



STONEHOUSE
TOWN COUNCIL

THERE ARE 18 ASSESSMENTS IN USE, PLEASE COMPLETE A FORM (AVAILABLE FROM THE TOWN CLERK) FOR ONE-OFF ACTIVITIES AND EVENTS WHICH DO NOT FALL UNDER THE 18 CATEGORIES. REMEMBER THAT THE RISK STATUS IS ONLY A GUIDE AND THE OPERATOR WILL HAVE TO ASSESS THE CIRCUMSTANCES UNDER WHICH THEY ARE WORKING ON A DAILY BASIS

STONEHOUSE TOWN COUNCIL RISK ASSESSMENTS

BE AWARE AND BE SAFE

Risk Assessment 1

Chainsaw Use

RISK STATUS HIGH

Typical uncontrolled outcomes

Lacerations/ amputations; eye injuries; crush injuries; twists and sprains; muscle/ joint damage; hearing damage.

Typical groups at risk

Operators; practical workers; other site users

Hazards

1. Flying debris
2. Vibration
3. Ignition of petrol
4. Impact from kick back
5. Felling activities
6. Exhaust fumes
7. Noise
8. Contact with fuels oils & fluids
9. Contact with chain
10. failure of chainsaw safety features
11. Manual handling
12. Hot exhaust from machinery
13. Fatigue – Leading to complacency and mistakes

Controls

ALWAYS WORK IN PAIRS WITH ONE STAFF MEMBER SUPERVISING

1. Only use approved and correctly sealed fuel containers
2. Cover bar with scabbard when not in use and when transporting
3. Use full PPE at all times when the saw is running (trousers, forestry helmet, boots)
4. First aid at work qualified person to be on site and not operating chainsaws
5. Only use saws in well ventilated areas
6. Stop work immediately if you start to feel dizzy, head achy or unwell
7. Ensure there is a 5m exclusion zone for anyone other than the operator and trained assistant when cross cutting or 2.5 times the length of anything being felled
8. Post look outs where control of public access is not possible
9. Hazardous rubbish - Clear site of debris and hazardous litter particularly around work area. Ask workers to stay vigilant and avoid clearing the ground and picking up piles of rubbish or cut material with hands. Wear stout leather gloves when handling cut material and litter picking.
10. Avoid cutting timber above shoulder height
11. Wear suitable PPE and consider a face mask if prolonged cutting above chest height is foreseeable
12. Saw must be started at least 4m from fuel
13. Switch off saw when not in use
14. Store fuel in shade and away from work area
15. Use non-spill nozzles on fuel cans
16. Ensure chainsaw fuel cap is replaced securely
17. Wear gloves when refuelling
18. Carry a spill kit for absorbing spillages and consider using a mat or absorbent material to refuel on.
19. Never start a cut with the kickback zone
20. Avoid using saw at arm's length

21. Hold saw securely with the thumb of your non-trigger hand wrapped around the handle
22. Use the appropriate chain speed for the task
23. Saw below chest height to help increase stability
24. Ensure correct body positioning, not over the top of the saw
25. Use anti-kickback chains
26. Train in safe lifting and carrying procedures and adopt good posture when handling
27. Use logging tongs and felling levers
28. Cut up any material to be handled small enough to reduce manual handling risk
29. Buy low noise machines
30. All operators to be made aware of the hazard of noise, its risks and how to diagnose hearing damage
31. Avoid extended periods of use
32. Regular use may require health surveillance – contact H&S team for advice
33. Monitor own health, if ringing in the ears occurs, stop work and reassess controls
34. Ensure exclusion zones are observed, assign someone to act as look out
35. Buy low vibration chainsaws with anti-vibration mounts
36. All operators to be aware of the hazard of vibration, its risks and how to diagnose vibration white finger
37. Use heated handles if prone to cold hands
38. Wear gloves and stop and warm hands if they get cold
39. Take regular breaks as outlined above and monitor health. If tingling is felt in the fingers stop until it goes away
40. If tingling in hands/fingers is prolonged after stopping seek medical advice
41. Prolonged Chainsaw use may require health surveillance, contact the H&S team for advice
42. Ensure correct use and body positioning as per training
43. Allow saw to cool before transporting
44. Store chainsaws away from public and other workers and do not leave it unattended in public spaces
45. Rotate using the chainsaw with other approved operators
46. Check chainsaw before use, ensuring all safety features are present and operations
47. Store saw carefully and securely in transit and tool store
48. Use of fertilizers and other chemicals - A COSHH assessment will be followed for all chemical use.
49. Take 10 minute break after every tank of fuel with a 30 minute break after every 3 tanks.
50. Only qualified operators to use chainsaws with a current work skills permit
51. Maintain saw to manufacturer's instructions and check before use.
52. Operator will comply with procedure HS-P7 and SMR14
53. Allow machine to cool before refuelling.
54. Operators to take a 10 minute break after every tank of fuel and a 30 minute break after every third tank of fuel.
55. Chainsaw work must not be undertaken alone.
56. Refuelling site must be 30m away from work area and away from all sources of ignition
57. Saw chain must be sharp and at correct tension and guide bar is maintained as per manufacturers instruction
58. Carrying aids will be provided to transport chainsaw equipment to site
59. Ear defenders will be worn by other workers authorised to be within 10 metres of chainsaw operator.



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Risk Assessment 2

Chemical Use/Storage

RISK STATUS HIGH

Typical Uncontrolled outcomes

Burns, Eye injuries, poisoning, explosion

Typical groups at risk

Operators; practical workers; other site users

Hazards

1. Accidental skin/eye contact
2. Inhalation
3. Swallowing
4. Causing an explosion
5. Spillage caused by trips/falls
6. Corrosion of other materials

Controls

Employees are currently not licensed or permitted to use chemical spraying equipment. All weed/pesticide spraying will be carried out by a licensed contractor.

1. Hazardous substances (as defined by the Substances Hazardous to Health Regulations) will only be brought onto council premises where there is no practical alternative.
2. Non hazardous substances will be used in preference
3. Quantities will be stored and used on site to the minimum consistent with the needs of the operation
4. Chemicals will be stored in a locked fireproof cabinet when not in use.
5. Chemical safety data will be considered with the manufacturer's instructions for use being followed to the letter
6. Chemicals must be clearly labelled, and those which are not must be disposed of safely.
7. A register of all stored chemicals should be visible in the workshop
8. Never mix chemicals together
9. Never transfer chemicals from one container to another
10. Protect the eyes, mouth and hands with protective clothing when handling chemicals – IN PARTICULAR A FACE MASK AND GLOVES AND EYE PROTECTION SHOULD BE WORN
11. Do not use in areas where food is being consumed or stored
12. Ensure hands and face are thoroughly washed after use of chemicals
13. Avoid inhalation and contact with the skin and mucous membranes
14. Anyone coming into contact with hazardous substances must remove themselves from the area and seek medical assistance
15. Waste materials such as glass and sharps should not be in contact with chemicals or protective clothing
16. COSHH assessment should be undertaken when significant hazards are identified



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Risk Assessment 3

Ditch Clearance/Water Courses

RISK STATUS MEDIUM

Typical Uncontrolled Outcomes

Drowning, becoming trapped, infection, injury

Typical groups at risk

Staff; volunteers

Hazards

1. strong water flow
2. different depths of water
3. veils disease
4. slips and trips
5. contact with hand tools

Controls

1. be aware, and stay close to the edge of the river, provide lines and ropes in case of emergency
2. be aware, test area first with measurement stick, provide rope and lines in case of emergency.
3. cover all cuts before working in the water and explain dangers of this disease, wash hands before eating or smoking.
4. Wear good footwear and maintain site awareness
5. If lone working ensure that you call into the office before and after commencing work



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Risk Assessment 4

Gardening work

RISK STATUS LOW

Typical uncontrolled outcomes

Cuts and sprains; puncture wounds; strained back; crush injuries; toxocariasis; phytophotodermatitis.

Typical groups at risk

Practical workers; supervisors

Hazards

1. Contact with hand tools
2. Thorny material
3. Handling rubbish and waste material
4. Use of lawn rollers
5. Planting out
6. Contact with hazardous plants
7. Dog faeces
8. Brown Tailed Moth

Controls

1. Shrubs must be thinned from the outside to the centre.
2. Thorny plants must be identified and all workers advised on careful working.
3. Protective goggles must be worn when working in close proximity to thorny plants.
4. Leather gloves must be worn when working with thorny plants.
5. All irritant plants on site must be identified to all workers before work starts. Gloves must be worn and sleeves rolled down when handling irritant plants.
6. Keep work area clear and tidy, removing clippings frequently.
7. Identify any brown tailed moth colonies before starting work, clear treat with Pyrethoid based pesticide. Or remove using hand tools and wearing gloves. Move nests away from work area or place in a strong plastic bag which must be sealed and disposed of. Wash hands and handtools after moving nests.
8. Check and clear ground before kneeling for work.
9. Sharps must be collected using strong leather gloves or tongs and places in correct sharps disposal box.
10. Alternate digging and other work to avoid strains.
11. Dog faeces must be removed before starting work using bags and containers. Skin contact must be avoided.
12. Bags of rubbish must not be held close to the body, use handling aids or carry between two people.
13. Leather protective gloves must be worn when handling or clearing rubbish.
14. Lawn rollers must be maintained according to manufacturer's instructions.
15. Rollers must not be lifted by a single person.
16. Lawn rollers must not be used on slopes greater than 1:10.
17. Workers using lawn roller must wear steel toe-capped protective boots.
18. All workers must wash hands before eating, drinking or smoking.



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Risk Assessment 5

General Conservation Activities

RISK STATUS LOW

Typical uncontrolled outcomes

Minor cuts and bruises; burns; lower back pain; verbal abuse; electric shock; contracting disease; blisters; sunburn

Typical groups at risk

Volunteers; workers; members of the public..

Hazards

1. Contact with underground or overhead services
2. Contact with traffic
3. Contact with plant sap
4. Weather conditions.
5. Contact with hand tools
6. Contact with micro-organisms such as tetanus, Leptospirosis
7. Slips, trips and falls
8. Brown tailed moth
9. Abuse/attack from member of the public
10. Manual handling

Controls

1. Site gas and equipment on ground level and away from sources of combustion
2. Keep site and materials tidy.
3. Plan any lifting, train in simple lifting procedures and provide carrying aids e.g. wheelbarrow.
4. Sturdy footwear must be worn.
5. Wash hands before eating drinking and smoking. Protect any cuts, advise all workers to ensure tetanus inoculation. Avoid contact with stream or pond water.
6. Wear long sleeves when working close to hazardous plants. Identify any on site, was exposed skin thoroughly after work.
7. Advise workers to keep skin covered, and use high factor sun cream on exposed skin where risk of sunburn. Stop work when weather conditions deteriorate increasing risk to unacceptable level.
8. Park vehicle to unload away from traffic. Use tape, warning signs and cones where appropriate. Longer roadside working to follow legislative requirements. Post outlook to slow traffic whilst vehicles are manoeuvring.
9. Use safe lifting, carrying and moving techniques.
10. Identify any brown tailed moth colonies before starting work, clear treat with Pyrethoid based pesticide. Or remove using hand tools and wearing gloves. Move nests away from work area or place in a strong plastic bag which must be sealed and disposed of. Wash hands and handtools after moving nests



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Risk Assessment 6

Manual Handling

RISK STATUS MEDIUM

Typical Uncontrolled Outcomes

Hernia (rupture), torn back muscles, slipped disc, cuts, bruises, crush injuries to fingers, hands forearms, crush injuries to toes, cuts and bruises to legs and feet

Typical groups at risk

Volunteers; workers

Hazards:

1. Slips, trips and falls
2. Spillage of contents onto self
3. Dropping items from height

Controls:

1. Bend the knees and crouch to the object
2. Get a firm grip using the whole hand and not the finger tips
3. Keep the back straight
4. Tuck chin in
5. Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting
6. Push off with the rear foot. Straighten the legs and raise the object, moving in the required direction in one movement
7. Avoid pinching fingers when releasing the object
8. When lifting in pairs appoint someone to direct the movements
9. Protect feet with appropriate toe-capped footwear
10. Wear protective gloves if sharp edges are involved



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Risk Assessment 7

Pedestrian controlled lawnmowers

RISK STATUS LOW

Typical uncontrolled outcomes

Cuts; loss of fingers; eye injuries; burns; breathing difficulties; occupational dermatitis; hearing damage

Typical groups at risk

Machine operator; workers on site; public and other site users

Hazards

1. Flying debris
2. Vibration
3. Contact with moving machinery
4. Fire
5. Exhaust fumes
6. Contact with dog faeces
7. Contact with hot exhaust
8. Contact with petrol
9. Obstacles hidden in grass
10. Noise

Controls

1. Mower must be maintained as per manufacturer's instructions.
2. Breaks must be taken every tank of fuel to avoid fatigue and hand-arm vibration problems.
3. Mowers must not be used within 10m of naked flames.
4. Ground must be cleared of debris and checked for dog fouling before work commences. Dog fouling must be removed before commencing work.
5. Protective gloves must be worn when refuelling a mower.
6. Operators and workers close by must wear trousers, long sleeves and protective gloves to prevent debris injuries.
7. Engine must be stopped and spark lead disconnected before any maintenance or cleaning is done.
8. Mower must not be used indoors to avoid fume build up.
9. Machine must be allowed to cool before refuelling.
10. All operators of mowers and workers within 5m must wear ear defenders.
11. A noise assessment must be undertaken if prolonged and frequent use is planned.
12. Mowers must not be used by hand on slopes greater than 1:10, a rope must be used to control
13. descent in order to prevent runaway.



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Risk Assessment 8

Ride-on lawnmowers

RISK STATUS LOW

Typical uncontrolled outcomes

Cuts; loss of fingers; eye injuries; burns; occupational dermatitis; hearing damage.

Typical groups at risk

Machine operator; workers on site; public and other site users

Controls

1. Protective gloves must be worn when refuelling a mower.
2. Engine must be stopped and spark lead disconnected before any maintenance or cleaning is done.
3. Mower must not be used indoors to avoid fume build up.
4. Mower must be maintained as per manufacturer's instructions.
5. Breaks must be taken to avoid fatigue.
6. Mowers must not be used within 5m of naked flames.
7. Machine must be allowed to cool before refuelling.
8. Ground must be cleared of debris before starting work.
9. All operators of mowers and workers within 5m must wear ear defenders.
10. A noise assessment must be undertaken if prolonged and frequent use is planned.
11. Mowers must not be left unattended and running or with keys in the ignition.
12. Pre-start checks must be completed to ensure breaks and cut-off devices are working.
13. When mowing slopes no other person must be downslope of the mower.
14. Grassboxes must be emptied frequently to ensure moving parts are not clogged up.
15. Ride-on mowers must not be driven on the highway unless registered to do so, and the driver has an appropriate licence.
16. Ride on mowers will not be used on slopes greater than a 1:10 to prevent overturning
17. DO NOT USE IN THE PRESENCE OF UNCONTROLLED CHILDREN OR DOGS



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Risk Assessment 9

Tool store and workshop work

RISK STATUS LOW

Typical uncontrolled outcomes

Cuts & abrasions; twists & sprains; muscle/joint injury; electric shock; ill health.

Typical groups at risk

Staff; volunteers; trainees

Hazards

1. Slips, trips and falls
2. Fire
3. Contact with tools
4. Hazardous substances
5. Falling objects
6. Manual handling
7. Dust
8. Electricity

Controls

1. Face masks to be worn when sweeping out tool store and open windows and doors to maximise ventilation
2. Inspect tools before use and do not use any that are damaged or have loose handles.
3. Edged tools must be moved and stored with their guards on
4. Electrical equipment and system must be maintained.
5. Do not work or keep tools in wet/ damp conditions.
6. Use fixing bars or other means of restraint to prevent stored tools from falling.
7. Secure workbenches/ vice/ shelves to walls, floor or other robust structure to prevent movement.
8. Edged or heavy tools must be stored at floor/waist height
9. Smoking is not permitted in workshop or store areas
10. Maximum of 15 litres of petrol only to be stored, in clearly marked containers, separate from other combustibles.
11. Fire precautions and all fire fighting equipment will be reviewed annually
12. Food will not be stored or eaten in the workshop or toolstore areas
13. Store/ use all hazardous substances in flame proof cabinet . Access routes must be kept free from obstructions and trailing wires
14. Put clean sand on spillage's to prevent slipping
15. Store all materials securely and do not allow waste to accumulate.
16. Sturdy footwear with a firm grip and steel toe caps must be worn.
17. Use steps/stool/ladder for reaching above face height, ensure step ladder use complies with SER02 and ladder use complies with SER01
18. Secure any loose flooring/ covering.



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Risk Assessment 10

Van with attached trailer use

RISK STATUS MEDIUM

Typical uncontrolled outcomes

Injury from van/trailer impact or entrapment; fire or explosion; muscle strain from loading; chronic or acute back injuries

Typical groups at risk

Driver of vehicle; other workers on site; visitors to site; public

Hazards

1. Contact with moving parts
2. Collision with other workers
3. Collision with fixed objects or buildings
4. Slips and falls from cab
5. Trapping of loose clothing in moving parts and dragging person in
6. Trapping between van/trailer when hitching up
7. Reversing manoeuvres with reduced visibility
8. Loss of control caused by failure of linkage between van and trailer
9. Loss of control of van caused by unbalanced/uneven load
10. Loss of control of van caused by failure of trailer braking system
11. Loss of control of van caused by use by inexperienced operator
12. Jack-knife of trailer
13. Trailer "cut in" when cornering causing overturning or collision with people
14. Failure of hydraulic system during tipping operations
15. Collapse of trailer skid/jockey when hitching/unhitching
16. Contact with overhead power lines when tipping trailer
17. Fire caused by spilt fuel
18. Vibration of machine
19. Contact with fuels oils & fluids
20. Noise (driver and others on site).
21. Dust (driver and others).
22. Handling of loads on to trailer
23. Exposure or hypothermia operating cableless machinery
24. Overturning of grasscutting machinery

Controls

1. Driver must receive instruction from hire company when using hired equipment
2. Ensure all trailers are well maintained and in good order to prevent failures of safety critical parts
3. Check trailer systems such as lights, hydraulics and brakes and correct any obvious faults before use
4. To prevent slips and loss of braking control clean muddy boots before driving
5. Passengers will NOT be carried on or in any trailer
6. Protective gloves will be worn by anyone refuelling or topping up any fluids for the tractor and when handling hydraulic hoses
- 7.
8. Smoking is not allowed when re-fuelling
9. Refuelling will be done at least 20m from any source of ignition
10. Traffic routes on any site will be planned in advance to keep other site users away from the moving vehicle
11. Traffic routes will include room for manoeuvre relevant to the size of the machine to be used.
12. Traffic routes will minimise the need for reversing trailers
13. Tracks will be wide enough and edges of work area must be stable enough to support the size and weight of the van, trailer and any expected load
14. Seatbelt or harness where fitted will be worn at all times. Van must be in neutral gear with the handbrake applied before working between rear of van and trailer to hitch or unhitch
15. Never attempt to manually assist the hitching process by kicking or pushing the drawbar
16. To avoid jockey or skid collapse always carry out hitching and unhitching operations on level ground and ensure the skid/jockey is firmly in place before detaching from tractor
17. Always apply any available trailer hand brake before disengaging from van
18. Secure wheels with chocks if leaving detached trailer on a gradient
19. To avoid loss of control when using hydraulic tipper drive forward slowly to empty load
20. All workers must be clear of the tipping area before tipping commences until after trailer has returned to level to prevent being hit by load
21. Ensure path of travel is clear of obstacles and people before reversing
22. Use banksmen to guide reversing operation to avoid reversing accidents
23. In the event of breakdown while tipping trailer is still raised do not approach trailer but seek professional help
24. Do not tip trailers underneath power lines
25. Anyone used to guide reversing must be wearing hi-visibility clothing
26. To avoid loss of control and spillage's ensure load is even and secure before setting off and that tail-gate and side skirts are secured in place
27. To avoid loss of control and damage to equipment ensure trailer and van are not loaded beyond their capacity
28. Do not drive on slope steeper than recommended by manufacturers of both van and trailer
29. Never steer down a hill - only steer up
30. To avoid contact with buildings and other fixed objects allow for trailer approach angle when turning



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Risk Assessment 11

Vehicle Use

RISK STATUS LOW

Typical uncontrolled outcomes

Burns scalds & abrasions, accident or breakdown, muscle strain, crush injuries, fire, personal attack, cuts and bruises.

Typical groups at risk

Staff; practical workers; members of the public.

Hazards

1. Faulty vehicle
2. Loading vehicle (manual handling)
3. Contact with brake/ radiator fluid
4. Working in cramped spaces
5. Attaching and loading trailers
6. Loose tools and equipment

Controls

1. Any faults or damage to the vehicle that may affect safety must be reported immediately to line management and the vehicle not used until the fault is rectified by a competent person.
2. A Drivers Log to be kept updated and in the vehicle at all times.
3. Any accidents to vehicles must be reported in.
4. Tools and equipment must be fastened in lockers or otherwise secured.
5. A first-aid kit must be carried in all vehicles.
6. Keep all doors unlocked unless travelling alone.
7. Carry out daily checks and weekly checks to ensure vehicle faults are identified.
8. Vehicles must be serviced at recommended intervals
9. Clean interiors of dusty vehicles with windows open in fresh air.
10. Contact local Environmental Health dept. for information on disposal of oil or other waste.
11. Wear protective gloves when topping up fluids.
12. The maximum loading weight must not be exceeded.
13. Trailer to be loaded evenly and all items to be secured in place.
14. All sharp edges on tools will be protected whilst they are in carriage.



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Risk Assessment 12

Workshop power tools

RISK STATUS LOW

Typical uncontrolled outcomes

Electrocution; cuts and abrasions; crush injuries; twists and sprains; eye injuries; long term breathing difficulties.

Typical groups at risk

Staff; workshop users

Hazards

1. Slips, trips and falls
2. Flying debris
3. Entanglement with moving parts
4. Dust and silica particles
5. Electricity

Controls

1. Impact resistant goggles to BS EN 166 must be worn for all debris ejecting tools.
2. Only trained and competent people to use power tool.
3. All electrical equipment will be PAT tested
4. All operators must know where mains switches are.
5. All extension leads must be fully unwound when in use.
6. For outdoor either use battery operated or 110v equipment must be used.
7. RCD's operating at 30mA must be used with all 240v mains equipment.
8. Wire permanently fixed equipment directly into wall outlet to avoid damage to plug.
9. Manufacturer's or hire instructions for use and maintenance must be followed for all tools.
10. If guards or rests are provided they must be used.
11. Guards and rests must be checked and maintained regularly.
12. Only the operators must be within 3 m of high speed drilling or grinding operations.
13. Grindstone wheels must only be changed by people with an appropriate certificate of competence.
14. Ensure other personnel are aware of individuals working alone.
15. Grindstones must not be used by lone workers.
16. Route extension cables around walkways and protect any that are exposed.
17. Connect workshop tools directly to socket without using extension cables.



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Risk Assessment 13

Watering

RISK STATUS MEDIUM

Typical Uncontrolled Outcomes

Traffic accidents, muscle/joint injury

Typical groups at risk

Staff, volunteers, passers by

Hazards

1. Slip, trips and falls
2. Manual handling
3. Contact with micro-organisms such as tetanus, Leptospirosis
4. Contact with soil borne organisms
5. Traffic
6. Trailing hosepipes

Controls

1. Plan any lifting, train in simple lifting procedures and provide carrying aids e.g. wheelbarrow
 2. Broken skin must be covered with waterproof plaster before work starts.
 3. Wear protective gloves if working in or moving soil by hand.
 4. Sturdy footwear must be worn
 5. Use of ladders must be supervised
 6. Associated parking must be considerate and safe
 7. Hosepipes to be extended within view of operator and not out of sight
 8. Use of traffic cones and hi-viz safety clothing.
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Risk Assessment 14

Litter Picking

RISK STATUS LOW

Typical Uncontrolled Outcomes

Sustaining cuts from sharp objects, Infection from needles/dog faeces, Back Injury

Typical groups at risk

Staff, volunteers

Hazards

1. Slips, Trips and Falls
2. Risk of Letospirosis

Controls

1. Wear Protective Gloves
2. Use Hand Wipes to remove contamination
3. Use a Litter Picker to avoid bending/personal contact



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Risk Assessment 15

Cleaning and Caretaking

RISK STATUS LOW

Typical Uncontrolled Outcomes

Injury, Personal attack, poisoning, electrocution, burns

Typical Groups at risk

Sub-contractors, staff, hirers

Hazards

Slipping on spillage/wet floors

Falling from ladders

Ingestion, inhalation of toxic substances and skin contact

Trailing cables and faulty power connections

Controls

1. Wear protective gloves and overalls
2. Store products containing flammable solvents away from heat and naked light
3. Avoid ingestion and inhalation and skin contact with chemicals
4. Mop up spillage with an appropriate disposable cloth
5. Do not mix chemical products
6. Check step ladders are in serviceable condition
7. Report any deterioration in electrical connections
8. Treat floors with non-slip products
9. Report any trip hazards
10. DO NOT move heavy furniture without help
11. Dispose of aerosols into outside waste containers and soiled materials into sealed bags
12. Lock yourself in whilst inside buildings alone and carry a mobile phone



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Risk Assessment 16

Lone working

RISK STATUS LOW

Typical Uncontrolled Outcomes

Shock; physical injuries; exposure, stress, victim of crime

Typical groups at risk

Reception staff; community project workers; cleaners; grounds staff

Hazards

1. Physical aggression - outdoor work
2. Exposure and weather related affects
3. Evening or weekend work
4. Driving
5. Delay in assistance and treatment of illness/injury
6. Abduction or victim of criminal activities

Controls

7. Unlit areas, doorways and passageways to be avoided.
8. Mobile phones to be used in public view only in an emergency.
9. Aggressive body posture and language must be avoided.
10. One to one site meetings should be avoided.
11. Office doors must be kept locked when working alone.
12. Use blinds and keep lights on to give impression of greater occupancy.
13. Check weather forecast and plan accordingly for journeys in open country.
14. Leave clear information about locations of meetings, travel route, return times with colleagues and include instructions in case of late or no return.
15. Drive with doors locked and windows no more than partially open.
16. Valuables must not be left on view in any vehicle.
17. Park vehicles in well lit places and check vehicle for signs of entry before resuming journey.
18. Carry emergency telephone numbers and coins for public pay phones/mobile.

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Risk Assessment 17

Meeting the Public

RISK LEVEL LOW

Typical uncontrolled outcomes

Bruises and cuts, mental trauma, animal bites.

Typical groups at risk

Staff; volunteers

Hazards

1. Violent attack
2. Verbal abuse
3. Robbery
4. Slips, trips and falls
5. Lone working
6. Out of hours working
7. Dogs and other livestock

Controls

Lone workers must have suitable skills and knowledge to enable safe working in predicted work area.

In the office, ensure that the ZERO TOLERANCE sign is displayed

Worker must be familiar with location before starting work. Safety critical issues such as crime rates, gang related violence, or social tension must be considered when planning meetings. Take advice from police or community workers. Areas of strong concern must be avoided

When meeting people you should always identify yourself clearly to avoid confusion. Explain reason for contact at the earliest possible opportunity. Never give out personal information.

Respect the privacy of people who do not wish to engage in conversation

Do not engage in conversation about politics, race, religion or any other inflammatory subject as this could cause agitation. Ensure only business matters are discussed with strangers

If a person gets agitated or aggressive worker to change the subject and/or walk away.

Remain calm with people that express controversial or discriminatory views. Worker to explain that they do not share the views and exit the situation.

Never approach minors unless a responsible adult is with them. Never allow yourself to be left alone with

a minor or other vulnerable person.

Report to line manager all acts of aggression and intimidation including aggressive animals.

Keep valuables out of site.

Do not carry unnecessary amounts of cash.



STONEHOUSE TOWN COUNCIL RISK ASSESSMENTS

BE AWARE AND BE SAFE

Risk Assessment 18

Office Based

RISK LEVEL LOW

Typical Uncontrolled Outcomes

Electrocution, personal injury, stress

Typical groups at risk

Office staff, visitors

Hazards

1. Overloaded power sockets
2. Trailing cables
3. Entrapment in office machinery
4. Trips and falls

Controls

Ensure electrical equipment has been tested before use
Place desks to avoid trailing cables
Do not lean over exposed machinery parts with trailing clothing
Do not overload plug sockets
Ensure sufficient lighting and an ambient room temperature of between 60.8 degrees F and 69 degrees F.
Clear up any spilt liquids immediately
Turn off sockets when not in use
Do not move heavy equipment or furniture or climb stepladders without help
Ensure filing cabinets are evenly loaded
Ensure that stored items are stacked tidily and close cupboard doors after use
Do not hang handbags and coats on the back of chairs

