

Physical Risk Assessment for LYNDHURST PARISH COUNCIL

Name: Lyndhurst Parish Council

Date of next review: 8 May 2020

Date assessment was carried out: 9 May 2019

Assessment carried out by: Parish Clerk

Date agreed 14 May 2019

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Done
OFFICE/STORE						
<u>Slips and Trips</u>	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • Good general housekeeping. • All areas well lit. • No trailing leads or cables. • Staff keep their work areas clear, eg no boxes left in walkways, deliveries stored immediately. 	Continue to monitor	All	Ongoing	
<u>Manual Handling</u>	Staff may suffer injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> • Trolleys provided to transport heavy or bulky items. • Items separated to avoid lifting heavy weights 	<ul style="list-style-type: none"> • Remind staff that they should not try to lift objects that look or appear too heavy to handle. 	All	Ongoing	
<u>Working at Height</u>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> • Handrails either side of stairs • Steps provided. • Ladder work to be undertaken only with a second person present 	<ul style="list-style-type: none"> • Working at height contracted out to an appropriate person • Provide stairgate 	All	Ongoing	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Display Screen Equipment (DSE)</u>	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if lighting is poor.	<ul style="list-style-type: none"> • Lighting and temperature suitably controlled. • Adjustable blinds at window to control natural light on screen. • Staff aware to inform clerk of any discomfort or concerns 	<ul style="list-style-type: none"> • Clerk to monitor to ensure staff continue to get breaks away from the computer. 	Clerk	ongoing	
<u>Electrical</u>	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • Electrical inspection reports • PAT undertaken on equipment as appropriate • Defective equipment taken out of use safely and promptly replaced. 	Continue to monitor	Clerk	ongoing	
<u>Stress</u>	All staff could be affected by factors such as confrontational situation, lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> • Staff aware of what their and others duties and responsibilities are. • Staff can talk freely to clerk if they are feeling unwell or ill at ease about things at work. 	<ul style="list-style-type: none"> • Remind staff that they can speak confidentially (on a no-blame basis) if they are feeling unwell or ill at ease because of work. 	Clerk	ongoing	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Lone Working</u>	Staff could suffer injury or ill health Staff could feel uneasy or threatened if in office alone	<ul style="list-style-type: none"> Staff advises where they are to visit when out of the office. Staff not returning to the office after a visit call in to report this. Means of communication at all times (mobile phones) 	<ul style="list-style-type: none"> Whereabouts of staff 'out of the office' to be monitored by office-based staff. 	Clerk / all	ongoing	

**PLAY PARKS AND FITNESS EQUIPMENT
ZIP WIRE AND SKATEBOARD EQUIPMENT**

<u>Slips and Trips & Falls</u>	Staff and visitors may be injured if they slip, trip or fall.	<ul style="list-style-type: none"> Regular inspections Maintenance undertaken in timely fashion 	Specialist inspection and maintenance for zip wires and skateboard equipment	All	Ongoing	
<u>Manual Handling</u>	Staff risk injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> Trolleys provided to transport heavy or bulky items. 	<ul style="list-style-type: none"> Remind staff that they should not try to lift objects that look or appear too heavy to handle. 	All	Ongoing	

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action do we need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Working at Height</u>	<i>Falls from any height can cause bruising and fractures.</i>	<ul style="list-style-type: none"> Ladders & Steps provided. For low work Staff observes the 3 points of contact rule. Appropriate equipment/contractor sourced for work at height 	<ul style="list-style-type: none"> Remind staff that they must not work alone at height 	All	Ongoing	
<u>Hazardous Substances</u>	Usage may cause injury	<ul style="list-style-type: none"> Minimal chemical usage All containers clearly marked and carry information labels Appropriate training given 	Update training as required	All	Ongoing	

GROUPS MAINTENANCE

<u>Slips and Trips</u>	Staff and visitors may be injured if they slip, trip or fall.	<ul style="list-style-type: none"> Regular inspections Maintenance undertaken in timely fashion 		All	Ongoing	
<u>Vehicles</u>	Danger to pedestrians & staff by movement of vehicles.	<ul style="list-style-type: none"> Appropriate signage where necessary 	Signage to playparks/beware children crossing	Clerk	Ongoing	

What are the hazards?	Who might be harmed and why?	What are we already doing?	What further action do we need to take and why?	Who needs to carry out action?	When is the action needed by?	Done
<u>Falling objects (Trees)</u>	Staff and visitors may be injured if something falls on them	<ul style="list-style-type: none"> Regular inspection of trees undertaken 		Staff/Clerk	Ongoing	
<u>Manual Handling</u>	Staff at risk injuries or back pain from handling heavy / bulky objects,	<ul style="list-style-type: none"> Trolleys provided to transport heavy or bulky items. 	<ul style="list-style-type: none"> Remind staff that they should not try to lift objects that look or appear too heavy to handle. 	Staff/Clerk	Ongoing	
<u>Working at Height</u>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> Ladders & Steps provided. For low work Appropriate equipment/contractor sourced for work at height 	<ul style="list-style-type: none"> Remind staff that they must not work alone at height 	Staff/Clerk	Ongoing	
<u>Hazardous Substances</u>	Usage may cause injury	<ul style="list-style-type: none"> Minimal chemical usage All containers clearly marked and carry information labels 	Update training as required	Staff/Clerk	Ongoing	
<u>Hand Held/Power Tools</u>	Staff at risk of injury from moving part or debris. Also from vibration injury. Public at risk from moving debris.	<ul style="list-style-type: none"> Staff experienced with use of tools. On site risks considered before and during operation. 	Monitor tools for condition.	Staff/Clerk	Ongoing	

What are the hazards?	Who might be harmed and why?	What are we already doing?	What further action do we need to take and why?	Who needs to carry out action?	When is the action needed by?	Done
ALLOTMENTS						
<u>Vermin</u>	Allotment holders	<ul style="list-style-type: none"> • Pest control programme in operation 	Maintain programme	Allotment Cte Chairman/ Clerk	Ongoing	
<u>Vehicles on Track</u>	Allotment holders on track not seen by motorists	<ul style="list-style-type: none"> • 10 mph speed limit 	Enforce speed limit	Allotment Cte Chairman/ Clerk	Ongoing	
<u>Site Maintenance</u>	Allotment holders	<ul style="list-style-type: none"> • Ensure plots that are unlet are still maintained • Ensure all plot holders adhere to regulations 	Maintain regulations and vacant plots	Allotment Cte Chairman/ Clerk	Ongoing	
CEMETERY						
<u>Pathways</u>	Tripping hazard to visitors and funeral directors	<ul style="list-style-type: none"> • Path regularly maintained and swept 	Maintain programme	Maintenance staff	Ongoing	
<u>Headstones</u>	Tripping hazard to visitors and movement of headstones	<ul style="list-style-type: none"> • Headstones tested regularly 	Maintain programme	Maintenance staff	Ongoing	
<u>Chapel</u>	Electric lights and radiators	<ul style="list-style-type: none"> • Lighting tested and radiators maintained regularly and set at correct level 	Maintain programme	Maintenance staff	Ongoing	
<u>Remote location</u>	Visitors and staff	<ul style="list-style-type: none"> • CCTV installed to monitor site 	Continue to monitor and maintain/check CCTV equipment	Clerk	Ongoing	