

Annex A – Dartmoor Forest Parish Council Risk Register

STRATEGIC RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score Px C	Review Date
S1	01-Jul-25	Failure to implement culture of risk management	Chair	Periodic review of risk register Consider risks all new projects Consider risks all new workstreams	M	M	4	Jul-26
S2	01-Jul-25	Damage/injury to third party property or people	Chair	Hold third party liability insurance. Insure with large stable company. Proceduralise regular activities that might cause third party harm. Require contractors to carry appropriate third party liability insurance.	L	M	2	Jul-26
S3	01-Jul-25	Incapacity/absence of the Clerk	Chair	Maintain competent Councillor(s) to take on unpaid role of Clerk as necessary Locum Clerks can be expensive and may be unavailable for our remote parish	M	L	2	Jul-26
S4	01-Jul-25	Councillor conflict of interests not declared		All Councillors review Code of Conduct, Standing Orders & Financial Regulations annually All to attend "Being a Good Councillor" Call for updates at each meeting Register of interests made public	L	M	2	Jul-26

COMPLIANCE RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score Px C	Review Date
C1	01-Jul-25	Clerk has insufficient knowledge to give optimal advice to Council	Chair	Clerk to attend DALC 'New Clerk Course' within 3 months of appointment. Maintain DALC & SLCC membership. Clerk to be offered CILCA training.	M	M	4	Jul-26
C2	01-Jul-25	Failure to implement new or revised legislation or policy	Chair	Clerk & Chair to monitor DALC and NALC briefings and changes to guidance. Procedures to be reviewed 12 monthly against latest standards.	L	M	2	Jul-26
C3	01-Jul-25	Personal/commercial data released inadvertently	Clerk	Register with Information Commissioner. Ensure compliance with GDPR and CCTV Data Protection Impact Assessment. Only share privileged data with councillors in controlled manner.	L	M	2	Jul-26

FINANCIAL RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score Px C	Review Date
F1	01-Jul-25	Fraud & Corruption	Finance Working Group	Ensure compliance with Finance Regulations and procedures. Maintain up to date register of interests Use independent payroll officer	L	H	3	Jul-26
F2	01-Jul-25	Spend beyond budget	Clerk	Provide forecast of outturn monthly Report spend against budget provision monthly Maintain general reserve 50-80%precept Maintain allocated reserves for reasonably foreseeable financial risks	M	M	4	Jul-26
F3	01-Jul-25	Loss of expected income	Clerk	Maintain general reserve 50-80% of precept Council to agree reasonable bids for third party contracts	M	M	4	Jul-26

OPERATING RISKS

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score Px C	Review Date
O1	01-Jul-25	Excessive Clerk workload prevents timely council outputs	Chair	Give Clerk clear prioritisation. Absorb additional workload from projects into sub-group tasking to be done by Councillors. Re-programme outputs to match Clerk's workload.	M	M	4	Jul-26
O2	01-Jul-25	Failure to process planning applications by consultation end date	Clerk	Seek consultation period extension if possible. Call extraordinary meeting if required.	L	L	1	Jul-26

CCTV System

No	Date Raised	Risk Description	Owner	Mitigating Actions	Residual Probability L(1)/M(2)/H(3)	Residual Consequence L(1)/M(2)/H(3)	Risk Score Px C	Review Date
CC1	01-Jul-25		CCTV Working Group					

H&S RISK REGISTER TIDY PRINCETOWN						
Operating Risks						
Date	Risk Description	Owner	Mitigating Actions	Severity: 1, 3 or 5	Likelihood: 1, 3 or 5	Risk Score
28/06/2025	Risk of injury or death from traffic collision	DFPC	High visibility jackets to be worn. Roads to be crossed a minimum of times. Follow the Highway Code. Nothing to be worn which restricts hearing or vision.	H	L	5
28/06/2025	Confrontation by a member of the public	DFPC	High visibility jacket to be worn to designate authority of task.			
28/06/2025	Injury caused by needle pricks	DFPC	Wear gloves. Never let bin bags touch you.	H	L	5
28/06/2025	Manual handling injury	DFPC	Volunteers to follow safe manual handling techniques at all times. Do not lift more than 25kg. Use manual handling aids such as wheelbarrow and sack truck wherever possible. Use a team lift for 25kg+.	M	L	3
28/06/2025	Injury caused by hazardous substance in litter	DFPC	Wear gloves and use litter pickers	M	L	3
28/06/2025	Slips, trips and falls	DFPC	Wear strong, sturdy footwear. Take extra caution on uneven ground.	L	L	1
28/06/2025	Sunburn, sunstroke	DFPC	Wear sunhat and sunscreen on sunny days. Drink plenty of water.	M	L	3
28/06/2025	Hand and body injury caused by cuts and scrapes	DFPC	Wear gloves, long sleeves and long trousers.	M	L	3
I believe all potential risks have been assessed and effectively controlled.						

GENERIC RISK ASSESSMENT – LITTER PICKING ACTIVITY		
Assessors Names:		Assessment Date: Review Date
Area:	Identify People at Risk:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of information and awareness	Volunteers	All volunteers should be given a briefing Safety Talk, covering the above risks and general information about correct use of the equipment, the site	None	Group Leader	On the day	
Sunburn Extreme cold or wet weather	Volunteers	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Consider suspending work if weather is sufficiently extreme 	Group Leader	On the day	
	Volunteers	<ul style="list-style-type: none"> Wear warm layers and waterproof clothing Wear thick socks and sturdy boots or shoes 	<ul style="list-style-type: none"> Consider suspending work if weather is sufficiently extreme 	Group Leader	On the day	
Cuts and grazes Stings or bites from vegetation or insects	Volunteers	<ul style="list-style-type: none"> First-aider on site, with access to First Aid waist bag No unprotected feet – wear sturdy shoes, boots or trainers Wear suitable clothing (gloves at all 	<ul style="list-style-type: none"> Undertake an on-site review of the area to be cleaned, identify any hazards and brief volunteers before 	Group leader	In advance of the day or on the day	

		<ul style="list-style-type: none"> Children not to pick litter from the road but to remain on pavements and paths Tabards or hi-vis to be worn at all times 				
Syringes and medical waste	Volunteers	<ul style="list-style-type: none"> Site survey prior to event to check for any evidence of syringes. Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal via the local authority. All work must then cease in this particular area Any accidental piercing by syringe should be immediately treated at medical practice or A & E (see below) 	Remain vigilant at all time during the clean up and end the clean up immediately if syringes are found	Briefing by Group Leader to all volunteers	On the day	
Manual handling	Volunteers	<ul style="list-style-type: none"> Volunteers advised to be aware of their own limitations by the Group Leader during the briefing and not lift heavy items found during the clean up Volunteers with pre-existing injuries are not to lift bags or heavy items No more than one bag at a time to be carried A trolley to be used where bags or other items are too heavy to lift safely 	Group Leader to ensure this is covered in the safety briefing delivered ahead of the clean up starting	Group Leader	On the day	
Dog Fouling		<ul style="list-style-type: none"> Advise on issue of dog fouling during the briefing Do not touch dog fouling If a volunteer steps in dog faeces, clean shoes if possible If found warn others in the vicinity 	Group Leader to deliver briefing on the day	Group Leader	On the day	
Hazardous chemicals	Volunteers	Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment	Site survey at beginning of clean up	Group Leader	On the day	

		Agency Pollution Hotline to be contacted (Tel 0800 7312453)				
Lack of information and awareness	Volunteers	All volunteers should be given a briefing Safety Talk, covering the above risks and general information about correct use of the equipment, the site	None	Group Leader	On the day	
Safeguarding children	Children and vulnerable adults	<ul style="list-style-type: none"> All children and any vulnerable adults to be accompanied by responsible adult (parent, carer or teacher) in approved ratios No child to be out of sight of a responsible adult Where DBS is required for individuals this is in place All staff on site to maintain vigilance where members of the public not participating in the event are using the same public space All event volunteers to wear event tabards to allow easy identification In the event of an incident, immediately inform the local Police and any other relevant agencies	Check for unaccompanied children and confirm supervision ratios are satisfactory	Group Leader	On the day	
Aggressive dogs	Volunteers	<ul style="list-style-type: none"> Avoid areas if any evidence of aggressive dogs Volunteers to maintain vigilance for dogs off leads Dog Walkers in vicinity to be advised by group leader of the litter pick and to keep dogs under control Children to remain under adult supervision and within sight of adults at all times 	Check site for evidence of dogs	Group Leader	On the day	
		<ul style="list-style-type: none"> Adopt recommended posture if confronted by a dog – do not look in eyes, look down, do not run, pull limbs into body Retreat slowly Visit A&E if bitten or attacked Report attack to the Police 				

H&S RISK REGISTER THE LOVE PROJECT						
Operating Risks						
Date	Risk Description	Owner	Mitigating Actions	Severity: 1, 3 or 5	Likelihood: 1, 3 or 5	Risk Score
26.06.2025	Use of gardening equipment by volunteers leading to accident or injury	LOVE	All volunteers to use domestic gardening equipment only, strictly as per Manufacturers instructions and wearing all recommended PPE.	L	L	1
26.06.2025	Injury or death caused by collision with road traffic	LOVE	High visibility jackets to be worn. Roads to be crossed a minimum of times. Follow the Highway Code. Nothing to be worn which restricts hearing or vision.	M	H	4
26.06.2025	Manual handling injury	LOVE	Volunteers to follow safe manual handling techniques at all times. Do not lift more than 25kg. Use manual handling aids such as wheelbarrow and sack truck wherever possible. Use a team lift for 25kg+.	M	M	2
26.06.2025	Injury caused by hazardous substance	LOVE	No use of hazardous substances to be permitted.	L	L	1
26.06.2025	Slips, trips and falls	LOVE	Appropriate safety footwear to be worn. No trip hazards to be left on pavements. No work to be carried out when the ground conditions are deemed unsafe by the LOVE H&S Advisor. Pedestrians to be given right of way.	L	L	1
26.06.25	Allergies, respiratory issues	LOVE	Volunteers must advise project lead and follow medical advice.	H	L	1
26.06.2025	Poisoning	LOVE	No poisonous plants permitted.	L	L	1
26.06.2025	Sunburn, sunstroke	LOVE	Wear sunhat and sunscreen on sunny days. Drink plenty of water.	M	L	1
26.06.2025	Hand and body injury caused by cuts and scrapes	LOVE	Wear gardening gloves, long sleeves and long trousers.	M	L	1
I believe all potential risks have been assessed and effectively controlled.						

H&S RISK REGISTER PLAYPARK INSPECTIONS						
Operating Risks						
Date	Risk Description	Owner	Mitigating Actions	Severity: 1, 3 or 5	Likelihood: 1, 3 or 5	Risk Score
28/06/2025	Risk of injury or death from traffic collision	DFPC	High visibility jackets to be worn. Roads to be crossed a minimum of times. Follow the Highway Code. Nothing to be worn which restricts hearing or vision.	H	L	5
28/06/2025	Confrontation by a member of the public	DFPC	High visibility jacket to be worn to designate authority of task.			
28/06/2025	Injury caused by needle pricks	DFPC	Wear gloves. Never let bin bags touch you.	H	L	5
28/06/2025	Manual handling injury	DFPC	Volunteers to follow safe manual handling techniques at all times. Do not lift more than 25kg. Use manual handling aids such as wheelbarrow and sack truck wherever possible. Use a team lift for 25kg+.	M	L	3
28/06/2025	Injury caused by hazardous substance in litter	DFPC	Wear gloves and use litter pickers	M	L	3
28/06/2025	Slips, trips and falls	DFPC	Wear strong, sturdy footwear. Take extra caution on uneven ground.	L	L	1
28/06/2025	Sunburn, sunstroke	DFPC	Wear sunhat and sunscreen on sunny days. Drink plenty of water.	M	L	3
28/06/2025	Hand and body injury caused by cuts and scrapes	DFPC	Wear gloves, long sleeves and long trousers.	M	L	3
I believe all potential risks have been assessed and effectively controlled.						

H&S RISK REGISTER THE PLOT						
Operating Risks						
Date	Risk Description	Owner	Mitigating Actions	Severity: 1, 3 or 5	Likelihood: 1, 3 or 5	Risk Score
27/06/2025	Use of the Community Garden, 'The Plot', Printetown Pavilion Youth Club by volunteers leading to accident or injury from garden equipment.	The Plot	All volunteers to use domestic gardening equipment only, strictly as per Manufacturers instructions and wearing all recommended PPE.	L	L	1
27/06/2025	Unauthorised access to The Plot with resultant personal injury.	The Plot	Signage at entrance gates stating "Unauthorised access is at own risk". Entrance gates to be kept shut at all times when not in use.	M	M	4
27/06/2025	Manual handling injury	The Plot	Volunteers to follow safe manual handling techniques at all times. Do not lift more than 25kg. Use manual handling aids such as wheelbarrow and sack truck wherever possible. Use a team lift for 25kg+.	M	M	4
27/06/2025	Injury caused by hazardous substance	The Plot	No hazardous substances to be permitted on site.	L	L	1
27/06/2025	Slips, trips and falls	The Plot	Appropriate safety footwear to be worn. No trip hazards to be left in walkways. Bark, gravel or similar to be laid on pathways to reduce risk of slipping on mud. No work to be carried out when the ground conditions are deemed unsafe by the Plot H&S Advisor.	L	L	1
27/06/2025	Injuries resulting from equipment used by sub-contractors on site	The Plot	No volunteers to be on site whilst sub-contracting works are being carried out. Sub-contractors to provide proof of PL insurance and appropriate training to Plot H&S Advisor prior to commencing works.	L	L	1
27/06/2025	Poisoning	The Plot	No poisonous plants permitted on site.	L	L	1
27/06/2025	Injury from falling trees or as a result of excavations	The Plot	Hazardous works to be carried out by specialist sub-contractor only.	L	L	1
27/06/2025	Injury from electricity	The Plot	Domestic battery power tools only permitted on site, used strictly as per Manufacturers instructions.	L	L	1
27/06/2025	Sunburn, sunstroke	The Plot	Wear sunhat and sunscreen on sunny days. Drink plenty of water.	M	L	1
27/06/2025	Hand and body injury caused by cuts and scrapes	The Plot	Wear gardening gloves, long sleeves and long trousers.	M	L	1
27/06/2025	Allergies, respiratory issues	The Plot	Volunteers must advise project lead and follow medical advice.	H	L	1
I believe all potential risks have been assessed and effectively controlled.						

Task/Operation:	Snow Warden and Volunteers in Princetown			
Group(s) affected:	Snow Warden, Volunteers, Members of Public (MOP), Highway Users.			
Person(s) undertaking assessment:	Parish Clerk	Snow Warden	Snow Warden	Snow Warden
Consultees:	Derbyshire County Council documentation			
Date of assessment:	20 January 2015			
<p>General:</p> <p>Snow Wardens to have attended the DCC Snow Warden training course or to have received cascade training from a volunteer who has attended the training.</p> <p>Do not clear highways other than across side roads to provide safe walking between pavement sections.</p> <p>This is a generic risk assessment. The Snow Warden in charge must assess any event specific risks, consulting with any appropriate authorities and record them on this form.</p> <p>10 g/m² is the recommended spread rate of salt. 40 g/m² for packed snow/ice.</p>				

Key: P = Probability; C = Consequence; R = Risk Rating			Before control			After control			
No	Hazard	Resultant effect(s)	P	C	R	State control measures to be put in place and by whom	P	C	R
1	Slips	Injury to Snow Warden, Injury to Volunteer, Injury to MOP.	2	2	4	Wear suitable sturdy footwear with good grip. Clear 2-3 metres of snow and then apply salt. Do not clear long stretches without applying salt to the cleared area. Pay special attention to steps and steep footways. Endeavour to remove snow as soon as possible after fall, before it is compacted by foot traffic and made more difficult to remove	1	2	2
2	Trips & Falls	Injury to Snow Warden, Injury to Volunteer, Injury to MOP.	2	2	4	Be familiar with the area you are going to clear in advance of snow conditions. Take note of any potential hazards that may become hidden when snow is on the ground. Ensure work equipment not in use does not become a trip hazard. Work during daylight hours or in well-lit areas. Have a torch available if work is necessary during hours of darkness.	1	2	2

Key: P = Probability; C = Consequence; R = Risk Rating			Before control			After control			
No	Hazard	Resultant effect(s)	P	C	R	State control measures to be put in place and by whom	P	C	R
3	Weather / Cold	Effects of cold, Discomfort, Hypothermia,	2	2	4	Wear suitable clothing to keep warm (better to layer-up) Have regular warm drinks – (take a flask or make alternative arrangements) Do not carry out the task in extreme conditions.	1	2	2
4	Vehicular traffic	Struck by moving vehicle Injury or death of Snow Warden, Volunteer, or MOP	2	3	6	Work from footway where possible. Wear upper body hi-vis clothing. Be alert to abnormal traffic behaviour. Stand back and watch traffic past if traffic is passing in close proximity. Face on-coming traffic where possible.	1	3	3

Key: P = Probability; C = Consequence; R = Risk Rating			Before control			After control			
No	Hazard	Resultant effect(s)	P	C	R	State control measures to be put in place and by whom	P	C	R
5a	Manual Handling	Manual handling injury to of Snow Warden or Volunteer.	2	2	4	Warm up your muscles before doing the heavy work. Stiff muscles that work hard are more prone to injury. Don't try to get all the way down to the bottom of deep snow all at once. Try to scoop a few small loads instead of fewer big ones Practice good manual handling techniques or consider 2 person lift. Maintain good posture: A. Use your leg muscles as much as possible - push snow when you can and use your legs to lift when you can't push it. B. Keep your back straight as you move from the squat position to the upright position. C. Use your shoulder muscles as much as possible. D. Hold the snow shovel as close to your upper body as possible. E. Keep one hand close to the shovel blade for better leverage. F. Don't twist your upper body as you throw snow.	1	2	2

Key: P = Probability; C = Consequence; R = Risk Rating			Before control			After control			
No	Hazard	Resultant effect(s)	P	C	R	State control measures to be put in place and by whom	P	C	R
5b	Manual Handling	Manual handling injury to of Snow Warden or Volunteer.	2	2	4	Salt provided in 25kg bags. Don't move snow twice Move snow the shortest distance possible. Use handling aids to assist where necessary e.g. wheelbarrow / sledge. Before it snows, store salt bags in strategic locations near where they will be used. Only carry out the task if you are capable of doing so and have signed the 'Fit to Participate' form.	1	2	2
6	Lone Working	No assistance in the event of emergency.	2	3	6	Avoid lone working where possible. Let someone (nominated contact) know where you are working and what time you will be back. Carry a mobile phone (fully charged) and communicate with nominated contact at least once every hour.	1	3	3

Key: P = Probability; C = Consequence; R = Risk Rating			Before control			After control			
No	Hazard	Resultant effect(s)	P	C	R	State control measures to be put in place and by whom	P	C	R
7	Contact with Salt (Chemical / physical) (Note: salt is not classified as dangerous for supply or use)	Drying effect on skin, irritation of skin and open wounds/scratches	1	2	2	Avoid contact with skin and eyes Keep off vegetation and prevent entering watercourse. First aid – Skin: Wash skin water Eye Contact: Irrigate with clean water for at least 10 minutes. If symptoms develop, obtain medical attention.	1	1	1
8	Physical exertion	Exhaustion, Injury,	2	3	6	Work within your own capabilities. Be mindful of your limitations. Take frequent rest breaks.	1	3	3

Risk assessment form

Activity: Memorial Inspections - Postbridge Cemetery		Assessment date:	Review date:	
Hazard and risk	People at risk	Our current controls	Risk level	Target date & by whom
Memorials falling	Employees / Volunteers Contractors Members of the public Trespassers	<p>Qualifications/Experience Required</p> <p>3.1 All maintenance and inspection items are to be undertaken by suitably qualified and/or experienced person approved by the Council. These may be Councillors, employees, volunteers or professional inspectors. The minimum qualifications and/or experience required are:</p> <p>a. A person considered by the Council to have good common sense, a sense of responsibility and is physically capable of undertaking the role.</p> <p>Schedule</p> <p>4.1 All memorials will be inspected annually.</p> <p>4.2 At the Parish Council's discretion, a notice of annual inspections may be published one month in advance on the Postbridge notice board or in the Moorland Parish Link.</p> <p>Procedure</p> <p>5.1 Memorials will be subject to a visual inspection, followed by a manual push test.</p> <p>a. The visual inspection will look for any obvious movement from the original vertical alignment, and other signs of wear or instability such as decay of masonry.</p> <p>b. The push test will be applied at the top of memorials that are less than 1.5 metres high and at a height of one metre on those memorials that are more than 1.5 metres high.</p> <p>5.2 The result of each memorial's test will be recorded and given a category as follows:</p> <p>Category 1 – the memorial presents immediate danger and has been laid down.</p> <p>Category 2 – the memorial presents a potential danger and requires action in the next three months.</p> <p>Category 3 – the memorial presents no danger.</p> <p>5.3 Owners will be informed for categories 1 and 2 within seven days of the inspection taking place and will be asked to effect appropriate repairs.</p> <p>5.4 At its discretion, and subject to funds being available, the council will undertake appropriate repairs at its own expense where:</p> <p>a. Owners cannot be traced.</p> <p>b. Owners have not responded within six weeks of being informed.</p> <p>c. Owners have responded but cannot bear the full cost of repairs.</p> <p>Records</p> <p>6.1 A report of the memorial inspection will be made to the Clerk on completion and kept for a minimum of three years.</p>		

Risk assessment form

Activity: Postbridge Cemetery		Assessment date:	Review date:	
Hazard and risk	People at risk	Our current controls	Risk level	Target date & by whom
Defective surfaces –paths, car park area, open grass - Slips/trips.	Employees / Volunteers Contractors Members of the public Trespassers	<ul style="list-style-type: none"> Regular inspections for safety defects (recorded). Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways. 		
Fencing/Walls/Trees - Injury due to poor maintenance.	Employees / Volunteers Contractors Members of the public Trespassers	<ul style="list-style-type: none"> Inspected regularly and findings recorded, as well as any action taken. Defects repaired according to the risk posed. 		
Dog fouling - Ill health.	Employees / Volunteers Contractors Members of the public Trespassers	<ul style="list-style-type: none"> 'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Request local authority dog warden monitors. 		
Gates - Injury due to poor maintenance.	Employees / Volunteers Contractors Members of the public Trespassers	<ul style="list-style-type: none"> Closers inspected regularly and findings recorded. Defects repaired according to the risk posed. 		
Bins - Injury due to poor maintenance.	Employees / Volunteers Contractors Members of the public Trespassers	<ul style="list-style-type: none"> Inspected regularly and condition recorded as well as action taken. Defects repaired according to the risk posed. 		

Task/Operation:	Lengthsman and Grounds Maintenance in Dartmoor Forest Parish	
Group(s) affected:	Operator, Members, Employees, Volunteers, Members of Public (MOP).	
Person(s) undertaking assessment:	Parish Clerk	
Consultees:		
Date of assessment:	29-May-15	
Date of Reviews:	23-Mar-21	Separate Lengthsman and Grounds Maintenance Risk Assessments combined. No change to hazards or controls.
	28-Jun-22	Reviewed and readopted
	27-Jun-23	
Date of Next Review:	Jun-24	
General Hazards Moving plant and machinery running into/over/crushing Manual handling injuries Unauthorised passengers riding on machines and falling off Flying debris Poor maintenance Equip failing to stop Trees or debris from trees on the ground Adverse weather conditions Noise Injury or ill-health through improper use of equipment	Only employees, members of the Council and approved volunteers who are fit to participate may carry out grounds maintenance using Council equipment. All personnel involved must be adequately fit for work they might reasonably be expected to undertake. Volunteers to complete and sign 'Fitness to Participate' forms. Work is not to be carried out while under the influence of alcohol or drugs or whilst feeling unwell. When working in close proximity to a road operators must always face oncoming traffic. Provided personal protective equipment (PPE) (hard hat, visor and ear defenders) are to be worn whenever there is a risk of personal injury. Suitable boots, gloves and clothing are to be worn. Extra care and vigilance is taken when in the vicinity of the public. Remember flying debris at knee height to an adult could be eye level for a child. General good housekeeping is to be observed. Tripping or slipping hazards are to be avoided. The work area is to be cleared of all waste, equipment and substances when work is completed. Work is not to be undertaken in unsuitable weather conditions. If violence is threatened by the public, operators are to avoid confrontation and leave the situation. Assistance (including police) is to be called for if needed. Equipment Equipment manufacturers' instructions are to be followed at all times. Equipment is transported in the Council trailer must be safely secured. No equipment is to be used unless the operator has first been shown the correct and safe way for its use. The condition of any equipment must be checked before use, with particular reference to safety mechanisms and guards. Tools/blades are sharp to ensure effective, safe cutting. Routine maintenance must be carried out in accordance with the manufacturer's instructions.	
Additional Risks from Mowing Injury (eye, hands, feet, body). Manual handling injuries. Ejection of projectiles - debris/stones flying. Injury to those not involved in work – other staff, volunteers, members of the public, animals etc. Noise, tinnitus or other hearing difficulties. Hand Arm Vibration Syndrome potentially occurring due to some vibrating machinery etc.	Site specific risk assessments are carried out if necessary for working on slopes or uneven ground. Appropriate mower must be selected for the conditions: ride-on, self-propelled/push, hover. The area to be mown must be walked to check for any debris in the area. Any hazards must be removed prior to mowing. Always use the ramp to offload mowers from the trailer. If it is necessary to lift a mower, use correct lifting techniques to avoid manual handling injury. Blades are to be stopped when crossing gravel surfaces. Never bring hand mowers back towards feet. Do not mow in the vicinity of other people, children, dogs, grazing animals etc. A stick must be used to remove any blockages in the mower. Grass is to be cleared off the machine before leaving the site and the mower is kept free of debris. The manufacturer's instructions are to be followed for mowing on slopes. No safety feature is to be overridden under any circumstances. Any repairs carried out to the mower must be carried out by a competent person. Limit use of mowers to comply with manufacturers assessed limits to minimise risk of Hand Arm Vibration Syndrome or damage to hearing. Passengers are not to be carried on the ride-on mower. The ride-on mower is not to be used on steep slopes, near drop-offs, ditches or embankments. The ride-on mower must be kept in gear when the blades are operating – never free-wheel down slopes. Limit use of any mower to comply with manufacturers assessed limits to minimise risk of Hand Arm Vibration Syndrome or damage to hearing.	
Additional Risks from Strimming & Brush Cutting Injury (eye, hands, feet, body). Manual handling injuries. Ejection of projectiles - debris/stones flying. Injury to those not involved in work – other staff, volunteers, members of the public, animals etc. Noise, tinnitus or other hearing difficulties. Hand Arm Vibration Syndrome potentially occurring due to some vibrating machinery etc. Contact with moving head/blade.	The area to be strimmed must be walked to check for any debris in the area. Any hazards must be removed before cutting. The provided harness, adjusted to fit the operator, is to be worn to reduce stresses and strain on muscles, ligaments and tendons. The brush cutting blade must not be used where there is risk of hitting stone, concrete or metal objects. The operator should be aware of the direction of discharged material and avoid directing at any person, animal or surface that could ricochet debris back at the operator. The supplied PPE MUST be worn at all times when strimming or brushcutting. When fitting blades or adjusting/fitting strimming cord the engine must be stopped and the ignition must be switched off. Grass is cleared off the strimmer before leaving the site and the strimmer is kept free of debris. No safety feature is to be overridden under any circumstances. Any repairs carried out to the strimmer must be carried out by a competent person. Limit use of the strimmer to comply with manufacturers assessed limits to minimise risk of Hand Arm Vibration Syndrome or damage to hearing.	

Additional Risks When Working Alone Onset of a Medical Condition Accident Assault Robbery	Lone workers must carry a mobile phone to summon assistance in the event of need. The lone workers must inform a member of family or the Parish Clerk where they will be working and when they expect to return. Lone workers must be experienced and knowledgeable on the operation of equipment and capable of working unsupervised. Lone workers must be capable of assessing site risks and suitable safety precautions. Any incidents are to be reported to the Parish Clerk as soon as practicable.
Additional Risks from Petrol & Oil (Storage and Use) Fire Explosion Burns Dermatological harm	No more than 20l of petrol and 5l of oil may be stored in the Council garage (not including petrol in equipment fuel tanks or oil in sumps). Petrol must be stored in the supplied, approved container. There must be no smoking or naked lights in the Council garage at any time or in any other location when fuelling equipment. The cap on the jerrycan must be securely fitted at all times apart from fuelling. Equipment must not be fuelled in the garage. Fuelling in hot temperatures should be avoided where possible. Petrol must not be used for unauthorised purposes, such as starting a fire or cleaning equipment. All spillages must be cleared up immediately and any fuel-soaked waste removed to a safe place. Avoid spilling petrol or oil on exposed skin to prevent possible dermatological problems. A funnel must be used to minimise the risk of petrol spillage during fuelling. Engines must be stopped with the ignition switched off before fuelling. Engines and exhausts must be allowed to cool before refuelling. Any equipment manufacturer's instructions on fuelling must be complied with.
Additional Risks from Lengthsman Activities Impact from traffic Location specific hazards Un-qualified personnel assisting Lengthsman Road rage	Use traffic signs and cones in accordance with Safety at Street Works and Road Works: A Code of Practice[1]. Traffic sign and cone diagrams to be pre-prepared for planned work sites Onsite risk assessment guide provided for use at sites where there is no pre-prepared diagram. Qualified employee to brief all present on hazards and safety arrangement. Be courteous. Acknowledge any personal fault. If violence is threatened lock yourself in your vehicle and call the police.
Additional Risks for Specific Employee Lengthsman dyslexia	Maximum use of pictorial instructions; Verbal briefings, onsite if necessary; Provision of a writer for formal training courses; A lead Councillor living in Princetown be nominated as a single point of contact for face-to-face employment and tasking discussions.

Key Hazards and Mitigations

Hazard	Mitigation
Impact from traffic	Maximise use of pictorial instructions
Location specific hazards	Use traffic signs and cones in accordance with Safety at Street Works and Road Works: A Code of Practice[2].
Un-qualified personnel	Qualified employee to brief all present on hazards and safety arrangement.
Manual handling injuries	All personnel involved must be adequately fit for work they might reasonably be expected to undertake. Volunteers to complete and sign 'Fitness to Participate' forms.
Lone working	Carry a mobile phone. Ensure family/friend/Parish Clerk knows where you are working and when you expect to return.
Road Rage	Be courteous. Acknowledge any personal fault. If violence is threatened lock yourself in your vehicle and call the police.

[1] Safety at Street Works and Road Works: A Code of Practice: October 2013: TSO: ISBN 978-0-11-53145-3.

[2] Safety at Street Works and Road Works: A Code of Practice: October 2013: TSO: ISBN 978-0-11-53145-3.

Bus Shelters

Notice Boards

Telephone boxes

Defibrilators