

HENFIELD PARISH COUNCIL HEALTH & SAFETY RISK REGISTER

	Area of risk	Nature of risk (Triggers)	Person or body at risk	Likelihood	Risk to Council	Existing controls, Precautions, procedures.	Action Required (including timescale)	RISK Rating (NET)	Next Review date
1	Accident to Council staff/ contractor working on behalf of HPC	<p>A] Use of mechanical/ Electrical power tools by employee Council staff /contractors incl Grass Cutting</p> <p>B] Exposure to hazardous or dangerous substance Exposure to severe weather elements.</p> <p>C] Working on / in close proximity highways</p>	HPC staff and contractors	Medium	High	<p>A, B &C Accident Book in place</p> <p>Written instructions issued to relevant employees re: handling and health & safety practice</p> <p>Operators trained in use of equipment (Training records)</p> <p>Council staff comply with Council's Statement of Health & Safety Policy at all times</p> <p>Suitable protective clothing/gloves provided</p> <p>Council holds employer liability insurance</p> <p>Work restricted to employees who have undertaken appropriate training.</p> <p>Contractors hold adequate public liability insurance</p>		Low	

						<p>Contractors have comprehensive risk assessment & Health/Safety Policy (on file)</p> <p>Council holds £10m public liability insurance</p> <p>C]</p> <p>Staff received & comply with traffic management training including appropriate signage</p> <p>Two members of staff present when working in carriageway</p> <p>Risk assessment undertaken before commencing work</p> <p>Work aborted where medium or high risk occurrence identified</p>			
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2	Accident to general public on Parish Council property or using HPC equipment	<p>Injury caused by play areas/ equipment failure or fault.</p> <p>Injury caused by street light fixture</p> <p>Injury caused by falling tree/ branches</p> <p>Grave stones and monuments becoming dislodged and falling onto visitors in cemetery.</p> <p>Trip/injury hazards in Henfield Cemetery</p>	Public	Medium	Medium	<p>Public Liability Insurance.</p> <p>Regular Programme of Inspections & Records of safety Inspections</p> <p>Play equipment Inspected weekly – by Council.</p> <p>Play Areas cleared of litter at least weekly</p> <p>Annual inspection of Play area – ROSPA (includes risk assessment).</p> <p>Street Lights inspected regularly as part of maintenance contract</p> <p>Annual documented inspection of all monuments.</p> <p>Full tree survey at least every 3 years.</p> <p>Additional checks in place for specific trees at high risk locations</p> <p>Budget provision for maintenance/ repair of play equipment and street lighting.</p> <p>Street Light Maintenance contract with WSCC.</p> <p>Cemetery</p> <p>Budget Provision for Cemetery paths.</p> <p>Monument repaired./removed when risk identified</p> <p>Maximum height of new monument – 30 inches.</p>	None	Low	
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						<p>Requirement new monument designed to BS 8415 and construction, dowels and fixings in accordance with NAMM code of working practice</p> <p>Revised Instructions issued to Undertakers in respect of grave digging</p> <ul style="list-style-type: none">• Instructions issued to undertaker that excavation covered when unattended			
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3	Fire	Building fire at Henfield Hall	HPC staff, Members of the public visiting HPC office	Low	High	<p>Parish office kept clear of inflammable objects</p> <p>No hazardous substances stored in parish office</p> <p>HPC staff trained in fire evacuation procedures Henfield Hall (incl HPC) fire drill held annually</p> <p>Fire evacuation instruction confirmed at all Parish meetings where public is present</p>		Low	
4	Staff safety	Aggressive behaviour/ Violence from visitors to Parish Office/Museum	HPC staff Museum Curators & Volunteer helpers	Low	Medium	<ul style="list-style-type: none"> • Emergency alarm available . Personal attack alarm issued to Museum (linked to building alarm). • Council hold employer liability insurance. • CCTV in Museum • Except during holidays/sickness office double manned when open to public. • Saturday pm when Hall Manager unavailable – Museum double manned 		Low	

		B] Lone working C] Working from Home for long periods	HPC staff			B] Parish Office located in Henfield Hall - public building and in regular use. All PC staff have personal mobile phone No hazardous work undertaken in Parish Office. Single workers are able to lock all doors Works Officers work in pairs in hazardous areas C} Staff to complete DSE checklist HPC to remedy any defects All staff to be made aware of best practice			
5	Harassment, sexual harassment and victimisation	Staff isolated by lone working / out of hours working customer-facing duties/interaction with public emails/social media	Staff and HPC Councillors at risk No clear reporting route available	low	high	Policies in place to prevent or respond to sexual harassment. Reporting mechanism in place Councillors know what to do if a staff member raises a complaint of harassment All employees and Councillors aware of 2024 legislation	Training to be given when affordable module identified	Low	

Issue 1	October 2016	Original document
Issue 2	February 2018	Amended after audit
Issue 3	February 2019 -	Amended after Annual audit
Issue 4	February 2020	Amended after Annual audit
Issue 5	February 2021	Amended after Annual audit and COVID 19 lessons learnt
Issue 6	February 2022	Amended after Annual audit
Issue 7	February 2023	Amended after Annual audit
Issue 8	March 2024	Amended after Annual audit
Issue 9	November 2024	Amended - Worker Protection Act (2024)