

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy

(To comply with the Health and Safety At Work etc Act 1974 – Particularly Chapter 37 Section 4
(General Duties))

1. The current Health and Safety legislation mentioned above, places a duty of care on the Council who are owners of work places, places of leisure and property where members of the public may have access. The Council will consider carefully what may cause harm to people within these environments so that measures can be taken to prevent harm.
2. Increasingly, Insurance Companies may not be prepared to pay insured sums fully in the case of an accident since they may see lack of 'reasonable prevention' as contributory negligence and reduce reimbursement by loss adjustment.
3. In order to meet their duty of care and 'reasonable prevention' duty, the Parish Council has carried out a number of 'Risk Assessments' for property owned and managed by them using the following five steps in their assessment. (Appendices 1,2,3 & 4)
 - a) A visual examination of each site to establish likely hazards.
 - b) Who may be harmed and how.
 - c) Evaluation of risks – are existing precautions adequate or should more be done.
 - d) Arrangements for inspection frequencies and records.
 - e) Review of risk assessment policy for each area annually.
4. The findings of the inspections carried out by the designated Councillor¹ will be reported to the full Council at monthly frequencies.
5. The Clerk will be responsible to ensure agreed actions to remove risks are implemented with despatch.
6. The Council also recognises its responsibility for employees and the safety requirements with respect to individual's competence to do the work safely and necessary training. It will also ensure that plant and equipment will be safe and handled only by competent persons using adequate protective clothing where required.
7. Where contractors or sub contractors are engaged by the Council they must undertake to maintain effective control of themselves and those working under their supervision so as to ensure that they comply with the responsibilities set out in Health and Safety legislation. The Clerk will ensure that quotations for work include such an undertaking.
8. The Council also undertakes to carry out separate risk assessments associated with their responsibilities for special functions to include special measures to alleviate such risks to the Health and Safety of individuals.

¹ Designated Councillor is the Goodworth Clatford Parish Council's member who is responsible for undertaking inspections of the area designated to that member by the Parish Council.

Approved:

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy

RISK ASSESSMENTS

Appendix 1 Goodworth Clatford Recreation Ground

Appendix 2 Goodworth Clatford Allotment Ground and Conservation Field

Appendix 3 Sheepwash Recreational Area

Appendix 4 The Riverside Walk

Revision: July 2018

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy – Appendix 1

RISK ASSESSMENT

Goodworth Clatford Recreation Ground

July 2018

1) Description of Site and Possible Hazards

Access to the Recreation Ground is via the three entrance gates in Barrow Hill, which is situated to the west of the Village Street. The main visible hazards are associated with the Safety of Children's Play Equipment, such as failure of shackles, pins and supports. The play equipment consists of:

- a) Multi Exercise Unit
- b) Small Swings
- c) Large Swings
- d) Slide
- e) See-Saw
- f) Safety Surfaces

In addition, pavilion, bench seats, a table and seat and basketball area are provided.

2) Persons who might be Harmed and How

Members of the general public, particularly children, may be injured due to failure of any part of the play equipment, seats or basketball equipment.

Members of the general public may also be injured where the recreation ground may be used for prohibited activities such as golf or motor cycle/car activities.

3) Evaluation of Risk and Precautions

The risk of failure of Play Equipment due to corroded shackles, broken safety guards, loose pins or bolts etc. is high. This equipment will therefore be inspected on a monthly basis and thoroughly inspected and tested once per year through an approved play inspection company.

In addition to the monthly play equipment inspection an inspection will be carried out of the safe use of seats, tables and basketball area including broken glass. A monthly check list is enclosed for this purpose. Where there is damage to equipment which renders it unsafe for further use it must be removed from service with a notice or notices indicating that it must not be used. Immediate repairs must be put in hand where this is practical and such damage and arrangements reported to the Parish Council Clerk.

Prohibition notices indicating 'No Golf' and 'No Motor Cycles' are already in place on the main gates to the Recreation Ground and are deemed 'reasonable prevention' of any risks associated.

4) Inspection and Records

The area will be inspected monthly by a designated person responsible for the inspection and a report, highlighting any remedial action, made on the attached sheet. The completed sheet to be handed to the Parish Council Clerk for filing and to arrange for remedial action, should this be required.

5) Reviews

This risk assessment will be reviewed once per year and recorded in the Parish Council Meeting Minutes.

MONTHLY INSPECTION REPORT

GGODWORTH CLATFORD RECREATION GROUND

Inspection Date:	
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Area Inspected:

Multi Exercise Unit	
Small Swings	
Large Swings	
Slide	
See-Saw	
Pavilion	
Bench Seat	
Picnic Table & Seat	
Green Bins	
Basketball Area	
Grass	
General condition of field, including deposits of rubbish, broken glass and dog faeces.	

Signed by:..... Date:.....

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy – Appendix 2

RISK ASSESSMENT

Goodworth Clatford Allotment Ground and Conservation Field

July 2018

1) Description of Site and Possible Hazards

Access to the allotments is in Cottage Green to the South West of Village Street and is only available to allotment holders who are key holders to the main gate. The main visible hazards are 11,000 volt overhead power lines one of which is erected on the Northern Boundary and a second diagonally across the allotments. In addition an 11,000/LV pole mounted transformer is erected near the main entrance gate with 11,000 volt connections only 16ft. from ground level. Secondary hazards may well fall into the category of use of gardening chemicals such as pesticides etc., but the Parish Council has no power over the use of them.

2) Persons who might be Harmed and How

Allotment holders, or visitors, who may use long objects either wooden or metal, can make contact with the 'live' power lines if these objects are long enough, causing severe electric shock or death. Spraying a jet of water from a hose pipe held by a person onto the power lines may cause severe electrical shock. Allotment holders, or visitors, must not use kite flying equipment in the allotment area as this would be extremely hazardous in the vicinity of these power lines.

Use of garden chemicals may well cause illness if not used correctly in accordance with the manufacturers' instructions and the *Control of Substances Hazardous to Health Regulations 2002 (COSHH)* regulations.

Use of fuel for petrol mowers, strimmers, chainsaws, power tillers or other tools may cause a fire hazard if not properly stored and handled, especially since the storage sheds are of wooden construction.

3) Evaluation of Risk and Precautions

a) Electric Shock

Danger notices have now been installed at the main gate, selected overhead line poles and the allotment sheds indicating the presence of 'Overhead Power Lines'. In addition the allotment holders Agreements will be modified with the following notice:

Allotment holders should be advised that Overhead Power Lines at 11,000 volts cross these allotments. Care should be taken not to bring long metal or wooden objects into the site which extends beyond 10ft in length. In addition direct spraying of the power line with water may cause electric shock and this must be avoided. No person is allowed to use kite flying equipment in this

area because of risk of severe injury or death. There are no known radiation risks from these lines.

NOTE: It should be noted that the electrical pole mounted transformer near the main entrance to the allotments has been fully insulated by Southern Electric and visual inspection from ground level must check that their insulation measures appear in place.

b) Use of Garden Chemicals

The risk of becoming ill because of incorrect use of garden chemicals is very small and no greater than use of such chemicals in a domestic garden. Some hand washing facilities are available on site when these are normally used and no further action is thought to be needed at this time.

c) Storage and Use of Fuel and Oil

Fuel, oil or other inflammable liquids or gases **must not** be stored in allotment sheds.

When fuel is transferred from a container into a power tool tank the following basic health and safety precautions **must** be observed:-

No smoking and no naked lights in the vicinity;
Decant in the open air - not inside the shed;
Use a pouring spout or funnel; and
If clothing is splashed with fuel, change it immediately.

Petroleum vapour can cause irritation of the eyes, nose and throat, and exposure to high concentrations, particularly in confined spaces, can cause dizziness and unconsciousness. Most importantly, do not swallow petrol or attempt to use the mouth to siphon it, under any circumstances. This can result in it entering the lungs or stomach, which can be fatal.

4) Inspection and Records

The area will be inspected monthly by a designated person responsible for the inspection and a report, highlighting any remedial action, made on the attached sheet. The completed sheet to be handed to the Parish Council Clerk for filing and to arrange for remedial action, should this be required.

5) Reviews

This risk assessment will be reviewed once per year and recorded in the Parish Council Meeting Minutes.

MONTHLY INSPECTION REPORT

THE ALLOTMENT GROUND AND CONSERVATION FIELD

Inspection Date:	
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Area Inspected:

Visual Inspection of the Pole Mounted Transformer	
Visual Check of Safety Notices	
Visual Site Check for Objects Exceeding 3 metres in Length	
General Condition for Safety	

Signed by:..... Date:.....

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy – Appendix 3

RISK ASSESSMENT

Sheepwash Recreational Area

July 2018

1) Description of Site and Possible Hazards

The Sheepwash Area is situated on the South side of the Church Lane road bridge across the River Anton and its associated carrier.

The visible hazards are associated with the following:

- a) The footbridge across the carrier – handrails and structure.
- b) Condition of seats and gates.
- c) River bank supports both on the main river and carrier.
- d) Steps into the area from Church Lane and paths.
- e) Pollution of river water.
- f) Fallen trees/branches.

2) Persons who may be Harmed and How

Members of the General Public using this area for leisure purposes may receive injury if bridge structures, river bank supports or seats fail. In addition contact with river water when pollution occurs (i.e. pumped sewage) - may make people, particularly children, ill.

3) Evaluation of Risks and Precautions

Although risks are low that people may come to harm here, it is important to ensure that items which may cause harm are frequently inspected. The Parish Councillor or other designated person who is delegated to overview this area will therefore carry out monthly inspections and record these on the enclosed record sheet. When the Parish Council is advised of river pollution due to pumped sewage, notices advising the general public will be posted at the entrances to the site.

4) Inspection and Records

The area will be inspected monthly by a designated person responsible for the inspection and a report, highlighting any remedial action, made on the attached sheet. The completed sheet to be handed to the Parish Council Clerk for filing and to arrange for remedial action, should this be required.

5) Reviews

This risk assessment will be reviewed once per year and recorded in the Parish Council Meeting Minutes.

MONTHLY INSPECTION REPORT
SHEEPWASH RECREATIONAL AREA

Inspection Date:	
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Area Inspected:

Bridge – Handrails & Structures	
Seats	
Pathways - Slipping/ Tripping Hazards:	
Gates	
Steps - Slipping/ Tripping Hazards:	
River Bank Supports	
River Pollution Notices	
Risk of failing Trees/Branches	

Signed by:..... Date:.....

GOODWORTH CLATFORD PARISH COUNCIL

Health and Safety Policy – Appendix 4

RISK ASSESSMENT

The Riverside Walk

July 2018

1) Description of Site and Possible Hazards

Access to the Riverside Walk is in Church Lane on the north side of the Anton Bridge through the entry gate provided. It is open to all members of the public, including members and employees of the Parish Council. It is a conservation and wildlife area which has been provided for the enjoyment and benefit of visitors and residents alike.

The main visible hazards are slipping or tripping due to faulty surfaces on wooden walkways, falling due to failure of safety rails and falling trees or branches. Fire may also be a hazard if people do not dispose of lighted cigarettes or matches in a responsible manner; however the Parish Council have no power to stop such carelessness.

2) Persons who might be Harmed and How

All persons entering the Riverside Walk should do so with care and due regard to the steep entry path, making full use of the safety rails provided. They should also avoid leaving the prepared footpath or entering into the river-carrier which is not the property of the Parish Council.

3) Evaluation of Risk and Precautions

a) Tripping & Slipping

Persons entering should take the maximum care and make full use of the prepared footpath safety rails, especially when the area is wet.

b) Loose Safety Rails

These should be reported to the Parish Council for immediate remedial work as soon as they are detected (contact the Parish Clerk on 01264 339365).

c) Falling Trees or Branches

Although the risk of falling trees or branches is very low, persons using entry to the Riverside Walk should not do so if such hazards are an obstacle.

d) Fire

Fire is an extremely small risk and likely only due to vandalism or the careless disposal of 'live' cigarettes/matches into dry undergrowth. The Parish Council cannot control such careless behaviour and would be grateful if such instances are reported. If the area were designated a no smoking area the Parish Council do not have the resources to police this policy.

4) Inspection and Records

The area will be inspected monthly by a designated person responsible for the inspection and a report, highlighting any remedial action, made on the attached sheet. The completed sheet to be handed to the Parish Council Clerk for filing and to arrange for remedial action, should this be required.

5) Reviews

This risk assessment will be reviewed once per year and recorded in the Parish Council Meeting Minutes.

MONTHLY INSPECTION REPORT

THE RIVERSIDE WALK

Inspection Date:	
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Area Inspected:

Slipping/ Tripping Hazards:	
Safety Rails and Walkways in good order:	
Risk of failing Trees/Branches:	
Other Comments:	

Signed by:..... Date:.....