

RISK ASSESSMENT

All Employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

ORGANISATION NAME: STEYNING PARISH COUNCIL

WORK AREA - STEYNING CENTRE/OFFICES/PUBLIC ROOMS

Risk Outcome:

1 = LOW

2 = MODERATE

3 = SIGNIFICANT

4 = HIGH

Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Interior - slips and trips	Staff and visitors/users may be injured if they trip over objects or slip on spillages	General good housekeeping. All areas well lit. Corridors carpetted. No trailing leads or cables. No boxes or objects left in walkways. Deliveries stored immediately. Offices, toilets, kitchens cleaned regularly.		All staff, Clerk, Deputy Clerk	1
Exterior - slips and trips	Staff and visitors/users may be injured if they trip or slip on uneven or wet surfaces	Leaves are regularly swept and grit is put on paths during frost/snow. Paths are regularly inspected for damage and other hazards.		Clerk, Deputy Clerk, All staff	1
Workstations	Staff, repetitive strain injury, slips and trips,	All staff have been assessed to ensure that their workstations and chairs are correctly set-up for VDU work and general tasks. All furniture conforms to current British Standards. Office machinery unplugged when not in use.		Clerk, Deputy Clerk, All Staff Chairman	1
Fire	Users, staff. Burns, scalds, trips, slips.	Alarm system tested weekly and alarm direct link to Fire Brigade. Warning information in all rooms. Hirers given written information of precautions. Regular fire drills. No smoking notices displayed. Staff trained to use fire extinguishers. Fire extinguishers available in all rooms and signed. Emergency lighting fitted.	All alarm systems are serviced annually and tested monthly.	Clerk, Deputy Clerk, All Staff, Users.	1
Personal Liability	Users, staff, councillors	Council insured for £10m. Hirers to have their own insurance to cover unusual activities i.e. bouncy castles		Clerk, Deputy Clerk, All Staff, Users.	1

Reviewed by:		Signed:		Date:	

ORGANISATION NAME: STEYNING PARISH COUNCIL

WORK AREA - MEMORIAL PLAYING FIELD AND OTHER OPEN SPACES AND PLAY AREAS

Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Risk Outcome:	1 = LOW	2 = MODERATE	3 = SIGNIFICANT	4 = HIGH	2
Injury from sports activities	All users	All clubs and authorised users have own insurance		All users	1
Injury following Vandalism	All users	Grounds checkd weekly		All users	2
Vehicles parking on field and driving across it	All users, accidental injury from moving vehilce	Vehicles to park only with authorisation. To drive with extreme care, at a safe speed and to be marshalled when moving. Maintenance vehicles to take special care with machinery. Contractors to have own public liability insurance		All users	
Injury from use of play equipment	All users, accidental injury from falls.	Council has public liability insurance. Notices on age of users. Children under 8 to be supervised.		All users	2
		Fortnightly inspection of play equipment and annual review		HDC	
		Regularly maintained			

WORK AREA - MEMORIAL PLAYING FIELD - CHANGING ROOMS

Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Fire	Users, staff. Burns, scalds, trips, slips.	Fire extinguisher and signed fire exits.		Staff, users, Clerk, Deputy Clerk	1
Slip risk	Users, staff, trips, slips, bruises, broken limbs,cuts	Premises cleaned after use (especially showers). Shower heads cleaned monthly		Staff, users, Clerk, Deputy Clerk	1
Reviewed by:		Signed:		Date:	

ORGANISATION NAME: STEYNING PARISH COUNCIL

WORK AREA - RUBLEES & CANADA GARDENS ALLOTMENTS

Risk Outcome:	1 = LOW	2 = MODERATE	3 = SIGNIFICANT	4 = HIGH	
Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Trespass	All users, staff	Gates on all entrances with appropriate signage		Clerk, Deputy Clerk	1
Public Liability	All users, staff.	Site regularly inspected and maintained. Tenants sign an agreement re: use and rules and regulations		Clerk, Deputy Clerk	1
Reviewed by:		Signed:		Date:	

ORGANISATION NAME: STEYNING PARISH COUNCIL					
WORK AREA - PUBLIC TOILETS HIGH STREET AND BUS SHELTER					
Risk Outcome:	1 = LOW	2 = MODERATE	3 = SIGNIFICANT	4 = HIGH	
Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Interior slips and trips	Staff and visitors/users may be injured if they trip over objects or slip on spillages	Building checked twice daily summer and once daily winter. General good housekeeping. Toilets and shelter cleaned regularly. Notice display while cleaning. Notice displayed when last cleaned.		Staff, Clerk, Deputy Clerk	2
Exterior slips and trips	Staff and visitors. Users may be injured if they trip or slip on uneven or wet surfaces	Building checked twice daily summer and once daily winter. General good housekeeping. Toilet sand shelter cleaned regularly. Notice display while cleaning.		Staff, Clerk, Deputy Clerk	2
Injury following vandalism	Staff and visitors. Users may be injured if they trip or slip on uneven or wet surfaces, or on equipment that may be damaged.	Building checked twice daily summer and once daily winter. General good housekeeping.		Staff, Clerk, Deputy Clerk	1
Door opening outward	Staff, users, people passing.	Notice on inside of door. Painted yellow hatched area outside.		Staff, Clerk, Deputy Clerk	1
Reviewed by:		Signed:		Date:	

ORGANISATION NAME: STEYNING PARISH COUNCIL					
WORK AREA - HANDLING OF CASH					
Risk Outcome:	1 = LOW	2 = MODERATE	3 = SIGNIFICANT	4 = HIGH	
Description of Risk	Who might be harmed and how?	Existing measures to manage risk	Additional measures to manage risk	Action by:	Risk Outcome
Handling of cash	Staff, robbery	Money banked on different days and at different times. Money banked regularly. Money locked overnight but no large sums kept on premises.		Clerk, Deputy Clerk	1
Handlins and processing of cheques	Staff, robbery	Money banked on different days and at different times.		Clerk, Deputy Clerk	1
Placement of orders, contracts, payroll & Nat. Ins, VAT returns	Staff			Clerk, Deputy Clerk	1
Insurance - adequate insurance levels	Staff, users, councillors	Council holds adequate insurance for public liability, hirers liability, business interruption, legal challenge		Clerk, Deputy Clerk, users, councillors	1
Reviewed by:		Signed:		Date:	

		RL / Risk Assessment / SPC General / reviewed and agreed 01.12.15			