Highways.	3	2	6	19 October 2024	19 October 2025	
Parade	Parading in a public place	Slips trips and falls Route blocked	3	3	9	To be led and instructed by the Parade Marshall, who is in contact with the event co-ordinator Stewards will operate barriers and ask people move out of the way.	3	2	6	19 October 2024	19 October 2025	
Civic Procession	Procession in a public place	Slips, trips and falls Route blocked	3	3	9	To be led by the Sergeant at Arms. Town Clerk in contact with the co-ordinator Stewards will operate light weight plastic barriers and ask people move out of the way.	3	2	6	19 October 2024	19 October 2025	

Emergency Evacuation	Confusion and panic	Slip, trips, falls,	4	3	12	Area is an open public area. Barriers will be opened removed by stewards Stewards in hi-vis to be able to inform and reassure and guide people away from hazards. Walkie talkie communication will be used.	4	2	8	19 October 2024	19 October 2025	
Crowd control on Peace memorial and market square	Pushing and shoving, young people and older people standing together.	Slips trips and falls crushing	4	3	12	Obstacles reduced to minimum necessary. Barrier and structures only where absolutely necessary. Stewards monitor the situation and advise public as necessary	3	2	6	19 October 2024	19 October 2025	
Communication	Lack of communication	Poor event / confusion	3	4	12	Walkie talkie list and roles / locations are agreed and walkie talikes distributed as per list.	3	2	6	19 October 2024	19 October 2025	
Gazebos	Uncontrollable movement, finger compression	Slips trips and falls, or injury high winds cause instability	3	3	9	Trained staff put up and manage the gazebos Extra weights ordered.	3	2	6	19 October 2024	19 October 2025	
Microphones / Speakers	Trailing wires / live electricity source	Electrocution Slips trips and falls	5	3	15	Professional engaged and advised of requirements Covered area provided (gazebo) Electricity cables covered and matting used to prevent trips. Wireless speakers used.	5	2	10	19 October 2024	19 October 2025	

RISK RATING PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				



Safe Systems of Work (SSoW)



Safe System of Work (SSOW)

Area / Activity: Henley Road Cemetery / Topple Testing Headstones and Designating Testing Zones and Frequency.

Objective

To ensure the safe and systematic testing of headstone stability, while designating and managing testing zones and frequencies, in order to minimize risk to the public, workers, and the structural integrity of the headstones.

1. Pre-Work Preparation

a) Training and Competence

- Ensure all personnel involved are trained in:
- Headstone stability testing methods.
- Manual handling techniques and safety protocols.

b) Risk Assessment

Conduct a site-specific risk assessment, identifying hazards such as:

- Uneven ground, weather conditions, or unstable headstones.
- Develop control measures for these risks.

c) Required Equipment

- Personal Protective Equipment (PPE): gloves, steel-toe boots, high-visibility clothing.
- Testing tools: calibrated topple testing equipment (if required), measuring tools, and marking materials (e.g., tags or paint).
- A safe, secure container for records or marking materials.

d) Notification and Public Safety

- Notify cemetery management of planned testing dates and zones.
- Inform visitors and the public by placing signage at entrances and around work zones.

2. Designating Testing Zones

a) Mapping the Cemetery

- Use a map or create a detailed plan of the cemetery showing sections, pathways, and access points.

b) Divide into Zones

- Split the cemetery into manageable zones based on:
- Size and number of headstones.
- Age, condition, and type of headstones.
- Assign clear identifiers to each zone (e.g., Zone A, B, C or Section 1, 2, 3).

c) Prioritize High-Risk Areas

- Identify zones for immediate attention based on:
- Headstone age and visible deterioration.
- Environmental risks like waterlogging, tree roots, or vandalism history.
- High visitor traffic.

d) Mark Boundaries

- Use temporary markers or signage to indicate the physical boundaries of each zone.

3. Testing Procedure

a) Visual Inspection

- Inspect each headstone for visible signs of instability or damage, such as cracks, leaning, or looseness.
- Note headstones requiring further testing or urgent action.

b) Establish Safety Perimeter

- Mark off a safe working area around the headstone to protect workers and the public.

c) Perform Stability Test

- Apply gentle pressure to the top of the headstone using your hands or calibrated topple testing equipment.
- Stand to the side of the headstone (never in front or behind).
- Observe for movement or instability without applying excessive force.

d) Classify Stability

- **Stable:** No movement or risk of toppling; no further action required.
- **Minor Instability:** Slight movement; mark for monitoring or minor repair.
- **Significant Instability:** High risk of toppling; mark for urgent repair or lay flat temporarily.

e) Temporary Stabilization

- If a headstone is at immediate risk of falling, secure it with supports or straps until repairs are made.

4. Frequency of Testing

a) Determine Testing Intervals

Establish testing frequency based on risk levels:

- **High-Risk Zones:** Every **6–12 months**, including older headstones or areas prone to environmental factors.
- **Medium-Risk Zones:** Every **2–3 years**, including moderately aged or stable headstones.
- **Low-Risk Zones:** Every **3–5 years**, typically for newer, well-maintained areas.

b) Post-Incident Testing

- Test immediately after severe weather, construction, or reported instability.

c) Adjust Frequency as Needed

- Review and update testing intervals based on findings from each testing cycle.

5. Documentation and Monitoring

a) Maintain Records

- Document findings for each headstone, including:

- Zone and location.
- Condition of the headstone (e.g., stable, minor instability, significant instability).
- Actions taken (e.g., repairs needed, laying flat).

b) Digital Tracking

- Use cemetery management software or a spreadsheet to schedule testing and track completed work.

c) Reporting

- Submit regular reports to cemetery management with recommendations for repairs or further action.

6. Public Safety Measures

a) Worksite Protection

- Place visible signs indicating testing in progress.
- Rope off active testing zones to prevent public access.

b) Communication

- Notify visitors about testing schedules and provide alternative pathways where necessary.

7. Emergency Procedures

a) Responding to Incidents

- Stop work immediately if a headstone unexpectedly topples or causes injury.
- Secure the area and provide first aid or emergency assistance as required.

b) Incident Reporting

- Report any incidents to cemetery management and complete an incident report.

8. Post-Work Actions

a) Mark Unstable Headstones

- Tag or mark unstable headstones clearly to indicate risk.
- Include instructions or warnings for visitors.

b) Site Clean-Up

- Remove tools, markers, and debris from the testing zone.
- Ensure the site is safe and presentable for public access.

9. Review and Audit

a) **Periodic Review**

- Audit the effectiveness of the testing process and adjust as necessary.

b) **Continuous Improvement**

- Use lessons learned to refine the process, update training, and improve efficiency.

Responsibilities

- **Testing Team (DLF):** Conduct stability tests and ensure public safety.
- **Cemetery Officer:** Document results.
Report to Town Clerk and implement agreed lay down, repair or maintenance plans based on the required works.
Advise owners of their responsibility for

This SSOW provides a clear, systematic approach to top



nsuring safety, efficiency, and accountability.

Safe System of Work (SSOW)

Area / Activity: Cleaning public toilets and urinals.

1. Risks

Potential hazards include:

- Slips and trips due to wet floors.
- Exposure to harmful cleaning chemicals.
- Contact with biological hazards (e.g., bodily fluids, sharp objects like needles).
- Manual handling injuries (e.g., moving cleaning equipment).
- Violence or harassment in isolated public areas.

Control measures:

- Use non-slip mats or warning signs.
- Train staff on chemical handling.
- Provide appropriate PPE (gloves, goggles, aprons, masks).
- Implement needle-stick injury protocols.

2. Preparation

- **Display Warning Signs:** Place “Cleaning in Progress” signs to alert the public.
- **Inspect the Area:** Check for hazards like broken fixtures, sharp objects, or excessive waste.
- **Gather Equipment:** Ensure all tools and materials are available and in good condition:
- Mop, bucket, cleaning cloths, toilet brush.
- Approved cleaning chemicals (e.g., disinfectants).
- Personal Protective Equipment (PPE).
- Litter pickers for safe handling of waste.

3. Cleaning Procedure

General Guidelines:

- Wear PPE at all times.
- Use color-coded cleaning cloths and tools, or disposable blue roll, to prevent cross-contamination (e.g., red for toilets, blue for sinks).
- Follow a top-to-bottom cleaning approach (e.g., clean mirrors and walls before floors).

Urinals and Toilets:

1. Flush to remove debris.
2. Apply cleaning solution to the bowl and urinal surfaces, allowing sufficient contact time to disinfect.
3. Scrub with a toilet brush or cleaning tool.
4. Wipe down external surfaces, including flush handles and surrounding areas.
5. Rinse and dry surfaces.

Other Areas:

- **Sinks and Mirrors:** Clean with appropriate glass and surface cleaners.
- **Bins:** Empty and disinfect.
- **Floors:** Sweep, mop, and allow to dry completely.

4. Disposal of Waste

- Use appropriate disposal methods for:
- General waste.
- Hazardous waste (e.g., sharps) in labelled containers.
- Wash hands thoroughly after waste disposal.

5. Post-Cleaning Activities

- Check all equipment for damage and clean it.
- Remove warning signs only when the area is dry and safe.
- Restock supplies (e.g., soap, toilet paper, paper towels).
- Complete any cleaning logs or reports.

6. Emergency Procedures

- Handle spills of blood or bodily fluids with extra care, using specialized disinfectants.
- Report damaged fixtures or safety concerns immediately.
- Follow protocols for needle-stick injuries or chemical exposure.

7. Staff Training

Train cleaners in:

- Safe chemical handling and dilution.
- Correct use of PPE.
- Recognizing and mitigating risks (e.g., dealing with aggressive individuals).
- Proper cleaning techniques for toilets and urinals.

8. Monitoring and Review

- Supervisors should inspect cleaning work to ensure standards are maintained.
- Periodically review risk assessments and update procedures as necessary.

By following this SSOW, Ludlow Town Council staff can ensure public toilets and urinals are cleaned efficiently, safely, and hygienically.



Safe System of Work (SSOW)

<p>Area / Activity: Mowing and strimming in public areas ensures the safety of workers, the public, and the environment.</p>

1. Risks

Potential hazards include:

- Contact with machinery (blades, strimmer lines).
- Ejected debris (stones, wood, etc.).
- Noise and vibration exposure.
- Slips, trips, and falls (on uneven or wet ground).
- Traffic hazards near roads.
- Public interference or proximity.
- Manual handling injuries.

Control measures:

- Conduct a site inspection to identify hazards.
- Define clear boundaries for the work area.
- Use appropriate PPE (e.g., eye protection, gloves, ear defenders).
- Ensure all equipment is maintained and safe to use.

2. Preparation

Pre-Start Checks:

- Inspect machinery for defects, including blades, strimmer cords, and fuel levels.
- Verify that safety guards and shields are in place.
- Ensure emergency stop features are functional.

Site Setup:

- Mark out the working area with cones, barriers, or signage to keep the public at a safe distance.
- Clear the area of large debris (e.g., rocks, branches).
- Check for hidden hazards (e.g., uneven ground, utility covers).

Tools and Equipment:

- Use equipment suitable for the task and location.
- Have a first aid kit on site.
- Ensure a mobile phone or communication device is available for emergencies.

3. Work Methodology**General Guidelines:**

- Always wear PPE:
- Safety boots.
- High-visibility clothing.
- Eye and hearing protection.
- Gloves.
- Operate machinery only in daylight or well-lit conditions.
- Maintain a safe working distance from other workers and the public (e.g., 15 meters for strimming).

Mowing:

1. Start at the perimeter and work systematically inward.
2. Adjust cutting height for terrain to avoid scalping or damage to equipment.
3. Operate at a walking pace; avoid rushing.

4. Stop the mower when crossing gravel paths or areas with visible debris.

Strimming:

1. Strim away from people, vehicles, or windows to avoid ejecting debris.
2. Use a sweeping motion, keeping the tool head close to the ground but clear of obstacles.
3. Take breaks to avoid prolonged exposure to vibration.

4. Public and Environmental Safety

- **Public Awareness:** Display clear signage warning of mowing/trimming operations and cordon off areas.
- **Debris Management:** Remove debris from paths and grassed areas after cutting.
- **Environmental Considerations:** Avoid disturbing wildlife, nesting birds, or protected plants.

5. Post-Work Activities

- Clean and inspect equipment for wear and damage.
- Refuel and store machinery safely.
- Remove all signage and barriers.
- Dispose of grass clippings and debris in accordance with local regulations.
- Report any incidents or near-misses for review.

6. Emergency Preparedness

- Have emergency contact numbers readily available.
- Provide workers with training on:
 - Safe machine operation.
 - Handling mechanical failures.

- Responding to injuries or incidents.

7. Monitoring and Review

- Supervisors should periodically observe work practices.
- Update the SSOW and risk assessment to reflect changes in equipment, procedures, or site conditions.

By adhering to this SSOW, Ludlow Town Council staff can perform mowing and strimming operations efficiently and safely in public areas while protecting the public.



Safe System of Work (SSOW)

Area / Activity: Managing volunteers undertaking gardening tasks with hand tools in a public cemetery ensures the safety of volunteers, protects the public, and preserves the dignity of the site.

1. Risks

Potential hazards include:

- **Slips, trips, and falls:** Uneven ground, gravestones, tree roots, or wet grass.
- **Injuries from hand tools:** Cuts, punctures, or strains.
- **Contact with biological hazards:** Animal droppings, sharp objects, or contaminated soil.
- **Manual handling:** Lifting or moving heavy objects (e.g., soil, stones, plants).
- **Public interaction:** Conflicts or accidents involving passersby.
- **Weather conditions:** Heat, cold, rain, or strong winds.

Control measures:

- Inspect the site for hazards before starting work.
- Provide proper tools and PPE (e.g., gloves, sturdy footwear, sun protection).
- Train volunteers on tool use, manual handling, and situational awareness.

2. Preparation**Site Setup:**

- Mark out work areas with signs or cones to inform the public of ongoing tasks.
- Identify and cordon off any high-risk areas (e.g., unstable gravestones, steep slopes).
- Ensure volunteers are briefed on respecting the cemetery as a sacred space.

Tools and Equipment:

- Provide volunteers with well-maintained hand tools (e.g., trowels, shears, rakes).
- Ensure first aid kits are available on-site.
- Use appropriate waste disposal bags for garden waste and potentially hazardous materials.

Volunteer Briefing:

- Explain the nature of the tasks and the potential risks.
- Emphasize the importance of careful tool use and teamwork.
- Outline emergency procedures and contact information.

3. Work Execution

General Guidelines:

Use of Tools:

- Volunteers must use tools as intended (e.g., no improvising).
- Regularly check tools for damage during the session.
- Store tools safely when not in use to prevent tripping or injury.

Teamwork:

- Assign tasks based on individual capabilities.
- Pair less experienced volunteers with experienced ones for guidance.

Gardening Tasks:

- **Weeding:** Use gloves and small tools; avoid disturbing graves.
- **Pruning:** Use hand shears carefully to avoid injury.
- **Planting:** Dig only shallow holes to prevent contact with buried items.
- **Litter Removal:** Handle waste carefully, especially sharp or hazardous items.

Manual Handling:

- Teach proper lifting techniques (bend at the knees, not the back).
- Use wheelbarrows or trolleys to move heavy loads where possible.

4. Managing Public Interactions

- Volunteers should be polite and respectful if approached by visitors.
- A designated supervisor should handle public inquiries or concerns.
- Ensure volunteers are aware of cultural and religious sensitivities within the cemetery.

5. Post-Work Activities

- **Tool Maintenance:** Clean and inspect tools before returning them to storage.
- **Site Tidy-Up:** Remove all waste and return the work area to a safe condition.
- **Feedback:** Hold a brief session with volunteers to address any issues or suggestions for future tasks.

6. Emergency Preparedness

- Provide volunteers with emergency contact details and a map of the site.
- Ensure a first aid kit is available and assign a trained first aider.
- Establish clear procedures for:
 - Handling injuries (e.g., cuts, strains, or trips).
 - Reporting hazards, such as damaged gravestones or hazardous materials.
 - Evacuating in the event of severe weather or other emergencies.

7. Monitoring and Review

- Supervisors should observe volunteers during tasks to ensure safe practices.
- Document incidents or near-misses to improve future risk assessments and procedures.
- Regularly review the SSOW to address any new risks or site changes.

This SSOW ensures gardening activities are carried out safely, respectfully, and effectively while minimizing risks to volunteers and the public.



Safe System of Work (SSOW)

Area / Activity: Decorating a 30-foot outdoor Christmas tree with lights in a public space ensures the safety of workers, the public, and the surrounding environment.

1. Risks

Potential hazards:

- **Working at height:** Risk of falls from ladders, scaffolding, or cherry pickers.
- **Electrical hazards:** Faulty lights, overloaded circuits, or wet conditions.
- **Weather conditions:** Wind, rain, or icy surfaces.
- **Public interference:** Passersby entering the work zone.
- **Manual handling:** Lifting and placing heavy lights or equipment.

- **Traffic risks:** If the tree is near roads or parking lots.

Control measures:

- Use proper height-access equipment (e.g., MEWPs or scaffolding) instead of ladders.
- Use lights rated for outdoor use with waterproof connectors.
- Check weather conditions and postpone work during high winds or rain.
- Secure the work area with barriers and signage.
- Train staff on manual handling and safe electrical practices.

2. Preparation

Site Inspection:

- Assess the tree's location for ground stability, access, and proximity to power sources.
- Check for overhead power lines, uneven ground, or other site-specific risks.

Equipment Check:

- Inspect all decorations and lights for damage before use.
- Verify electrical lights have a low voltage or are connected to a Residual Current Device (RCD).
- Inspect access equipment (e.g., cherry picker, scaffolding) for safety compliance.

Permissions:

- Obtain necessary permits for public space work, if applicable.
- Notify relevant authorities about potential disruptions.

3. Work Area Setup

1. **Secure the Area:** Use barriers, cones, and “Work in Progress” signs to cordon off the tree.
2. **Traffic Management:** If near roads, implement traffic control measures (e.g., temporary road closures or pedestrian detours).
3. **Power Supply:** Ensure access to a nearby weatherproof electrical outlet. Avoid trailing cables across public walkways.

4. Decorating Procedure

General Safety:

- Wear PPE: high-visibility clothing, hard hats, gloves, and safety boots.
- Use a team of workers to ensure safe equipment handling and task execution.

Step-by-Step Process:

1. Lights Installation:

- Begin from the top of the tree and work downwards.
- Use a MEWP (Mobile Elevated Work Platform) or scaffolding for safe access.
- Secure lights with weather-resistant fasteners to prevent them from falling or tangling.

2. Electrical Connections:

- Ensure all connections are waterproof and outdoor-rated.
- Test lights at ground level before installation.
- Connect lights to an RCD-protected circuit and avoid overloading sockets.

3. Decorations:

- Attach ornaments securely to withstand wind or theft.
- Use lightweight, shatterproof decorations to minimize injury risks if they fall.

Weather Considerations:

- Stop work immediately if wind speeds exceed safety thresholds for MEWPs or scaffolding.
- Avoid electrical work in wet conditions.

5. Post-Decoration Activities

- **Inspection:** Test the lights after installation to ensure functionality.
- **Area Clearance:** Remove barriers and ensure the worksite is free of debris.
- **Ongoing Monitoring:** Schedule regular inspections to check lights and decorations throughout the festive period.

6. Emergency Preparedness

- Ensure a first aid kit is available on-site.
- Train workers in emergency procedures, including:
 - MEWP evacuation.
 - Electrical fault handling.
 - Contacting emergency services.

7. Monitoring and Review

- Supervisors should observe and document work practices during installation.
- Review the SSOW annually or after incidents to improve safety protocols.

This SSOW ensures the decorating task is carried out safely, minimizing risks to workers, the public, and the festive display.