



Bembridge Parish Council Risk Assessment 2026

Adopted: February 2026
Minute No:.....
Review Date: February 2027

Risk Ranking

	SEVERITY	1	2	3	4	5
LIKELIHOOD						
1		1	2	3	4	5
2		2	4	6	8	10
3		3	6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

Risk Classification

Risk Score	Risk Classification
1-6	ACCEPTABLE: Existing Control Measures are Adequate. Review on a regular basis (every 12 months) to ensure Control Measures remain effective and the work activity has not changed.
7-14	TOLERABLE: Existing Control Measures are effective in reducing the risk to As Low As Reasonably Practicable. Ensure Control Measures are reviewed regularly to ensure they remain effective. If the work activity changes, the Risk Assessment must be reviewed.
15-25	UNACCEPTABLE: The work activity must not be undertaken until adequate control measures are in place to reduce the Risk Score to an Acceptable or Tolerable level.

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – BEMBRIDGE PARISH COUNCIL OFFICE

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Fire (includes Electrical Faults, Cooking Equipment, Arson).	4	4	16	Fire Maintenance Certificate – reviewed annually Fire Evacuation Plan – Assembly Point on Forelands Road Fire Extinguishers and Fire Blankets – inspected annually Smoke Detectors No Smoking in offices.	2	3	6
2	Lone Working	3	4	12	Safety Induction for new employees. Phone Communications Office Door entry system through Intercom. Health & Safety Handbook and Lone Working Policy detailing arrangements for working alone. WhatsApp group and codeword.	2	2	4
3	Slips, Trips & Falls (trailing cables, obstructions, poorly stored objects)	4	3	12	Housekeeping Safety Inspections of carpets and door mats Floor area kept clear Clearly identified storage procedures.	3	1	3

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
4	Display Screen Assessments (eye strain, back pain, carpal tunnel syndrome, upper limb disorder)	4	4	16	DSE Assessments – both for office and homework environments. Reviewed annually. Adequate lighting Product Approved Chairs, taking into account existing health conditions of user. Sufficient breaks	3	3	9
5	COSHH (Control of Substances Hazardous to Health)	3	3	9	Reduce use of chemicals as low as reasonably practicable. Personal Protective Equipment Office induction. COSHH Assessments / Sympol sheets Training for staff using chemicals	2	2	4
6	Violence to Staff (from Visitors or Third Parties)	3	4	12	CCTV (covers entrance to the Parish Council offices) De-escalation / Managing Conflict Procedures Violence & Aggression Policy. Training Controlled Entry Procedures	2	3	6
7	Electric Shock (due to contact with faulty equipment, wiring plugs)	4	5	20	Annual PAT Testing Use of Approved Equipment Office Induction Visual Inspections	2	4	8

8	Work Related Stress	3	4	12	Manageable workloads Annual Appraisals Job descriptions Counselling service (Isle of Wight Association of Local Councillors) Education in the causes of stress	2	2	4
9	Manual Handling (lifting objects, moving furniture)	4	3	12	Manual Handling Training Assessment of Load Avoidance of lifting wherever possible Use of equipment for heavy or awkward loads.	3	2	6

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – PARISH LENGHTSMEN WORK ACTIVITIES

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Grass Cutting (including Tractor Mower and Hand Mower). Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH (Petrol used as fuel) Toxic fumes	3	4	12	Personal Protective Equipment (Ear defenders, anti-vibration gloves, goggles, Hi-Vis jacket and trousers, safety footwear) Follow correct procedures when fuelling Ensure relevant guards are in place before starting machinery. “Grass Cutting” signs for awareness of the public. Be aware of members of the public in close proximity. Noise & Vibration Assessments	2	3	6
2	Grass Strimming Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH (Petrol used as fuel)	4	4	16	Personal Protective Equipment (Ear defenders, anti-vibration gloves, goggles, Hi-Vis jacket and trousers safety footwear) Follow correct procedures when fuelling Ensure relevant guards are in place before starting machinery. Be aware of members of the public in close proximity. Noise & Vibration Assessments	3	3	9

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
3	Hedge Cutting Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH (Petrol used as fuel)	4	3	12	Personal Protective Equipment (Ear defenders, anti-vibration gloves, goggles, Hi-Vis jacket and trousers safety footwear). Working at Height Procedure – 2 persons on site. Follow correct procedures when fuelling Assessment of debris – trajectory, weight and sharp edges. Be aware of members of the public in close proximity. Noise & Vibration Assessments	3	2	6
4	Pruning Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH (Petrol used as fuel) Manual Handling Cuts caused by blade contact	3	3	9	Personal Protective Equipment (Ear defenders, anti-vibration gloves, goggles, Hi-Vis jacket and trousers safety footwear). Working at Height Procedure – 2 persons on site. Assessment of debris – trajectory, weight and sharp edges. Be aware of members of the public in close proximity.	3	2	6

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
5	Litter Picking and Emptying Rubbish Bins Specific Occupational Health Hazards include: Sharps Cuts from Broken Glass Hazardous substances	4	4	16	Personal Protective Equipment (Gloves, Hi-Vi jacket) Use of litter pickers and black bags Manual handling Correct disposal procedures for sharps, broken glass and chemicals	3	3	9
6	Cleaning Specific Occupational Health Hazards include: COSHH Splashes from chemicals	3	4	12	Personal Protective Equipment (Gloves, goggles, hi-vis jacket) COSHH Assessments	2	2	4
7	Routine Property Maintenance Specific Occupational Health Hazards include: Noise Working at Height Vibration Manual Handling	4	4	16	Personal Protective Equipment (Gloves, goggles, hard hat, hi-vis jacket) Method Statements Separation from Public – barriers Safety harnesses Inspection of plant and equipment Noise & Vibration Assessments	2	4	8

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
8	Use of the Van and Trailer Specific Occupational Health Hazards include: Being struck by moving vehicle COSHH Toxic fumes	4	4	16	Daily checks and visual inspection Regular maintenance of vehicles Correct fuelling procedures Driver and operator training	3	3	9
9	Lone Working	4	4	16	Signing in and out procedures at start and finish of shift. Communication arrangements between workers and office staff. Rostering of lengthsman structured around 2 employees on duty at any time. WhatsApp group chat facility.	2	3	6

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – LENGTHSMENS’ HUT

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Fire (includes Electrical Faults, Cooking Equipment, Arson).	4	4	16	Fire Risk Assessments Fire Evacuation Procedures Fire Safety Training Fire Extinguishers (Foam and Powder) and Fire Blankets (inspected annually) Petrol stored outside Lengthsmens’ Hut	3	3	9
2	Lone Working	3	4	12	Phone Communications No hazardous activities to be undertaken when working alone (working at height). Staff Induction Whatsapp Group Chat facility Security of Lengthsmens’ hut to prevent trespassers.	3	2	6
3	Plant & Equipment	4	4	16	Planned Preventive Maintenance Personal Protective Equipment Use of guards Operator Training & Certification Daily Pre-Use Checks Correct storage procedures	3	3	9

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
4	Portable Electrical Appliances (Risk of electric shock, electrical burns, fire)	5	4	20	PAT Testing (annually) Use of Approved Equipment Training in use of equipment Visual Inspections	3	3	9
5	COSHH (Control of Substances Hazardous to Health)	3	4	12	Personal Protective Equipment (goggles, gloves, safety footwear) Emergency Procedures in case of spillage Reduce use of chemicals as low as reasonably practicable. Correct Storage of chemicals (COSHH Store) Training in use of chemicals COSHH Assessments / Sypol sheets	2	3	6
6	Violence to Staff (from Visitors or Third Parties)	3	4	12	CCTV / Security De-escalation Procedures Training Controlled Entry Procedures	1	3	3

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
7	Electric Shock (due to contact with faulty equipment, wiring plugs)	4	5	20	PAT Testing Use of Approved Equipment Office Induction Visual Inspections	2	4	8
8	Manual Handling (lifting objects, equipment or components)	3	4	12	Manual Handling Training Assessment of Load Avoidance of lifting wherever possible Use of equipment for heavy or awkward loads.	3	2	6
9	Vehicles - Bembridge Parish Council vehicles - Contractors' vehicles See also "Driving at Work"	4	3	12	Separation of vehicles and walking routes Personal Protective Equipment (Hi-vis jacket and trousers, safety footwear) Certification of Operatives Briefing of delivery drivers before entering yard. Maintenance Procedures for vehicles Daily checks of vehicles	3	2	6

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
10	Noise	4	4	16	Personal Protective Equipment (ear defenders) Manufacturers recommended exposure time. Noise Assessments - Control of Daily Exposure Levels.	2	2	4
11	Vibration	4	4	16	Personal Protective Equipment (anti-vibration gloves) Manufacturers recommended exposure time. Vibration Assessments - Control of Daily Exposure.	2	3	6

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – PUBLIC AREAS INCLUDING PLAY AREAS

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Vandalism – causing damage to equipment	5	3	15	Weekly inspections of play area equipment for damage – recorded Proper maintenance – e.g. greasing of moving parts, replacement of life expired equipment. CCTV at Steyne Park.	2	3	6
2	Slips, Trips and Falls	4	4	16	Soft surfaces (rubber mats, bark chippings) Weekly inspections by lengthsman to identify damaged equipment which could cause a tripping hazard. Annual statutory inspections by ROSPA	2	3	6
3	Adverse weather (snow, ice, gales, flooding, subsidence)	3	3	9	Regular inspections during adverse weather conditions. Closure of play areas during snow or ice conditions. Emergency & Resilience Group responding to adverse weather.	2	2	4
4	Work by Contractors	3	3	9	Use of Approved Contractors Separation of work areas from public areas	2	3	6

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – PUBLIC TOILETS

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Vandalism – causing damage to equipment and creating hazards such as sharp edges	5	3	15	Daily checks of toilets by Lengthsmen Locking toilets out of use until repairs have been carried out.	2	3	6
2	Slips, Trips and Falls – water leaks causing slippery floors	4	4	16	Inspections of toilets to identify water leaks from plumbing or blocked toilets. Anti slip floor surfaces Locking toilets out of use until repairs have been carried out. Alarms in toilets with a disabled facility. (operated by Lifeline) Method Statements defining cleaning process and PPE.	3	3	9
3	Biological hazards – human matter incl. vomit, urine , faeces. HIV.	5	4	20	Method Statements for cleaning toilets. Use of approved chemicals and PPE Notices requesting members of the public to report damage or defects to Parish Council.	3	3	9

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
4	Lone Working.	4	4	16	Personal Protective Equipment – gloves, Hi-Vis jacket and trousers, goggles, safety footwear. COSHH / Sypol Data Sheets Communication / personal alarms	3	3	9
5	Contact with Sharps – HIV, cuts	5	3	15	Sharps containers and tongs for disposal of used syringes. Warning Notices for members of the public Regular inspections Briefing of cleaning and maintenance staff	2	3	6
6	Weils Disease – contact with rats' urine	5	3	15	Regular inspection for signs of vermin. Pest control methods. Staff awareness of signs of rat infestation and reporting procedures.	2	2	4
7	Legionnaires Disease – contact with water systems affected by the Legionnaires bacteria.	3	3	9	Annual water test Weekly running of taps to clear system of stagnant water. Cleaning and descaling of shower heads every 3 months. Awareness of Legionnaires Disease among staff and contractors	2	3	6

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT

SCOPE – OUTSIDE AREAS (PUBLIC BUILDINGS INCL VILLAGE HALL AND BEMBRIDGE YOUTH & COMMUNITY CENTRE, LINCOLN WAY POND)

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Environmental Hazards – incl adverse weather, subsidence, lightning strikes.	2	3	6	Regular inspections for sign of ground movement. Emergency Planning process to liaise with other agencies and emergency services in the event of an environmental incident. Segregation of affected area to prevent access by members of the public or staff.	1	1	1
2	Slips, Trips and Falls	4	3	12	Regular inspections to identify potential tripping hazards, for example uneven paving stones, tree roots or works by third parties. Communication and consultation with other organisations to facilitate prompt repairs – e.g. Island Roads Defect reporting procedure so that any hazards are identified and reported promptly. Annual statutory inspections 3 yearly tree surveys by approved contractor to identify trees at risk of collapse.	2	2	4

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
3	Vandalism or Arson	3	3	9	Use of CCTV – including agreement to use third parties' footage following an incident. Liaison with Hampshire Constabulary for repeat instances of vandalism. Insurance policy to mitigate financial loss.	2	2	4
4	Work by Contractors	3	3	9	Use of Approved Contractors Separation of work areas from public areas Permit to Work System for Excavation works, Hot Works, Confined Space working.	1	3	3
5	Drowning – Lincoln Way Pond	2	5	10	“Deep water” sign on the fence over the drain. Edges of the pond kept clear. Daily inspections of the pond area by Lengthsmen for damage. Additional inspections after periods of heavy rainfall. Warning signs when surface is frozen.	1	4	4

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – CHURCHYARDS, CEMETERIES , MEMORIALS.

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Environmental Hazards – incl adverse weather, subsidence, lightning strikes.	2	3	6	Regular inspections for sign of ground movement. Inspections of headstones, graves and memorials for signs of movement with “Danger – Unsafe Structure” tape applied until repairs can be carried out. Segregation of affected area to prevent access by members of the public or staff.	1	3	3
2	Slips, Trips and Falls	4	3	12	Regular inspections to identify potential tripping hazards, for example uneven paving stones, tree roots or works by third parties. Enhanced inspections when visitor numbers are likely to increase – e.g. Remembrance Day, Mothering Sunday. Defect reporting procedure so that any hazards are identified and reported promptly. Annual statutory inspections	2	2	4
3	Vandalism or Arson	3	3	9	Use of CCTV – including agreement to use third parties’ footage following an incident. Liaison with Hampshire Constabulary for repeat instances of vandalism. Insurance policy to mitigate financial loss.	2	2	4

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
4	Grave Digging – Collapse of Trenches, Falls into partially completed graves, Trespass by children .	3	3	9	Confined Space Entry Permits. Segregation of graves under construction with barriers or cordons. Use of Licensed Contractors. Method Statements and Task Specific Risk Assessments approved by Designated Competent Person prior to commencement of works. Approved plant & equipment with competent, trained operatives. Personal Protective Equipment – steel toecap boots with ankle support, hard hat, gloves, safety glasses, hi-vis clothing. Adequate signage – including “Danger – Do Not Enter” and “Danger – Unstable Ground” warning signs. Adequate supervision – lone working prohibited. Regular inspections with additional inspections after adverse weather – e.g. gales and heavy rainfall.	2	2	4

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
5	Work by Contractors	3	3	9	Use of Approved Contractors Separation of work areas from public areas Permit to Work System for Excavation works, Hot Works, Confined Space working.	1	3	3
6	Toppling of Gravestones	1	5	5	Topple testing of gravestones. Gravestones not erected until 12 months after burial to avoid instability from ground settlement. Regular inspections by lengthsman and reporting of potentially unsafe structures in a timely manner. Segregation of unsafe headstones and warning signs until remedial work can be carried out.	1	2	2

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT
SCOPE – MEMBERS OF THE PUBLIC AND VISITORS

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Crowd Control – causing crush injuries, lost children, separation of vehicles and pedestrians.	3	3	9	Event specific crowd control measures; including barriers, security staff, one way systems. Resilience Team for large events. St John Ambulance brought in to provide first aid facilities. Rest rooms.	2	1	2
2	Slips, Trips and Falls	4	3	12	Regular inspections of footpaths by Isle of Wight Council Rights of Way Team. Regular inspections of playgrounds, church yards, memorials for uneven footpaths, tree roots, temporary works. Liaison with utility companies to ensure their work areas are segregated and appropriate signage is provided. Additional checks for high risk areas – e.g. footpath adjacent to Village Hall.	2	2	4
3	Adverse weather (snow, ice, gales, flooding, subsidence)	3	3	9	Regular inspections during adverse weather conditions. Closure of play areas during snow or ice conditions.	2	2	4

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
4	Work by Contractors	4	3	12	Use of Approved Contractors – grass cutting and tree surgery. Separation of work areas from public areas Permit to Work System for Excavation works	1	3	3
5	Ground Maintenance Work – including objects flailed during grass cutting, tree pruning, weedkilling.	4	3	12	Task specific Method Statements, approved by a competent person prior to commencement of works. Health & Safety Policy defining risks and control measures. Separation of work activity from members of the public – temporary barriers, tape, signage. Works stopped when member of the public in close proximity.	2	2	4
6	Collapse of structures – walls, gravestones, memorials.	2	4	8	Regular inspections of structures, at least annually, to detect any signs of movement or instability. Unsafe structures barriered off until repair works can be undertaken. Control of Temporary Works.	1	2	2

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT**SCOPE – DRIVING AT WORK**

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
1	Collision with another vehicle or fixed object.	4	4	16	All drivers of Bembridge Council vehicles qualified to drive with current driving licences appropriate to the class of vehicle. Staff with medical impairments to report these to their employer immediately. Vehicles maintained regularly and annual MOTs. Defect reporting procedures for vehicles (Daily Vehicle Check Driver & Defect Book). Current Insurance Policy for drivers and vehicles. Accident reporting procedures. CCTV footage.	3	2	6
2	Sudden impact or unexpected stop.	3	3	9	Wearing of seat belts mandatory. Drivers Handbook details procedures for reporting accidents or incidents. Vehicles only used for their intended purpose.	3	2	6

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
3	Vehicle Fire	4	3	12	Fire extinguishers carried on all vans. Regular inspections and maintenance of vehicles. Drivers always carry mobile phones to contact emergency services promptly. Prompt reporting of vehicle defects. First Aid Box carried on all vans.	2	3	6
4	Drink and Drugs	3	3	9	Zero tolerance policy towards drink and drug driving. New employees have their licences checked for previous drink / drug driving offences. Prescribed medication to be checked for any adverse effects on driving.	2	2	4
5	Violence and Aggression – e.g. road rage	4	3	12	De-escalation Policy for dealing with members of the public. Reporting of all acts of aggression to the Clerks and potential escalation to Police. Statement of driver taken as soon as possible. Description of aggressor taken and details of any witnesses. CCTV footage.	2	3	6

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
6	Fatigue and Distraction	4	4	16	Control of working hours and driving hours. Awareness of signs of fatigue and appropriate action to be taken. Staff encouraged to report problems outside work which could impact on their concentration. Mobile phones not to be used whilst driving unless hands free.	2	2	4
7	Adverse Weather	4	4	16	Vehicle inspected before it is taken out – windscreen wipers, tyres, demister. Driver assessment of road conditions for ice and snow. Reduced speed following high winds or heavy rain.	3	3	9
8	Time Pressure	4	3	12	Adherence to speed limits. Manageable workloads. Lengthsman to Contact the Clerks Office if under time pressures.	2	2	4