

Risk assessment

Steyning Parish Council

Date of risk assessment: {updated annually} **February 2023 – revised by J Fullbrook**
Reviewed at Working Practices Group – September 7th 2023,
Reviewed by Clerk – September 20th 2024.

Part 1 – The Steyning Community Centre, Public Toilets and the MPF Changing Rooms {Workplaces for SPC Staff}

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Risk Rating Without control	Risk Rating With current controls	Done
Slips, Trips and Falls Interior	Staff and Users of the Steyning Centre and members of the public may be injured if they trip over objects or slip-on wet floors or spillages.	▪ We carry out general good housekeeping throughout the building. ▪ Corridor and Foyer and committee rooms are carpeted ▪ There are no trip hazards left in walkways. ▪ Deliveries are stored away promptly. ▪ There are no trailing leads or cables in corridor or foyer. ▪ Cables and leads being used in halls and committee rooms during events e.g., for projectors, laptops, extension leads, cinema equipment and microphones are to be secured by rubber floor cable covers and hazard warning tape. ▪ Door mat at main entrance is rubber back to prevent movement on carpet and is flat to prevent trips.	▪ Ensure there is no wear and tear issues with carpets ▪ Ensure mat is always lying flat	▪ Caretakers and Staff	▪ Daily	High	Low	Yes
				▪ Caretakers and Staff	▪ Daily			Yes
				▪ Caretakers and staff	▪ Daily			Yes
				▪ Caretakers	▪ As soon as delivery arrives			Yes
				▪ Caretakers	▪ Daily			Yes
				▪ Caretakers, Staff and users of rooms under supervision	▪ At all times that rooms are in use			Yes
▪ Caretakers and Staff	▪ Daily	Yes						

Slips, trips and falls Interior	Staff and Users of the Steyning Centre and members of the public may be injured if they trip over objects or slip on wet floors or spillages.	▪ Metal carpet strips in doorways ▪ Non carpeted floors are slippery when wet. ▪ Good lighting is always used in all areas	▪ Ensure they are secured to the floor and there are no loose screws ▪ Ensure use of wet floor warning notices when washing the floors or spillage occurs. Dry floors with a dry mop if users are in the area of the wet floor.	▪ Caretakers and staff ▪ Caretakers and staff ▪ Caretakers and Staff	▪ Daily ▪ When required ▪ At all times in occupied rooms or when cleaning is carried out	High	Low	Yes Yes Yes
Slips, trips and falls Exterior	Staff and users of the Steyning Centre and members of the public may be injured if the trip or slip on uneven or wet surfaces	▪ The main entrance and paths areas around the Steyning Centre are regularly swept to ensure they are free from leaves, litter and debris from trees. ▪ Grit is put on entrances and paths in frosty and icy weather. ▪ There are no potholes or lifting paving slabs ▪ Good lighting is used in all areas once daylight has gone	▪ Ensure there is a supply of grit ▪ Inspect surfaces regularly ▪ Lighting comes on automatically at dawn and dusk	▪ Caretakers ▪ Caretakers and office staff ▪ Caretakers ▪ Ensure timers are correctly set	▪ When required ▪ When required ▪ Weekly • Monthly	High	Low	Yes Yes Yes Yes
Working at height Changing lightbulbs Putting up decorations Painting & Decorating	Staff and caretakers working at height could suffer injuries if they fall .	▪ Appropriate, commercial ladders are available for caretakers and stored in cupboards for staff access ▪ Users are asked to contact staff or caretaker if they require for ladders to be used. ▪ Ladders are not used unless there are others present in the building	▪ Caretakers are supplied with HSE Working at Height Guidance, HSE Safe use of ladders and stepladders	▪ Clerk or Deputy Clerk ▪ Staff and Caretakers ▪ Caretakers	▪ When employment commences ▪ When necessary	High	Low	Yes Yes Yes

Hazardous Substances Cleaning products	The cleaner and caretakers maybe at risk of injury from unsafe use or storage of chemicals	- Caretakers and cleaner have access to the COSH guidance which is in the staff office. - Chemicals are stored in a locked cupboard. - Flamable substances and paint are stored in the outside store. - Rubber gloves and protective clothing are issued	- Guidance is kept up to date - Keys are kept in the office key cupboard - Keys are kept in the office key cupboard - Ensure equipment is kept in stock	- Office staff - Office Staff	- when new products are purchased - Order When required	High	Low	Yes Yes Yes Yes
Electrical equipment	Staff, caretakers and Users can be at risk if using faulty equipment or from faulty wiring	- Annual PAT testing and electricity testing is carried out by an approved electrician - All repairs are carried out by an approved electrician - Failed or broken items disposed of safely are replaced immediately	- Test is carried in August each year - Electrician is called when repairs are required - Correct disposal is carried out	- Office staff book an Electrician - Office staff book an Electrician - Staff or caretakers	- Annually - When required - When necessary	High	Low	Yes Yes Yes
Stored equipment Tables and Chairs for room use	Staff and caretakers can be at risk of injury if items are not stacked correctly	- Caretakers and staff are shown how to stack tables and chairs correctly so that they do not fall - Users of the halls are requested to ask caretakers or staff if they require tables and chairs	- New employees given training when they start the job - All cupboards, if not locked, have notices on the doors to request that users ask the caretaker to get the equipment out for them	- Experienced caretaker - Ensure notices are in place and replace if not	- When new staff are employed - When required	Medium	Low	Yes Yes
Manual Handling	Staff and caretakers are at risk of injury from handling heavy or awkward items	- Trolleys are available to move heavy and awkward items. Caretakers are aware where these are kept - Ensure not to lift heavy items alone	Ensure trolleys are returned to the correct storage place when used	Staff or caretaker	Whenever used	Medium	Low	Yes
Fire	Staff, caretakers and users of the Steyning Centre, if trapped could suffer from smoke inhalation or burns	A separate fire risk assessment has been done	Ensure the actions identified as necessary by the fire risk assessment are done	Staff and caretakers	Annually	High	Low	Yes

Part 2 - Finance and Governance

What are the hazards?	Who or what might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Risk Rating Without control	Risk Rating With current controls	Done
Improper or unlawful financial practices	Council, Staff and Councilors {Possible Financial Liability}	- Put all appropriate policies in place including Health and Safety policies, Dignity at Work and Grievance procedure - Ensure staff inductions and training programme carried out - Employ internal controls - Appoint Auditors to make checks on internal administration - Complete and follow risk assessments {See separate SPC Finance Risk Assessment} - Ensure insurance cover is in place	Ensure all the actions necessary are followed by all staff and that Councillors are kept informed and approve controls when necessary	The Proper Officer / The Responsible Finance Officer {The Clerk}	At all times Annually Annually Annually	Medium / High	Low	Yes Yes Yes Yes Yes

Part 3 - Staff

Improper or unlawful practices	Staff {General}	- Put all appropriate policies in place including Standing Orders and financial regulations - Follow policies and procedures - Employ internal controls - Appoint Auditors to make checks on internal administration - Complete and follow risk Assessments such as COSHH - Ensure insurance cover is in place	Ensure all the actions necessary are followed by all staff and supervisors' complete checks to ensure tats the case	The Clerk and Deputy Clerk in the first instance, then policies to be followed by all staff as it is everyone's responsibility to follow best practice	At all times Annually	Medium / High	Low	Yes Yes Yes Yes Yes
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What are the hazards?	Who or what might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who and when?	Likelihood of injury or risk to governance and severity or impact.	Risk Rating score Without control	Risk Rating score With current controls	Done
Lone person working	The staff member working on their own	Ensuring procedural controls are in place – ensuring staff know what to do in the event of a problem and have devices like mobile phones and appropriate numbers to call	Ensure staff who work on their own keep following procedure and ensure they know why	Supervisors – keep in mind at all times	Injury Likelihood 2 Severity 5	10 Medium	5 Low	Yes
DSE Workstation Assessment	The staff member working at that desk	Ensure an assessment completed when staff members assigned a desk	Ensure the staff member doesn't change the set up for any nonessential reason	Supervisors – keep in mind at all times	Injury Likelihood 2 Severity 4	8 Medium	4 Low	Yes
Losing a member of staff	The supervisor, team members and the Clerk	Ensuring that jobs are evaluated, and job descriptions are kept up to date so that transition to a new member of staff is less impactful to the administrative governance of the council	Ensure the mechanism for new staff member selection process is updated	Clerk - Ensure new staff handbook put in place ASAP – which includes easier to follow training guide	Risk likelihood 4 Impact 4	16 Medium / High	8 Medium	In progress

Part 4 – Other Functions of the Council - Services

What are the hazards?	Who or what might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who and when?	Likelihood of injury or risk to governance and severity or impact.	Risk Rating score Without control	Risk Rating score With current controls	Done
Grass Cutting whilst using machinery	Contractors	Ensure that the Contract / Tender documents encompass all the necessary risk assessments, agreed scope of works and insurance coverage such as £10Million employers liability	A need to supervise both results of the service (quality), and that works are being undertaken as per agreed methodology.	Clerk to check documentation. Deputy Clerk to supervise contract	Injury Likelihood 3 Severity 5	15 Medium	5 Low	Yes Yes

Street Cleaning operative working in close proximity to highways	Contractors	Ensure that the Contract / Tender documents encompass all the necessary risk assessments, agreed scope of works and insurance coverage such as £10 Million employers liability	A need to supervise both results of the service (quality), and that works are being undertaken as per agreed methodology.	Clerk to check documentation. Deputy Clerk to supervise contract	Injury Likelihood 2 Severity 5	10 Medium	5 Low	Yes Yes
Wardens who might confront ASB	Contractors	Ensure that the Contract / Tender documents encompass all the necessary risk assessments, agreed scope of works and insurance coverage such as £10 Million employers liability	A need to supervise both results of the service (quality), and that works are being undertaken as per agreed methodology and ensure proactive interaction with the Wardens to understand any issues	Clerks' office to keep close communication with wardens and keep councillors aware of issues	Injury Likelihood 2 Severity 5	10 Medium	5 Low	Yes
Youth Service providers who might confront ASB	Contractors	Ensure that the Contract / Tender documents encompass all the necessary risk assessments, agreed scope of works and insurance coverage such as £10 Million employers liability	A need to supervise both results of the service (quality), and that works are being undertaken as per agreed methodology.	Clerks' office to keep close communication with wardens and keep councillors aware of issues	Injury Likelihood 2 Severity 5	10 Medium	5 Low	Yes
Allotments – Issues involving use of garden equipment	Allotments – Plot holders	Ensure that the Allotment Agreement document {which has to be signed and agreed by new plot holders} gives all appropriate guidance so that plot holders can avoid injury	A need to check plots from time to time to ensure good practice being maintained.	Clerk to check documentation. Deputy Clerk to ensure Allotment agreements are signed	Injury Likelihood 3 Severity 4	12 Medium	4 Low	Yes Yes
Play Area and equipment malfunctions	Children and family members	Ensure that the play equipment and the area itself is regularly inspected by both internal and external means and that any remedial work carried out in a reasonable and practical timescale as per determined by the inspection reports, and any financial restrictions	A need to keep on top of regular inspection reports and prioritise accordingly the remedial works required	Clerk's office to ensure inspections are undertaken and that reports, and remedial works appropriately undertaken	Injury Likelihood 3 - 4 Severity 5	15 - 20 Medium To High	5 Low	Yes

Winter Ice and associated hazards	Winter Maintenance programme	Ensure Winter Maintenance programme kept updated, with grit bins topped up and volunteers updated with training tips and equipment	Keep volunteer contact numbers updated and order new grit at appropriate time	Deputy Clerk to update and order when appropriate	Injury Likelihood 3 - 4 Severity 5	15 - 20 Medium To High	5 - 10 Low to medium	Yes
Open Spaces / Parks - associated hazards	Park users	Ensure that park equipment such as benches and entrance areas and ground conditions kept in good state of repair / maintenance – see appropriate Risk Assessments	Inspect the open spaces and deal with issues as they arise e.g when entrance pathways become muddy and slippery, use the council supplies of chippings (from tree and hedge felling works)	Clerks' office as per appropriate	Injury Likelihood 3 - 4 Severity 5	15 - 20 Medium To High	5 Low	Yes
Street Furniture provision (Bins and Benches)	Residents	Ensure that equipment is being maintained and is functioning as it should	Regular visual inspections and ask street cleaning contractor to keep the Clerk's office informed	Clerks' office as per appropriate	Injury Likelihood 3 Severity 4	12 Medium	5 Low	Yes
Trees that could be unsafe	Residents	Ensure that the Parishes trees are inspected on a regular basis and that remedial works are undertaken as and when funds allow or as necessary depending upon the the associated priority	There is a regular three-year tree inspection report undertaken	Clerks' office as per appropriate	Injury Likelihood 3 - 4 Severity 5	15 - 20 Medium To High	5 - 10 Low to medium	Yes
Christmas Light installation on the High Street – high level electrical works	Residents on the High Street	Clerk to appoint contractors on an annual basis as per agreed budget and scope of works, and to ensure all their paperwork is authentic, current and that their operatives have all relevant qualifications, safety equipment and that appropriate insurance covers are in place	Also undertake Street lamp Testing	Clerk	Injury Likelihood 2 Severity 5	10 Medium	5 Low	Yes

This document needs to be reviewed every six months – Next review date due March 2025