

## Risk Assessment

Activity	Machinery Used	Hazards	Persons at Risk	Existing Control Measures	Additional Measures Required	Degree of risk (H/M/L)
<b>COUNCIL STAFF</b>						
Driving on Council business	Council vehicle and personal cars	See Risk assessment RA2	Staff & public	See Risk Assessment RA2		<b>M</b>
<b>Amenities Technicians</b>						
Strimming & Brushcutting	Strimmer, Flail mower, hand tools, chain saw.	See Risk assessment RA16	Amenities Technicians & public	See Risk Assessment RA16		<b>M</b>
Mowing - Risk Assessments 03, 05 and 5A (Reviewed Aug 17)	Ride on Mower, pedestrian mower.	See Risk Assessments RA3, RA5 and RA5a	Amenities Technician & pedestrians	See Risk Assessments RA3, RA5 and RA5a	Creation and update of noise and vibration risk assessments.	<b>M</b>
Cleaning Square and pavements - Risk Assessments 03, 14, 17 & 18 (Reviewed Aug 2017)	Steam Cleaner	See Risk Assessments RA3, RA14, RA18	Amenities Technician & pedestrians	See Risk Assessments RA3, RA14 and RA18	Creation and update of noise and vibration risk assessments..	<b>M</b>
Topping up Fountain	Lifting manhole cover	See Risk Assessment RA14	Amenities Technicians & public	see Risk Assessment RA14		<b>L</b>
Flower Basket Maintenance - Risk Assessment 01, 02 & 03 Reviewed August 2018	Ladder	See Risk assessments RA1, RA2 and RA3	Amenities Technicians & public	See Risk assessments RA1, RA2 and RA3	Use of extended lance and long hose length to minimise ladder use to exceptional	<b>M</b>
Maintenance of the Town Clock - Risk Assessments 01 & 15	Ladders	See Risk Assessments RA1 and RA15	Amenities Technicians & Projects Officer	See Risk Assessments RA1 and RA15		<b>M</b>

Street furniture repair and maintenance	Electric sander, spanners, small hand tool and paint brushes	See Risk Assessments RA3, RA18, RA25 and RA29 and COSHH	Amenities Technicians	See Risk Assessments RA3, RA18, RA25 and RA29 and COSHH assessments	Creation and update of noise and vibration risk assessments.	<b>M</b>
Maint. of equipment	Spanners and small hand tools	See Risk assessment RA29	Amenities Technicians	See Risk assessment RA29		<b>M</b>
War memorial cleaning - Risk Assessment 03, 17 & 18	machinery Used	See Risk Assessments RA3 and RA17	Amenities Technicians	See Risk Assessments RA3 and RA17	Creation and update of noise and vibration risk assessments.	<b>M</b>
Updating Notice Boards - Risk Assessments 03, 19, 20, 21, 22 & 25	Landrover	See Risk Assessments RA3, RA19, RA20, RA21,RA22 and RA25	Amenities Technicians & public	See Risk Assessments RA3, RA19, RA20, RA21,RA22 and RA25	Work not carried out during periods of high wind strength	<b>L</b>
Condition of Notice Boards Risk Assessments 03, 18, 19, 20, 21, 22 & 25	None	See Risk Assessments RA3, RA18, RA19, RA20, RA21,RA22 and RA25	Amenities Technicians	See Risk Assessments RA3, RA18, RA19, RA20, RA21,RA22 and RA25		<b>L</b>

Loading equipment into Council vehicles	Landrover and various equipment	Contact with moving parts, machine equipment failure, vehicle failure, fragile surfaces, noise, unstable load, wet surfaces, falling	Amenities Technicians	Observation at all times of safety measures currently in place for the safe loading and securing of all machinery into landrover. Full adherence to "2 man rule" where applicable.	Training for Amenities Technician in Manual Handling available via online training package.	<b>M</b>
Location of floral displays	Land Rover, water bowser and associated equipment	Busy traffic in a limited space; vehicle movements, weather conditions,	Amenities Technicians & public	Risk assessments for location of floral displays carried out.	Installation of floral displays carried out by Council appointed contractor.	<b>M</b>
Towing trailer	Trailer & Landrover, Tractor and associated machinery	See RA1, RA24a, RA24c and RA24d	Amenities Technicians & public	See RA1, RA24a, RA24c and RA24d		<b>L</b>
Vehicle cleaning	Trailer & Landrover	Muscle strain, pinch injuries, exposure to water	Amenities Technicians	Manual handling and basic Health and Safety training delivered. PPE supplied with instructions for		<b>L</b>
Assisting with road closures for parades and events	Road signs, traffic cones sand bags, utility van, landrover and trailer	See Risk assessments RA3, RA10	Qualified Councillors, Amenities Technicians	See Risk assessments RA3, RA10		<b>M</b>

Erecting flags on flag pole	Flag poles, ropes and halyards. Ladder for accessing the tower where flag pole is located	Risk of muscular strain, contact with falling flay restraint	Amenities Technicians	Manual handling training, working at heights training and basic Health and Safety training delivered.		<b>L</b>
Lone working (Risk Assessment 25 - Reviewed Aug 17)	Various	See Risk assessment RA25	Amenities Technicians	See Risk assessment RA25		<b>M</b>
Maintenance of Green Spaces (Risk Assessments 03, 24, 24a, 24b, 24c, 24d & 26)	Tractor & mounted equipment, vehicles, various tools	See Risk assessments RA3, RA24, RA24a, RA24c, RA24d and RA26	Amenities Technicians and the public	See Risk assessments RA3, RA24, RA24a, RA24c, RA24d and RA26	Constant review of weather conditions, area users and any other mitigating factors in scheduling and completion of all tasks	<b>M</b>
Use of pesticides	Knapsack sprayer	Inhalation, eye injuries, skin irritation, harmful to pregnant women	Amenities Technicians and the public	Infrequently used/use avoided when possible. All Amenities Technicians are trained in the use and storage of pesticides. All necessary Personal Protective Equipment provided; use	No current weed control activities undertaken.	<b>L</b>
<b>OFFICE AND LIBRARY</b>						
Typing/Entering Data	Computer	RSI injuries, Back injury, eye strain	Town Clerk, All Officers and Staff	Correct Posture, regular eye tests, correct chairs purchased DSE training		<b>L</b>

Filing/storing and accessing files	Cabinets/high shelving	Trapped fingers/falling	Town Clerk, All Officers and Staff	Constant awareness; use of step ladder provided	Training for all office staff available via online training package	<b>L</b>
Moving around office	None	Tripping	All Members and staff	No trailing wires, no obstructions	Training for all office staff available via online training package	<b>L</b>
Photocopying	Photocopier	Moving parts, hot surfaces, electric shock	Town Clerk, All Officers and Staff	Ensuring that the machine is regularly serviced by service engineer and that the electric supply is turned off at the mains before working on		<b>L</b>
Using the Shredder	Shredder	See Risk Assessment 30	Town Clerk, All Officers and Staff	See Risk Assessment 30		
Violence and Aggression		See Risk Assessment 31	All office and Library staff	See Risk Assessment 31	Training in Dealing with Anger, Violence and Aggression	<b>M</b>

Providing advice and information to the public/ interface with the public - Risk Assessment 23 (Reviewed Aug 2016)		See Risk Assessment 23	All Office and Library staff	See Risk Assessment 23		<b>M</b>
Sending agendas		Repetitive strain injury, paper cuts and muscle strain	Town Clerk, All Officers and Staff	Basic Health and Safety training	Manual handling training for all staff available via online training package.	<b>L</b>

Supporting meetings	Pen, paper, projector, screen, laptop, flipchart	Repetitive strain injury, risk of verbal assault, vulnerable when leaving or opening the office when alone. Electric shock, pinch injuries	Town Clerk, Committee Support Officer, External Minute Taker, Admin Assistant	Basic Health and Safety training delivered. Safety brief included in all meeting agendas. Standing order limiting the length of time a single meeting can last in place. Policy in place for Members to escort staff to car when leaving the building. Attendance of Chairmanship training. Policy that staff are escorted from the office to their car at the end of a meeting and to park in the main street. All employees have received Basic Health and Safety training.		L
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Attending external meetings	Private car.	Vulnerability for attack by members of the public. Traffic accident	Town Clerk, Office Services Manager, External Minute Taker, Admin Assistant	Basic Health and Safety training delivered. Staff required to have necessary insurance cover in place		<b>L</b>
Lone working (Office)	None	Vulnerability for attack by members of the public; in case of accident could be undiscovered for hours	Town Clerk, Office Services Manager, Admin Assistant, Amenities Technicians	Lower door kept closed and locked closed at all times; constant awareness. Ongoing communication with Cornwall Council regarding panic button . Monitored by the Staffing Committee.		<b>L</b>