

## HEALTH AND SAFETY RISK ASSESSMENTS FOR BUGBROOKE PARISH COUNCIL

| Hazard         | People at risk and how   | Control measures   |   | Action required  | Action        |   | Done |
|----------------|--|--|---|--|---------------|---|------|
|                |  | Required   | Current status  |  | Who           | When by   |      |
| Litter picking | Cllrs and volunteers, following contact with traffic, sharp and / or contaminated litter and other discarded refuse. | <ol style="list-style-type: none"> <li>1. Provision of protective equipment, to avoid the need for picking by hand</li> <li>2. Provision of protective clothing</li> <li>3. Proper disposal arrangements in place</li> <li>4. Briefing for Cllrs / volunteers</li> </ol> | <ol style="list-style-type: none"> <li>1. Litter pickers provided</li> <li>2. Gloves and 'high vis' jacket, suitable for roadside working, provided</li> <li>3. Plastic sacks provided</li> <li>4. Briefing before litter pick</li> </ol> | Provision of protective equipment for Parish Environment Warden.   | N/A           | N/A   |      |
| Trees          | Public, from falling branches etc  | <ol style="list-style-type: none"> <li>1. Regular inspection</li> </ol>  | Should be inspected each quarter and after high winds. Tree Inspection report to be prepared by Clerk and completed by designated Councillors.  | Preparation of inspection report; allocation of locations; inspections by Cllrs Collett, Gardner, Jeffrey and King | Clerk / Cllrs | First Inspections to be completed by April 2016 |      |

|                                      |  |  |   |  |       |                           |  |
|--------------------------------------|--|--|---|--|-------|---------------------------|--|
| Play equipment, Rec field            | Public, from faulty or damaged equipment | <ol style="list-style-type: none"> <li>1. Monthly safety check by Clerk / Cllrs</li> <li>2. Annual safety inspection by qualified Playground Safety Inspector</li> </ol> | <ol style="list-style-type: none"> <li>1. Yes; results recorded on monthly record / report sheet</li> <li>2. Annual inspections June 2016</li> </ol>  | None   | N/A   | N/A                       |  |
| Bus shelter & other street furniture | Public, from faulty or damaged equipment | <ol style="list-style-type: none"> <li>1. Monthly safety check by Cllrs</li> </ol>   | <ol style="list-style-type: none"> <li>1. 3 new shelters installed March/April 2015. No faults present at time of review</li> <li>2. 3 older shelters, repairs carried out as required. Status of High Street shelter to be reviewed as current wooden structure is rotting.</li> </ol> | Review High Street shelter. Repair? Replace? | Cllrs | In time for April meeting |  |
| Street lights                        | Public, from faulty or damaged equipment | Any faults reported are remedied by specialist contractor. Require certification every 6 years – last carried out 2014   |   | None<br><br>Next testing required 2020       | N/A   | N/A                       |  |

Approved by the Council:  
Date of Assessment: February 2016

Date of next Review: .2016

Assessor: