



BEMBRIDGE PARISH COUNCIL

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Bembridge Parish Council Risk Assessments 2023/24

Definition of Risk Management - Risk is the threat that an event or action will adversely affect an Organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. *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 it 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 focused 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.

Risk Ranking

	<u>SEVERITY</u>	1	2	3	4	5
<u>LIKELIHOOD</u>						
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

<u>Risk Score</u>	<u>Risk Classification</u>
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 Risk Assessments – reviewed annually Fire Safety Training Fire Extinguishers and Fire Blankets Smoke Detectors No Smoking in offices.	2	3	6
2	Lone Working	3	4	12	Safety Induction for new employees. Phone Communications Office Induction Co-ordination between office and home workers.	2	2	4
3	Slips, Trips & Falls (trailing cables, obstructions, poorly stored objects)	4	3	12	Housekeeping Safety Inspections Electrical cables contained in rubber anti-trip routing. Clearly identified storage procedures.	3	1	3
4	Display Screen Assessments (eye strain, back pain, carpal tunnel syndrome, upper limb disorder)	5	4	20	DSE Assessments Adequate lighting Product Approved Chairs Sufficient breaks	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
5	COSHH (Control of Substances Hazardous to Health)	3	4	12	Reduce use of chemicals as low as reasonably practicable. Office induction. COSHH Assessments / Sypol sheets	2	3	6
6	Violence to Staff (from Visitors or Third Parties)	3	4	12	CCTV (covers entrance to the Parish Council offices) De-escalation Procedures Training Controlled Entry Procedures	2	3	6
7	Electric Shock (due to contact with faulty equipment, wiring plugs)	4	5	20	PAT Testing Use of Approved Equipment Office Induction Visual Inspections RCDs	2	4	8
8	Work Related Stress	3	4	12	Manageable workloads Job descriptions Counselling service 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 LENGTHSMEN 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 Toxic fumes	3	4	12	Personal Protective Equipment (Ear defenders, gloves, goggles, hi-vis jacket) 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	2	3	6
2	Grass Strimming Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH	4	4	16	Personal Protective Equipment (Ear defenders, gloves, goggles, hi-vis jacket) Follow correct procedures when fuelling Ensure relevant guards are in place before starting machinery. Be aware of members of the public in close proximity.	3	3	9
3	Hedge Cutting Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH	4	3	12	Personal Protective Equipment (Ear defenders, gloves, goggles, hi-vis jacket). Working at Height Procedure Follow correct procedures when fuelling Assessment of debris – trajectory, weight and sharp edges. Be aware of members of the public in close proximity.	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
4	Pruning Specific Occupational Health Hazards include: Noise Vibration – HAVS, VWF Dust COSHH Manual Handling Cuts caused by blade contact	3	3	9	Personal Protective Equipment (Ear defenders, gloves, goggles, hi-vis jacket). Working at Height Procedure Assessment of debris – trajectory, weight and sharp edges. Be aware of members of the public in close proximity.	3	3	9
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-vis 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 – LENGTHSMEN’S 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 Drills Fire Evacuation Procedures Fire Safety Training Fire Extinguishers and Fire Blankets Smoke Detectors	2	3	6
2	Lone Working	3	4	12	Phone Communications No hazardous activities to be undertaken when working alone Staff Induction Security of lengthsmens’ hut to prevent trespassers.	2	2	4
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
4	Portable Electrical Appliances (Risk of electric shock, electrical burns, fire)	5	4	20	PAT Testing Use of Approved Equipment Training in use of equipment Visual Inspections RCDs	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
5	COSHH (Control of Substances Hazardous to Health)	3	4	12	Personal Protective Equipment (goggles, gloves, aprons) 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	4	3
7	Electric Shock (due to contact with faulty equipment, wiring plugs)	4	5	20	PAT Testing Use of Approved Equipment Office Induction Visual Inspections RCDs	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

Item	Hazard	Likelihood before Controls	Severity before Controls	Risk Score before Controls	Control Measures	Likelihood after Controls	Severity after Controls	Risk Score after Controls
9	Vehicles	4	3	12	Separation of vehicles and walking routes Personal Protective Equipment (Hi-vis jacket, safety footwear) Certification of Operatives Briefing of delivery drivers before entering yard.	3	2	6
10	Noise	4	4	16	Personal Protective Equipment (ear plugs, ear defenders) Noise Assessments Control of Daily Exposure Levels	2	2	4
11	Vibration	4	4	16	Personal Protective Equipment Manufacturers recommended exposure time. Vibration Assessments Control of Daily Exposure Levels (only applicable for non-routine tasks, such as use of ground breakers)	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	Regular inspections of play area equipment for damage 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	3	3	9
3	Adverse weather (snow, ice, gales, flooding, subsidence)	3	3	9	Regular inspections during adverse weather conditions. “On call” lengthsman during adverse weather. Closure of play areas during snow or ice conditions.	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	1	3	3

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	Regular inspections of toilets, including reporting of defects by cleaning contractor. 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.	3	3	9
3	Biological hazards – human matter incl. vomit, urine , faeces. HIV.	5	4	20	Daily cleaning Use of approved chemicals Notices requesting members of the public to report human waste	3	3	9
4	Work by Contractors – lone working, exposure to hazardous substances	4	4	16	Use of Approved Contractors Personal Protective Equipment – gloves, aprons, goggles, safety footwear. COSHH / Sypol Data Sheets Communication / personal alarms	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
5	Contact with Sharps – HIV, cuts	5	3	15	Sharps containers and tongs for disposal of used syringes. Anti-drug lighting in public toilets Warning Notices for members of the public Regular inspections Briefing of cleaning and maintenance staff	3	3	9
6	Weils Disease – contact with rats' urine	5	3	15	Regular inspection for signs of vermin. Pest control methods. Briefing of cleaning and maintenance staff – gloves, aprons.	2	2	4
7	Legionnaires Disease – contact with water systems affected by the Legionnaires bacteria.	3	3	6	Annual water test Weekly running of taps to clear system of stagnant water. Cleaning of shower heads every 3 months. Awareness of Legionnaires Disease among staff and contractors	1	3	3

BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT

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

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 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

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	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. 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	<p>Confined Space Entry Permits.</p> <p>Segregation of graves under construction with barriers or cordons.</p> <p>Use of Licensed Contractors.</p> <p>Method Statements and Task Specific Risk Assessments approved by Designated Competent Person prior to commencement of works.</p> <p>Approved plant & equipment with competent, trained operatives.</p> <p>Personal Protective Equipment – steel toecap boots with ankle support, hard hat, gloves, safety glasses, hi-vis clothing.</p> <p>Adequate signage – including “Danger – Do Not Enter” and “Danger – Unstable Ground” warning signs.</p> <p>Adequate supervision – lone working prohibited.</p> <p>Regular inspections with additional inspections after adverse weather – e.g. gales and heavy rainfall.</p>	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	2	3	6	Topple testing of gravestones every 6 months. 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, drone surveillance. Planning of known events likely to attract large numbers of visitors – Bembridge Village Fair, Remembrance Sunday. 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, 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.	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	3	3	9	Use of Approved Contractors 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. 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 – TRANSMISSABLE DESEASES*

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	Staff contracting transmissible diseases whilst at work.	4	3	12	<p>Use of face coverings, as required by Government legislation and personal choice.</p> <p>Lengthsmen provided with face coverings and hand sanitiser for use as required.</p> <p>Hand washing and hand sanitisation.</p> <p>Briefings from UK Government , Isle of Wight Council and Hampshire Association of Local Councils.</p> <p>Home working for vulnerable staff.</p> <p>Enhanced cleaning routine of offices, including desks, keyboards, chairs, door handles.</p>	3	2	6
2	Staff contracting transmissible diseases when not at work and inadvertently infecting other staff.	4	3	12	<p>Staff awareness covering the symptoms of transmissible diseases 19, the incubation and self isolation periods.</p> <p>Testing and isolation of employees showing symptoms.</p> <p>Home working.</p>	3	2	6

* Includes Coronavirus and associated variants, influenza, avian flu and other airborne diseases (known and unknown).

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	Staff contracting transmissible diseases from visitors and third parties.	4	3	12	Control of visitors to Parish Council offices, conducting conversations at the door of the office where required. Visitors required to sanitise their hands before entering the office. Lengthsmen separated from members of the public.	2	3	6
4	Spread of transmissible diseases through mass gatherings and social gatherings (more than 2 persons)	3	3	9	Social gatherings subject to Government rules of number of attendees. Social distancing. Hand sanitiser provided at large gatherings in Village Hall and windows opened.	2	2	4
5	Transmission of infectious diseases through touching.	4	3	12	Provision of hand sanitisers at Council offices and premises.	2	3	6
6	Transmission of infectious diseases as a result of lack of awareness.	3	4	12	Government posters distributed to shops and offices. Public Health England website and communications.	2	2	4

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BEMBRIDGE PARISH COUNCIL RISK ASSESSMENT

SCOPE – LINCOLN 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	Vandalism – causing damage to trees/edge of pond etc.	5	3	15	Regular inspection of pond area for damage.	1	3	3
2	Slips, Trips and Falls.	4	4	16	Keep edges of pond clear, weekly inspections by the Lengthsmen to identify damaged surfaces. 'Deep Water' sign on fence over drain.	3	2	6
3	Adverse weather (snow, ice, gales, flooding, subsidence).	3	3	9	'On Call' Lengthsmen during adverse weather. Warning signs when surface frozen or edges not visible. 'Deep Water' sign on fence over drain.	2	2	4