

Rampton & Woodbeck Parish Council

Village Warden Risk Assessment Schedule



Definition of Risk Management

Risk is the threat that an event or action will adversely affect the health & safety of the village warden. Risk management is the process by which risks are identified, evaluated and controlled.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that the Warden faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focussed approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

Management

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess /Revise
Roadsides & Verges	Slip, Trip or fall	L	Safety boots to be worn & examine work area to identify any hazards before starting work, Equipment not to be left unattended	Review when necessary
Road	Traffic	L	Hi-Viz clothing to be worn, safety cones & signs to be used, always work towards on-coming traffic, try to work at quieter non-rush hour periods	Existing procedure adequate
Flora & Fauna	Insect bites, nettle stings, brambles, animal faeces and poisonous plants	M	Wear safety gloves, have access to 1 st aid kit as necessary, use litter picker grabber where possible, wash hands. Use washing facilities in the Village Hall as required. Use dog poo bags and dispose of faeces in appropriate bins	Existing procedure adequate
Sunlight & Heat	Sunburn	M	Wear appropriate high factor sun-lotion when working on sunny warm days, consider wearing a hat, take rest breaks in shade where possible & drink plenty of water	Existing procedure adequate
Glass Bottles/Jars	Cuts	M	Wear Safety Gloves; take care when handling broken glass, use litter picker where possible. Dispose of appropriately, understanding the potential risk to others.	Existing procedure adequate
Hypodermic Needles	Infection/Cuts	H	Report any found syringes immediately to Bassetlaw District Council who will send a specialist team to collect the sharps. Advise	Existing procedure adequate

			Parish Council as appropriate	
Inclement Weather	Cold, Ice, Rain etc.	M	Wear Hi-Viz waterproofs as provided, have an awareness of weather conditions. Do not work in poor visibility i.e. fog or darkness	Existing procedure adequate
Manual Handling	Musculo skeletal problems from carrying tools or from working in awkward postures.	M	Handling aids used to carry equipment. Village Warden to be aware of manual handling guidance and best practice (HSE website)	Existing procedure adequate
Work Equipment Inc. screwdrivers, hand saws, garden equipment	Staff or third party could be harmed by improper use and selection of equipment or using faulty equipment	M	All new or inexperienced members of staff are supervised until competent. All equipment obtained is suitable for its intended purpose and is only used for its intended purpose. Use appropriate PPE relevant to each task i.e. gloves, eye protection	Existing procedure adequate
Lone Worker	Risk of illness, accident and harm	L	Make sure that the Village Warden makes others aware of their work pattern and hours of work. Carry mobile phone.	Existing procedure adequate
Noise from use of equipment Inc. lawnmowers	Noise damage to hearing/ hearing loss	M	Maintain equipment, use PPE as appropriate	Assess procedure if this is scheduled in the future as part of the role
Pesticides	Risk of illness/ harm from use for user and to others including animals within the area.	M	Complete regulatory training course and complete assessment/exam prior to use Appropriate PPE and equipment to be purchased and maintenance completed and recorded. COSHH documentation and Risk assessment completed prior to any spraying completed.	Assess procedure if this is scheduled in the future as part of the role
Environmental	Storage of salt – pollution of water courses. Paints/Varnish use	M	Make sure salt for use on highways and pathways is stored in appropriate area/ salt bins, away from water courses. Make sure any paints/varnish is stored safely away and cleaning products disposed of as appropriate, following manufacturers guidelines/instructions	Existing procedure adequate/ Review when necessary

Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority

Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action
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Review:

Action:	Completed by:	Date:
Reviewed and updated	Ed Knox, Sam Foster & Ivor Lewin	15/06/2017
Reviewed and updated	Ed Knox, Sam Foster & Ivor Lewin	04/05/2018

Date of next review: May 2019