**HENFIELD PARISH COUNCIL HEALTH & SAFETY RISK REGISTER**

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|  | **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** | A] Use of mechanical/  Electrical power tools by employee  Council staff /contractors incl  Grass Cutting  B] Exposure to hazardous or dangerous substance  Exposure to severe weather elements.  C] Working on / in close proximity highways | HPC staff and contractors | Medium | High | A, B &C  Accident Book in place  Written instructions issued to relevant employees re: handling and health & safety practice  Operators trained in use of equipment (Training records)  Council staff comply with Council’s Statement of Health & Safety Policy at all times  Suitable protective clothing/gloves provided  Council holds employer liability insurance  Work restricted to employees who have undertaken appropriate training.  Contractors hold adequate public liability insurance  Contractors have comprehensive risk assessment & Health/Safety Policy (on file)  Council holds £10m public liability insurance  C]  Staff received & comply with traffic management training including appropriate signage  Two members of staff present when working in carriageway  Risk assessment undertaken before commencing work  Work aborted where medium or high risk occurrence identified |  | Low |  |
| 2 | **Accident to general public on Parish Council property or using HPC equipment** | Injury caused by play areas/ equipment failure or fault.  Injury caused by street light fixture  Injury caused by falling tree/ branches  Grave stones and monuments becoming dislodged and falling onto visitors in cemetery.  Trip/injury hazards in Henfield Cemetery | Public | Medium | Medium | Public Liability Insurance.  Regular Programme of Inspections & Records of safety Inspections  Play equipment Inspected weekly – by Council.  Play Areas cleared of litter at least weekly  Annual inspection of Play area – ROSPA (includes risk assessment).  Street Lights inspected regularly as part of maintenance contract  Annual documented inspection of all monuments.  Full tree survey at least every 3 years.  Additional checks in place for specific trees at high risk locations  Budget provision for maintenance/ repair of play equipment and street lighting.  Street Light Maintenance contract with WSCC.  Cemetery  Budget Provision for Cemetery paths.  Monument repaired/removed when risk identified. Annual Inspection  Maximum height of new monument – 30 inches.  Requirement new monument designed to BS 8415 and construction, dowels and fixings in accordance with NAMM code of working practice  Revised Instructions issued to Undertakers in respect of grave digging   * Instructions issued to undertaker that excavation covered when unattended | None | Low |  |
| 3 | **Fire** | Building fire at Henfield Hall | HPC staff, Members of the public visiting HPC office | Low | High | Parish office kept clear of inflammable objects  No hazardous substances stored in parish office  HPC staff trained in fire evacuation procedures  Henfield Hall (incl HPC) fire drill held annually  Fire evacuation instruction confirmed at all Parish meetings where public is present |  | Low |  |
| 4 | **Staff safety** | Aggressive behaviour/ Violence from visitors to Parish Office/Museum  B] Lone working  C] Working from Home for long periods | HPC staff  Museum Curators & Volunteer helpers  HPC staff | Low | Medium | * Emergency alarm available. Personal attack alarm issued to Museum (linked to building alarm). * Camera doorbell fitted in Parish office * 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   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 |  | Low |  |
| 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 |  |

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| 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) |
| Issue 10 | March 2025 | Amended after Annual audit |
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