

General Risk Assessment

New Alresford Town
Council, New Alresford
Town Council

09 Jan 2023

Victoria Read

worknest



General Risk Assessment

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Section 1 - Executive Summary

1 Executive Summary

Organisation Description	New Alresford Town Council is based at Alresford Recreation Centre, The Avenue, New Alresford, SO24 9EP. The Recreation Centre houses the council offices downstairs where there is also a meeting room. The area upstairs is leased to the owners of a café business. Changing rooms and store rooms at the Recreation Centre are under the control of tenants, these being the local Football and Rugby Clubs. The Council has control of a number of recreational spaces in the town, comprising of play areas, a skate park, a small memorial garden and the Stratton Bates Pavilion. Allotments are leased to members of the public. The council employs five members of staff, comprising: the locum Town Clerk, Deputy Clerk, Committee Clerk, the caretaker and a litter warden. The council has responsibility for the maintenance of outside spaces and the council building. It employs contractors for the majority of grounds and building maintenance.
Organisation Category	Mixed use: offices; outside spaces
Enforcement History / Significant Incidents	N/A
Areas Assessed	Council offices and outside spaces including the Memorial Garden, Stratton Bates Recreation Ground and public allotments.
Areas Not Assessed	The upstairs tenanted bar / café area was not assessed. Areas in control of the football and rugby clubs were not assessed. Access to the Stratton Bates pavilion was not possible.
Visit Attendance	Tracy Predeth, Locum Town Clerk; Sarah Johnson, Deputy Clerk
Overall People At Risk	Employees; contractors; members of the public; visitors
Other Comments	N/A

1.2 Actions Requiring Immediate Attention

Observation	Action Required:
Recommendation	Develop an action plan to implement any outstanding issues identified by your fire risk assessment.
Observation	Action Required:
Recommendation	Complete a site specific risk assessment for each working location or task. This should include the use of leaf blowers and trimmers; general grounds maintenance; litter picking (to include biological hazards)

Observation

Action Required:

Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment. These should include: Grounds maintenance

Recommendation

activities; leaf blowing; strimming; litter picking; SLR removal and replacement; general minor repairs; office work; special events; bus shelter cleaning; removal of graffiti; installation of bollards; relocation of planters

Observation

Action Required:

Recommendation

Provide employees with hearing protection that still enables them to communicate with each other if required.

Observation

Removal of SLR signs

Of particular concern is the removal of SLR signs for the purposes of data download, relocation and battery replacement. These are placed at a height which means that they are currently only accessible by ladder. This work is carried out by the caretaker on his own. Risk assessment states that there should be two people carrying out this task at all times but it is understood that this is not enforced. This risk assessment and procedure needs immediate review. It is suggested that you contact Hampshire County Council to request copies of their risk assessments and safe working procedures for removal of these signs to help you to design a safer way of working. The consultant has observed similar signs which are placed at a more accessible height - this should be explored as a potential control measure.

Recommendation






1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Asbestos Management				15
Cleaning	20			
Contractor Management				15
Display Screens				15
Electrical Safety	20			
Fire Safety Overview		5		
First Aid At Work				15
Gas Safety	20			
Grounds Maintenance		5		
COSHH				15
Ladders				15
Legionella Management				15
Management Of H&S		5		
Outside Work				15
Passenger & Goods Lifts				15
Personal Protective Equipment				15
Recreation & Play Areas	20			
Stress Management				15
Tree Management				15
Vehicle Use (Non-Goods)				15
Workplace H&S				15
Additional Observations		5		
Sub Total	80	20	0	210
Total	310			
Available Score	440			

Score	70%
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	Intolerable	< 65%
	Substantial	65-74%
	Moderate	75-84%
	Tolerable	85-94%
	Trivial	95% >

1.4 Calculated Overall Risk Rating

 Substantial

Overridden Overall Risk Rating

 Moderate

While there are many items that need addressing, it is not the opinion of the consultant that on aggregate they constitute substantial risk to the health and safety of employees and others. The majority of actions are administrative. These must be addressed as prioritised in the report to ensure efficient health and safety management.

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

	Priority 1	5
	Priority 2	17
	Priority 3	58
	Priority 4	10

2.2 General Risk Assessment action plan

Asbestos Management

Observation	Action Required:
Recommendation	Ensure that the Asbestos Register or Plan is regularly reviewed.
Priority	3
Complete By	09/04/2023

Asbestos Management

Observation	Action Required:
Recommendation	Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location.
Priority	3
Complete By	09/04/2023

Asbestos Management

Observation	Action Required:
Recommendation	Carry out labelling of all known asbestos containing materials as per the recommendations in the asbestos survey carried out in March 2021.
Priority	2
Complete By	10/03/2023

Asbestos Management

Observation	Action Required:
Recommendation	Ensure that the condition of Asbestos Containing Materials is kept in good repair and regularly monitored. Records of any changes should be kept. An inspection of all areas should be made at least annually.

Priority 3
Complete By 09/04/2023

Asbestos Management

Observation Action Required:

Recommendation Ensure that an appointed person is in charge of the management of asbestos and they have been provided with the training, skills, authority and resources required to carry out their role effectively.

Priority 3
Complete By 09/04/2023

Contractor Management

Observation Action Required:

Recommendation Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.

Priority 2
Complete By 10/03/2023

Contractor Management

Observation Action Required:

Recommendation Contractors should be provided with relevant information on your safety policy and applicable rules.

Priority 3
Complete By 09/04/2023

Contractor Management

Observation Action Required:

Recommendation Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors work, acts and omissions as well as any warranties that are issued for the work.

Priority 3
Complete By 09/04/2023

Contractor Management

Observation Action Required:

Recommendation Formal procedures should be in place to confirm installations and working practices are adhered to and recorded where appropriate.

Priority 3

Complete By 09/04/2023

Display Screens

Observation Action Required:

Recommendation Some workstations and users have been subject to DSE assessments, but not all. Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of safetynest.

Priority 2

Complete By 10/03/2023

Display Screens

Observation Action Required:

Recommendation Review your workstation assessments at least annually or where there are equipment changes or staff changes.

Priority 4

Complete By 08/07/2023

Display Screens

Observation Action Required:

Recommendation All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.

Priority 3

Complete By 09/04/2023

Display Screens

Observation Action Required:

Recommendation Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer.

Priority 3

Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:

Recommendation Develop an action plan to implement any outstanding issues identified by your fire risk assessment.

Priority 1

Complete By 08/02/2023

Fire Safety Overview

Observation Action Required:

Recommendation Ensure that a procedure is in place to call the emergency services in the event of a fire emergency.

Priority 2

Complete By 10/03/2023

Fire Safety Overview

Observation Action Required:

Recommendation Ensure that senior members of staff liaise with the emergency services whenever they are present on site.

Priority 2

Complete By 10/03/2023

Fire Safety Overview

Observation Action Required:

Recommendation Designate suitable fire assembly area(s) for employees and visitors.

Priority 2

Complete By 10/03/2023

Fire Safety Overview

Observation Action Required:

Recommendation Provide signage to clearly indicate the assembly point(s), or where not possible, ensure staff are aware of the location. Indicate the location of the assembly point(s) on fire action notices.

Priority 2

Complete By 10/03/2023

Fire Safety Overview

Observation Action Required:

Recommendation Introduce a planned maintenance programme of the external fire escape to include a weather treatment at 5 yearly intervals.

Priority 4
Complete By 08/07/2023

Fire Safety Overview

Observation Action Required:
Recommendation Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.

Priority 3
Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:
Recommendation Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.

Priority 3
Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:
Recommendation On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Implement this as part of the caretaker's weekly walk around.

Priority 3
Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:
Recommendation Prepare a fire evacuation plan to include your arrangements for the complete evacuation of the premises in all situations including vulnerable persons (e.g. the elderly and/or infirm, the disabled, children and the visually impaired).

Priority 2
Complete By 10/03/2023

Fire Safety Overview

Observation Action Required:

Recommendation Arrange for all employees to receive instruction and training on your fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.

Priority 3

Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:

Recommendation Liaise with other building occupants on the fire safety arrangements for the building.

Priority 3

Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:

Recommendation Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.

Priority 3

Complete By 09/04/2023

Fire Safety Overview

Observation Action Required:

Recommendation Establish a procedure for the evacuation of disabled persons.

Priority 3

Complete By 09/04/2023

First Aid At Work

Observation Action Required:

Recommendation Carry out a first aid needs assessment to determine what level of first aid provision is required for your workplace. The assessment must consider the work undertaken, employee numbers, distribution and working patterns, any pre-existing medical conditions and the ability of emergency services to reach the premises.

Priority 4

Complete By 08/07/2023

First Aid At Work

Observation Action Required:

Recommendation As determined by your first aid needs assessment, provide at least one Appointed Persons to cover all working shifts and other absences (e.g. Holidays, sickness etc). Training is not mandatory for Appointed Persons as their role is to maintain first aid equipment and coordinate calling the emergency services if required. However training is highly recommended.

Priority 3

Complete By 09/04/2023

First Aid At Work

Observation Action Required:

Recommendation Nominate persons to take charge of the first aid kit(s) and ensure the kits are in date and kept fully stocked. Ensure that checks are recorded

Priority 3

Complete By 09/04/2023

Gas Safety

Observation Action Required:

Recommendation Instruct employees on the action to take in the event of a gas leak.

Priority 4

Complete By 08/07/2023

Grounds Maintenance

Observation Action Required:

Recommendation Complete a site specific risk assessment for each working location or task. This should include the use of leaf blowers and strimmers; general grounds maintenance; litter picking (to include biological hazards)

Priority 1

Complete By 08/02/2023

Grounds Maintenance

Observation Action Required:

Recommendation Personnel should be briefed on the risk assessment(s).

Priority 3

Complete By 09/04/2023

Grounds Maintenance

Observation
Recommendation

Action Required:
Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. In particular you must consider use of the leaf blower and strimmer. Please contact your WorkNest consultant for help with this task.

Priority 2
Complete By 10/03/2023

Grounds Maintenance

Observation
Recommendation

Action Required:
Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.

Priority 2
Complete By 10/03/2023

Grounds Maintenance

Observation
Recommendation

Action Required:
Provide employees with hearing protection that still enables them to communicate with each other if required.

Priority 1
Complete By 08/02/2023

COSHH

Observation
Recommendation

Action Required:
Compile a list of the hazardous substances used, created or stored on, or transported from the premises.

Priority 2
Complete By 10/03/2023

COSHH

Observation
Recommendation

Action Required:
For all hazardous substances used obtain a copy of the supplier's health and safety data sheet.

Priority 2
Complete By 10/03/2023

COSHH

Observation

Action Required:

Recommendation

Carry out a COSHH Assessment for each hazardous substance in use or created.

Priority

2

Complete By

10/03/2023

COSHH

Observation

Action Required:

Recommendation

Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.

Priority

3

Complete By

09/04/2023

COSHH

Observation

Action Required:

Recommendation

Risk assessment will inform whether PPE is required for the use of hazardous substances. Provide employees who use hazardous substances with appropriate personal protective equipment as determined by the COSHH assessments.

Priority

3

Complete By

09/04/2023

COSHH

Observation

Action Required:

Recommendation

Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances.

Priority

3

Complete By

09/04/2023

Ladders

Observation

Action Required:

Recommendation

Record all instruction and training given to ladder users.

Priority

3

Complete By

09/04/2023

Ladders

Observation Action Required:

Recommendation Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen. Of particular concern is the removal and replacement of SLR signs. Confirm when assessing the suitability of the use of ladders for this task that three points of contact can be maintained.

Priority 2

Complete By 10/03/2023

Ladders

Observation Action Required:

Recommendation Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.

Priority 3

Complete By 09/04/2023

Ladders

Observation Action Required:

Recommendation Avoid placing ladders where vehicle impact may occur. If unavoidable consider barriers and safety signs.

Priority 2

Complete By 10/03/2023

Ladders

Observation Action Required:

Recommendation Instruct ladder users to check them before use to ensure they are in good repair and clean. Please login in to safetynest to obtain a ladder checklist.

Priority 2

Complete By 10/03/2023

Legionella Management

Observation Action Required:

Recommendation Arrange for shower heads to be cleaned and descaled on a quarterly basis to prevent the growth of Legionella bacteria

Priority 3

Complete By 09/04/2023

Legionella Management

Observation	Action Required:
Recommendation	Develop procedures for dealing with a potential outbreak situation.
Priority	4
Complete By	08/07/2023

Management Of H&S

Observation	Action Required:
Recommendation	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.
Priority	3
Complete By	09/04/2023

Management Of H&S

Observation	Action Required:
Recommendation	Arrangements must be put into place for regularly communicating with and consulting staff on Health and Safety matters.
Priority	3
Complete By	09/04/2023

Management Of H&S

Observation	Action Required:
Recommendation	Health and Safety should be a regular agenda item on meetings that are held with staff.
Priority	3
Complete By	09/04/2023

Management Of H&S

Observation	Action Required:
Recommendation	Provide all new staff with health and safety instruction as part of their induction training.
Priority	3
Complete By	09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Develop a programme of basic Health and Safety training for staff. As a minimum staff should take basic health and safety awareness training, and where appropriate, manual handling and DSE training.

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Identify jobs with specific training needs, for example grounds maintenance , and implement relevant instruction and training. Ensure that all legal requirements for training have been met (for example first-aid training)

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation E-learning can prove a cost-effective means of providing and administering essential training on health & safety, and other business areas. WorkNest can offer a comprehensive range of courses. If you would like further information please contact your Health and Safety consultant.

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment. These should include: Grounds maintenance activities; leaf blowing; strimming; litter picking; SLR removal and replacement; general minor repairs; office work; special events; bus shelter cleaning; removal of graffiti; installation of bollards; relocation of planters

Priority 1

Complete By 08/02/2023

Management Of H&S

Observation Action Required:

Recommendation Make suitable arrangements to ensure that a near miss or incident can be reported.

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Provide an Accident Book for the recording of accidents.

Priority 2

Complete By 10/03/2023

Management Of H&S

Observation Action Required:

Recommendation Establish plans for emergency incidents such as [flood, bomb scare, explosion].

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Display the correct No smoking signage as required at entrance to buildings.

Priority 4

Complete By 08/07/2023

Management Of H&S

Observation Action Required:

Recommendation Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course.

Priority 4

Complete By 08/07/2023

Management Of H&S

Observation Action Required:

Recommendation Ensure that there is a Health and Safety action plan, which is prioritised and monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.

Priority 3

Complete By 09/04/2023

Management Of H&S

Observation Action Required:

Recommendation Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.

Priority 4

Complete By 08/07/2023

Management Of H&S

Observation Action Required:

Recommendation Report health and safety performance at least annually to the most senior level or the company.

Priority 4

Complete By 08/07/2023

Outside Work

Observation Action Required:

Recommendation Assess the effects of working in hot / cold environments. Include individual susceptibilities.

Priority 3

Complete By 09/04/2023

Outside Work

Observation Action Required:

Recommendation Provide workers with advice on the effects of heat / cold stress. Provide details of symptoms that may be experienced.

Priority 3

Complete By 09/04/2023

Outside Work

Observation Action Required:

Recommendation Undertake risk assessment which makes account for any foreseeable weather conditions that may impact on work being carried out. Establish suitable controls and ensure personnel receive training and information.

Priority 3

Complete By 09/04/2023

Outside Work

Observation Action Required:

Recommendation Complete a risk assessment for working on or near water.

Priority 3

Complete By 09/04/2023

Outside Work

Observation Action Required:

Recommendation If working near or on water, that is untreated e.g. rivers, canals, flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in risk area, use of rodent control measures, protective clothing, coverings cuts etc.

Priority 3

Complete By 09/04/2023

Outside Work

Observation Action Required:

Recommendation Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B Tetanus etc.

Priority 3

Complete By 09/04/2023

Passenger & Goods Lifts

Observation Action Required:

Recommendation Affix a warning notice at lift landings about not using the lift in the event of a fire.

Priority 3

Complete By 09/04/2023

Passenger & Goods Lifts

Observation Action Required:

Recommendation Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.

Priority 3

Complete By 09/04/2023

Passenger & Goods Lifts

Observation Action Required:

Recommendation Agree emergency call out arrangements with the local Fire Brigade/lift servicing contractor to release occupants if the lift stops between floors.

Priority 3

Complete By 09/04/2023

Passenger & Goods Lifts

Observation Action Required:

Recommendation Ensure that the audible alarm/telephone is checked regularly and record all tests.

Priority 3

Complete By 09/04/2023

Personal Protective Equipment

Observation Action Required:

Recommendation Ensure risk assessments identify the need for PPE and who is required to wear it.

Priority 3

Complete By 09/04/2023

Personal Protective Equipment

Observation Action Required:

Recommendation PPE should be periodically examined to ensure it is in good working order.

Priority 4

Complete By 08/07/2023

Stress Management

Observation Action Required:

Recommendation Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.

Priority 3
Complete By 09/04/2023

Stress Management

Observation Action Required:
Recommendation Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.
Priority 3
Complete By 09/04/2023

Stress Management

Observation Action Required:
Recommendation Establish a stress policy in consultation with employees and bring to the attention of all. Establish an action plan using information from the stress risk assessment and employee survey / consultation. Establish monitoring criteria for stress and regular review data to identify trends.
Priority 3
Complete By 09/04/2023

Stress Management

Observation Action Required:
Recommendation Establish a bullying and harassment policy and implement.
Priority 3
Complete By 09/04/2023

Tree Management

Observation Action Required:
Recommendation A system to enable people to report damage to trees, such as vehicle collisions or after serious storms, and to trigger checks following potentially damaging activities should be put in place
Priority 3
Complete By 09/04/2023

Tree Management

Observation Action Required:
Recommendation A system to enable people to report damage by trees should be put in place
Priority 3

Complete By 09/04/2023

Vehicle Use (Non-Goods)

Observation Action Required:
Recommendation Carry out a risk assessment of vehicle use.
Priority 3
Complete By 09/04/2023

Vehicle Use (Non-Goods)

Observation Action Required:
Recommendation Instruct drivers who use their own vehicles to travel on company business that they must ensure that their vehicle is safe to be used on the public highway.
Priority 3
Complete By 09/04/2023

Vehicle Use (Non-Goods)

Observation Action Required:
Recommendation Inform drivers of emergency and personal safety procedures regarding fire, accidents, breakdown and personal safety to all drivers.
Priority 3
Complete By 09/04/2023

Vehicle Use (Non-Goods)

Observation Action Required:
Recommendation Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.
Priority 3
Complete By 09/04/2023

Vehicle Use (Non-Goods)

Observation Action Required:
Recommendation Instruct all drivers regarding the acceptable use of mobile phones.
Priority 3
Complete By 09/04/2023

Workplace H&S

Observation Action Required:

Recommendation Provide suitable changing facilities including any facility to wash / shower and adequate storage for work clothing.

Priority 3

Complete By 09/04/2023

Additional Observations

Observation Removal of SLR signs

Recommendation Of particular concern is the removal of SLR signs for the purposes of data download, relocation and battery replacement. These are placed at a height which means that they are currently only accessible by ladder. This work is carried out by the caretaker on his own. Risk assessment states that there should be two people carrying out this task at all times but it is understood that this is not enforced. This risk assessment and procedure needs immediate review. It is suggested that you contact Hampshire County Council to request copies of their risk assessments and safe working procedures for removal of these signs to help you to design a safer way of working. The consultant has observed similar signs which are placed at a more accessible height - this should be explored as a potential control measure.

Priority 1

Complete By 08/02/2023

Section 3 - Report Index

3.1 Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos Management
3.2.2	Cleaning
3.2.3	Contractor Management
3.2.4	Display Screens
3.2.5	Electrical Safety
3.2.6	Fire Safety Overview
3.2.7	First Aid At Work
3.2.8	Gas Safety
3.2.9	Grounds Maintenance
3.2.10	COSHH
3.2.11	Ladders
3.2.12	Legionella Management
3.2.13	Management Of H&S
3.2.14	Outside Work
3.2.15	Passenger & Goods Lifts
3.2.16	Personal Protective Equipment
3.2.17	Recreation & Play Areas
3.2.18	Stress Management
3.2.19	Tree Management
3.2.20	Vehicle Use (Non-Goods)
3.2.21	Workplace H&S
3.2.22	Additional Observations

3.2 Risk Assessments and Audits

3.2.1 Asbestos Management

Hazard	Inhalation of asbestos fibres
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.1.1 Asbestos Management/ Survey

Compliance with standard - **NO**

The premises have been surveyed to identify the presence of asbestos.

A plan or register showing the location of all asbestos containing materials and presumed asbestos containing materials is available.

Action Required: Ensure that the Asbestos Register or Plan is regularly reviewed.

Action Required: Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location.

There has been no work carried out involving the disturbance of asbestos. You must ensure that any contractors employed to carry out work in the premises are made aware of areas containing asbestos.

Work on asbestos-containing material is not carried out.

Action Required: Carry out labelling of all known asbestos containing materials as per the recommendations in the asbestos survey carried out in March 2021.

Action Required: Ensure that the condition of Asbestos Containing Materials is kept in good repair and regularly monitored. Records of any changes should be kept. An inspection of all areas should be made at least annually.

Action Required: Ensure that an appointed person is in charge of the management of asbestos and they have been provided with the training, skills, authority and resources required to carry out their role effectively.

3.2.2 Cleaning

Hazard	Exposure to chemicals and/or dusts, Slips, trips and falls, Faulty electrical/mechanical equipment, Cuts and/or infection from sharps e.g. needles, broken glass etc, Falls from height
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.2.1 Cleaning- Safe Systems Of Work

Compliance with standard - **NA**

All cleaning in the premises is carried out by a contracted cleaning company

3.2.2.2 Cleaning- Equipment

Compliance with standard - **NA**

3.2.2.3 Cleaning- Barriers & Notices

Compliance with standard - **NA**

3.2.2.4 Cleaning- Personal Protective Equipment

Compliance with standard - **NA**

3.2.2.5 Cleaning- Glass And Sharps

Compliance with standard - **NA**

3.2.2.6 Cleaning- Work At Height

Compliance with standard - **NA**

3.2.2.7 Cleaning- Hazardous Substances (Coshh)
Compliance with standard - **NA**

3.2.3 Contractor Management

Hazard	Injury to contractors, Injury to staff, Injury to public
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.3.1 Contractor Management- Competence

Compliance with standard - **NO**

Action Required: Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.

These checks should be carried out as part of contractor competency checks.

Action Required: Contractors should be provided with relevant information on your safety policy and applicable rules.

The contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

Action Required: Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors work, acts and omissions as well as any warranties that are issued for the work.

3.2.3.2 Contractor Management- Checks/Supervision

Compliance with standard - **NO**

Action Required: Formal procedures should be in place to confirm installations and working practices are adhered to and recorded where appropriate.

3.2.4 Display Screens

Hazard	Musculoskeletal injuries due to poor posture, Unsuitable furniture/bad workstation design, RSI due to heavy workload using the keyboard/mouse, Eyestrain due to poor lighting, Unsuitable computer screen, Incorrectly positioned screen
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.4.1 Display Screens- User Identification

Compliance with standard - **YES**

Some employees have been identified as users.

3.2.4.2 Display Screens- Information Etc

Compliance with standard - **YES**

DSE Users have been provided with information, instruction and training on how to set up their workstation.

3.2.4.3 Display Screens- Workstations

Compliance with standard - **NO**

Action Required: Some workstations and users have been subject to DSE assessments, but not all. Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of safetynest.

Action Required: Review your workstation assessments at least annually or where there are equipment changes or staff changes.

DSE assessments are reviewed when workstations and/or equipment changes.

DSE assessments are reviewed when staff change roles or new starters join the organisation.

DSE assessments are reviewed on an ad hoc basis.

3.2.4.4 Display Screens- Eye Tests

Compliance with standard - **NO**

Action Required: All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.

3.2.4.5 Display Screens- Corrective Appliances

Compliance with standard - **NO**

Action Required: Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer.

3.2.5 Electrical Safety

Hazard	Electric shock, Fire, Explosion
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.5.1 Electrical Safety- Fixed Wiring

Compliance with standard - **YES**

Fixed wiring tests were last carried out in 2020 and should be re-tested in 2025.

An Electrical Installation Condition Report (EICR) has been obtained for the recent fixed wiring test and is held on file.

The recent fixed wiring test has identified the electrical installation as being in a satisfactory condition.

3.2.5.2 Electrical Safety- Portable Appliances

Compliance with standard - **YES**

Portable appliance testing, as appropriate to the equipment, is up to date.

There is an inventory of all portable electrical appliances in use.

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

3.2.5.3 Electrical Safety- Other Controls

Compliance with standard - **YES**

Electrical switchgear areas are free from storage of combustible materials and access to the switchgear is free of obstructions.

All electric cupboards and switch rooms are secured to prevent unauthorised access.

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

3.2.6 Fire Safety Overview

Hazard	Sources of Ignition, Combustible material, Inadequate means of detection/ alarm systems, Inadequate controls, emergency procedures, training, drills etc, Inadequate access and arrangements for emergency services
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.6.1 Fire Safety Overview- Risk Assessment

Compliance with standard - **NO**

A specific fire risk assessment has been carried out.

The fire risk assessment is reviewed periodically.

Action Required: Develop an action plan to implement any outstanding issues identified by your fire risk assessment.

3.2.6.2 Fire Safety Overview- Emergency Services

Compliance with standard - **NO**

Action Required: Ensure that a procedure is in place to call the emergency services in the event of a fire emergency.

Action Required: Ensure that senior members of staff liaise with the emergency services whenever they are present on site.

3.2.6.3 Fire Safety Overview- Detection & Alarms

Compliance with standard - **YES**

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

The fire alarm is audible in all occupied parts of the building.

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

3.2.6.4 Fire Safety Overview- Assembly Points

Compliance with standard - **NO**

Action Required: Designate suitable fire assembly area(s) for employees and visitors.

Action Required: Provide signage to clearly indicate the assembly point(s), or where not possible, ensure staff are aware of the location. Indicate the location of the assembly point(s) on fire action notices.

3.2.6.5 Fire Safety Overview- Fire Doors

Compliance with standard - **NA**

3.2.6.6 Fire Safety Overview- Stairs & External Escapes

Compliance with standard - **NO**

Staircases have colour contrasting stair nosings.

The external fire escape(s) appeared to be in good condition.

Action Required: Introduce a planned maintenance programme of the external fire escape to include a weather treatment at 5 yearly intervals.

3.2.6.7 Fire Safety Overview- Fire Extinguishers

Compliance with standard - **NO**

An adequate quantity of fire extinguishers, located on fire exit routes or at final exits, have been provided.

All fire extinguishers are annually inspected and serviced by a competent person.

Action Required: Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.

3.2.6.8 Fire Safety Overview- Signage

Compliance with standard - **NO**

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Action Required: Provide suitable signs at all floor landings to indicate that lifts should not be used in case of fire.

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

3.2.6.9 Fire Safety Overview- Weekly Checks

Compliance with standard - **NO**

Action Required: On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Implement this as part of the caretaker's weekly walk around.

3.2.6.10 Fire Safety Overview- Evacuation Plans

Compliance with standard - **NO**

Action Required: Prepare a fire evacuation plan to include your arrangements for the complete evacuation of the premises in all situations including vulnerable persons (e.g. the elderly and/or infirm, the disabled, children and the visually impaired).

Action Required: Arrange for all employees to receive instruction and training on your fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given.

Action Required: Liaise with other building occupants on the fire safety arrangements for the building.

3.2.6.11 Fire Safety Overview- Emergency Lighting

Compliance with standard - **YES**

Means of escape routes within the building and final exits have adequate emergency lighting.

The emergency lighting system is tested monthly by in-house personnel.

Emergency lighting undergoes an annual service inspection.

All emergency lighting tests are recorded.

3.2.6.12 Fire Safety Overview- Fire Drills

Compliance with standard - **NO**

Action Required: Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.

3.2.6.13 Fire Safety Overview- Disabled Persons

Compliance with standard - **NO**

Action Required: Establish a procedure for the evacuation of disabled persons.

There are no disabled persons in employment requiring PEEPs.

3.2.7 First Aid At Work

Hazard	Delayed response leading to injuries/ill health being exacerbated.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.7.1 First Aid At Work- Needs Assessment

Compliance with standard - **NO**

Action Required: Carry out a first aid needs assessment to determine what level of first aid provision is required for your workplace. The assessment must consider the work undertaken, employee numbers, distribution and working patterns, any pre-existing medical conditions and the ability of emergency services to reach the premises.

3.2.7.2 First Aid At Work- Personnel

Compliance with standard - **NO**

Action Required: As determined by your first aid needs assessment, provide at least one Appointed Persons to cover all working shifts and other absences (e.g. Holidays, sickness etc). Training is not mandatory for Appointed Persons as their role is to maintain first aid equipment and coordinate calling the emergency services if required. However training is highly recommended.

3.2.7.3 First Aid At Work- Equipment

Compliance with standard - **NO**

First aid kits are provided at key locations accessible to all employees.

Action Required: Nominate persons to take charge of the first aid kit(s) and ensure the kits are in date and kept fully stocked. Ensure that checks are recorded

3.2.7.4 First Aid At Work- Other

Compliance with standard - **NA**

3.2.8 Gas Safety

Hazard	Fire, Explosion, Asphyxiation
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.8.1 Gas- Controls

Compliance with standard - **NO**

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained.

Gas pipework is protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.

Action Required: Instruct employees on the action to take in the event of a gas leak.

The gas supply isolators are readily identifiable.

3.2.9 Grounds Maintenance

Hazard	Vehicles, moving machinery
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.9.1 Grounds Maintenance- Risk Assessment

Compliance with standard - **NO**

Action Required: Complete a site specific risk assessment for each working location or task. This should include the use of leaf blowers and strimmers; general grounds maintenance; litter picking (to include biological hazards)

Action Required: Personnel should be briefed on the risk assessment(s).

3.2.9.2 Grounds Maintenance- Refuelling

Compliance with standard - **NA**

Fuel is not required for any equipment. Employees' vehicles are refuelled at petrol filling stations.

3.2.9.3 Grounds- Training/Authorisation

Compliance with standard - **NA**

No machinery is in use

3.2.9.4 Grounds Maintenance- Guarding

Compliance with standard - **NA**

3.2.9.5 Grounds Maintenance- Noise & Vibration

Compliance with standard - **NO**

Action Required: Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. In particular you must consider use of the leaf blower and strimmer. Please contact your WorkNest consultant for help with this task.

Action Required: Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.

Action Required: Provide employees with hearing protection that still enables them to communicate with each other if required.

3.2.9.6 Grounds Maintenance- Storage
Compliance with standard - **NA**

3.2.10 COSHH

Hazard	Exposure by inhalation, Exposure by ingestion, Exposure by skin contact, Exposure by contact with eyes, Exposure by injection
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.10.1 Coshh- Information & AssessmentCompliance with standard - **NO**

Action Required: Compile a list of the hazardous substances used, created or stored on, or transported from the premises.

Action Required: For all hazardous substances used obtain a copy of the supplier's health and safety data sheet.

Action Required: Carry out a COSHH Assessment for each hazardous substance in use or created.

Action Required: Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.

3.2.10.2 Coshh-StorageCompliance with standard - **YES**

Substances hazardous to health are stored safely.

3.2.10.3 Coshh- Local Exhaust VentilationCompliance with standard - **NA****3.2.10.4 Coshh- PPE & RPE**Compliance with standard - **NO**

Action Required: Risk assessment will inform whether PPE is required for the use of hazardous substances. Provide employees who use hazardous substances with appropriate personal protective equipment as determined by the COSHH assessments.

3.2.10.5 Coshh- Emergencies & Health SurveillanceCompliance with standard - **YES**

Appropriate first aid facilities are available and kept fully stocked and in-date.

3.2.10.6 Coshh-Training & Supervision

Compliance with standard - **NO**

Action Required: Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances.

3.2.11 Ladders

Hazard	Falls from a height, Falling objects
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Substantial
Residual Risk	Tolerable
Not defined	

3.2.11.1 Ladders- Controls

Compliance with standard - **NO**

It is understood that the height of the ladders used is sufficient for the height of the activities for which they are required to avoid over stretching and overreaching.

Ladders are used when weather conditions are suitable.

Ladder users are competent to use them safely.

Ladders are only used as a workstation where the use of other safer equipment cannot be used due to specific site features or it is not justified because of the low risk and the short duration of use.

Ladders are of a suitable class rating for use, i.e. for older/existing equipment- BS2037/ BS1129 Class 1 (heavy-duty and industrial use), BS EN131 (trade and light industrial use).
For newer equipment- BS EN131 Professional

Ladder users wear suitable footwear.

Action Required: Record all instruction and training given to ladder users.

Ladders are stored securely to prevent falling and to prevent damage by other stored articles

Action Required: Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen. Of particular concern is the removal and replacement of SLR signs. Confirm when assessing the suitability of the use of ladders for this task that three points of contact can be maintained.

Action Required: Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.

Action Required: Avoid placing ladders where vehicle impact may occur. If unavoidable consider barriers and safety signs.

Action Required: Instruct ladder users to check them before use to ensure they are in good repair and clean. Please login in to safetynest to obtain a ladder checklist.

Ladders are erected on firm level ground.

Ladders are rested against solid surfaces.

3.2.12 Legionella Management

Hazard	Inhalation of Legionella bacteria
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.12.1 Legionella Management- General Controls

Compliance with standard - **NO**

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination.

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

Action Required: Arrange for shower heads to be cleaned and descaled on a quarterly basis to prevent the growth of Legionella bacteria

Action Required: Develop procedures for dealing with a potential outbreak situation.

The condition of cold water tanks is monitored on a regular basis

Hot water tanks and calorifiers are inspected on a regular basis

Infrequently used outlets have been identified and are flushed on a weekly basis. This includes any system which stores water including pressure washers.

The domestic water system is subject to routine maintenance by a competent person

All checks and sampling are recorded.

3.2.12.2 Legionella Management- Cooling Towers

Compliance with standard - **NA**

3.2.13 Management Of H&S

Hazard	Inadequate safety management system
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.13.1 Management Of H&S- Policy

Compliance with standard - **NO**

Draft policy provided by WorkNest is currently under review.

Action Required: The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.

The Health and Safety Policy is made available to all staff.

3.2.13.2 Management Of H&S- Comms & Consultation

Compliance with standard - **NO**

Action Required: Arrangements must be put into place for regularly communicating with and consulting staff on Health and Safety matters.

Action Required: Health and Safety should be a regular agenda item on meetings that are held with staff.

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

3.2.13.3 Management Of H&S- Training

Compliance with standard - **NO**

Action Required: Provide all new staff with health and safety instruction as part of their induction training.

Action Required: Develop a programme of basic Health and Safety training for staff. As a minimum staff should take basic health and safety awareness training, and where appropriate, manual handling and DSE training.

Action Required: Identify jobs with specific training needs, for example grounds maintenance , and implement relevant instruction and training. Ensure that all legal requirements for training have been met (for example first-aid training)

Action Required: E-learning can prove a cost-effective means of providing and administering essential training on health & safety, and other business areas. WorkNest can offer a comprehensive range of courses. If you would like further information please contact your Health and Safety consultant.

3.2.13.4 Management Of H&S- Risk Assessment

Compliance with standard - **NO**

Action Required: Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment. These should include: Grounds maintenance activities; leaf blowing; strimming; litter picking; SLR removal and replacement; general minor repairs; office work; special events; bus shelter cleaning; removal of graffiti; installation of bollards; relocation of planters

3.2.13.5 Management Of H&S- Accidents Etc

Compliance with standard - **NO**

Action Required: Make suitable arrangements to ensure that a near miss or incident can be reported.

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Action Required: Provide an Accident Book for the recording of accidents.

There are arrangements in place to report any work-related ill-health.

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

3.2.13.6 Management Of H&S- Emergency Plans

Compliance with standard - **NO**

Action Required: Establish plans for emergency incidents such as [flood, bomb scare, explosion].

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

3.2.13.7 Management Of H&S- Notices

Compliance with standard - **NO**

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position. Ensure that you populate the information boxes with appropriate contact details.

A copy of the employers liability insurance certificate is displayed or is available in electronic form to all employees.

Action Required: Display the correct No smoking signage as required at entrance to buildings.

3.2.13.8 Management Of H&S- Organisation

Compliance with standard - **NO**

The organisation has an effective structure in place for the management of health and safety.

The most senior member of the council has accepted that they have overall and final responsibility for the safe running of the organisation.

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them and/or included in their job descriptions.

Action Required: Training is required to ensure that senior levels of management with responsibility for strategy are competent to undertake their health and safety responsibilities. Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course.

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

3.2.13.9 Management Of H&S- Monitoring Etc

Compliance with standard - **NO**

Monitoring of health and safety controls and standards is carried out and recorded. The caretaker carries out walkrounds which include the inspection of benches, playgrounds and outside spaces. Extend this to include inside the council building - fire extinguishers, fire exits and so on.

Action Required: Ensure that there is a Health and Safety action plan, which is prioritised and monitored so that actions are taken within a suitable time frame. Actions should also be allocated to specific individuals.

Action Required: Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.

Action Required: Report health and safety performance at least annually to the most senior level or the company.

3.2.14 Outside Work

Hazard	Mechanical failure of playground equipment, Falling from equipment, Slips, trips, and falls, Immersion in water & drowning, Frostbite, Trenchfoot, Heatstroke, Sunburn, Slips, Trips, Falls, Drowning, Infection, HIV, Hepatitis B or C, Leptospirosis, Tetanus, Electric shock
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.14.1 Outside Work- Hot/Cold Environments

Compliance with standard - **NO**

Action Required: Assess the effects of working in hot / cold environments. Include individual susceptibilities.

Suitable personal protective clothing has been provided for workers exposed to cold or excessive heat

Workers are encouraged to cover up when working outdoors to avoid exposure to UV radiation.

Shading is provided for those working in sun.

Regular breaks are provided for workers working in hot/cold environments allowing them to cool/warm up.

Action Required: Provide workers with advice on the effects of heat / cold stress. Provide details of symptoms that may be experienced.

3.2.14.2 Outside Work- Weather

Compliance with standard - **NO**

Action Required: Undertake risk assessment which makes account for any foreseeable weather conditions that may impact on work being carried out. Establish suitable controls and ensure personnel receive training and information.

Gritting materials are available for workers in order to treat work areas in use when icy weather.

Suitable clothing / equipment is provided for those having to work in wet, windy, icy, wintry, fogging conditions.

3.2.14.3 Outside Work- Water (Risk Assessment)

Compliance with standard - **NO**

Action Required: Complete a risk assessment for working on or near water.

3.2.14.4 Outside Work- Water (Communications)

Compliance with standard - **YES**

Suitable systems of communications have been provided.

All staff have been briefed in working communications systems and any necessary call signs.

Communications have been tested and proven to be effective.

3.2.14.5 Outside Work- Water (Work Platforms)

Compliance with standard - **NA**

3.2.14.6 Outside Work- Water (Rescue)

Compliance with standard - **NA**

3.2.14.7 Outside Work- Water (PPE)

Compliance with standard - **YES**

PPE is assessed as suitable for working on or near water.

Supervisors monitor staff to ensure they are using all the correct PPE.

3.2.14.8 Outside Work- Water (Buoyancy Aids)

Compliance with standard - **NA**

Work by water is limited to walking along the river bank.

3.2.14.9 Outside Work- Water (Other Controls)

Compliance with standard - **NA**

3.2.14.10 Outside Work- Biological Hazards

Compliance with standard - **NO**

Action Required: If working near or on water, that is untreated e.g. rivers, canals, flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in risk area, use of rodent control measures, protective clothing, coverings cuts etc.

Action Required: Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.

3.2.14.11 Outside Work- Overhead Power

Compliance with standard - **NA**

3.2.14.12 Outside Work- Buried Services
Compliance with standard - **NA**

3.2.15 Passenger & Goods Lifts

Hazard	Failure of the lifting equipment., Access to moving parts of the lifting gear., Maintenance of the lifting equipment., Entrapment within the lift car.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.15.1 Passenger & Goods Lifts- Maintenance & Examination

Compliance with standard - **YES**

Lifts are thoroughly examined by a competent person at appropriate intervals. (Every 6 months for lifts that are used to carry people and once a year for goods lifts)

Current test certificates (for the lift equipment and ropes) are kept readily available for inspection. Inspection records need to be kept for at least 2 years.

A service contract is established for lifts to ensure they are regularly maintained, inspected and tested.

3.2.15.2 Passenger & Goods Lifts- Emergencies

Compliance with standard - **NO**

Action Required: Affix a warning notice at lift landings about not using the lift in the event of a fire.

Action Required: Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.

Action Required: Agree emergency call out arrangements with the local Fire Brigade/lift servicing contractor to release occupants if the lift stops between floors.

3.2.15.3 Passenger & Goods Lifts- Plant Rooms

Compliance with standard - **YES**

Access to the lift plant room is restricted.

A notice is conspicuously displayed prohibiting entry of unauthorised persons.

The lift plant room is kept tidy.

The lift plant room is equipped with emergency lighting.

All items of lift plant and equipment are adequately guarded.

Maintenance work involving the lift drive mechanism is only carried out by authorised competent persons.

3.2.15.4 Passenger & Goods Lifts- Safety Measures

Compliance with standard - **NO**

Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

The lift doors are fitted with pressure sensing devices/ photoelectric cells.

A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.

Employees have been warned of the hazards associated with overloading the lift.

The lift car is fitted with an audible alarm button/telephone.

Action Required: Ensure that the audible alarm/telephone is checked regularly and record all tests.

3.2.16 Personal Protective Equipment

Hazard	Failure to provide the correct PPE for the risks involved, Worn, damaged or ineffective PPE
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.16.1 Personal Protective Equipment- Controls

Compliance with standard - **NO**

Action Required: Ensure risk assessments identify the need for PPE and who is required to wear it.

Employees are issued with PPE appropriate to the hazards to which they may be exposed.

Records are kept of PPE issued.

Employees receive instruction and training in the wearing of PPE.

A procedure has been established to enable employees to report defective PPE.

Appropriate accommodation is provided for the storage of PPE when it is not in use.

PPE is issued on a personal basis where sharing may result in hygiene issues.

The PPE does not increase the overall risk to the employee.

Where different items of PPE are required to be worn they are compatible with each other.

Action Required: PPE should be periodically examined to ensure it is in good working order.

3.2.17 Recreation & Play Areas

Hazard	Mechanical failure of equipment, Falling from equipment, Slips, trips, and falls, Immersion in water & drowning
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.17.1 Recreation & Play Areas- Controls

Compliance with standard - **YES**

The grounds and equipment are inspected regularly for defects.

Records of periodic checks are completed.

Gates and fences are maintained properly to prevent young children from running into danger, e.g. roads.

Gates are capable of being locked.

Notices are displayed requiring the gates to be kept closed/locked when not in use.

Dangerous items are removed from use once a hazard has been identified.

Maintenance work is carried out so to prevent injuries to people using playground areas.

Sharp spikes have been removed from the top of all the fences.

All playground equipment has safety flooring beneath to reduce the severity of injuries from falling.

The ground in and around play ground areas is free from holes, cracks and trip hazards.

Waste is regularly removed from site including (e.g. bottles, cans, hypodermic needles).

Signs are displayed to inform users where to report defects or hazards, as well as general complaints or enquiries.

Adequate and appropriately displayed safety awareness and information signs are present.

Buildings such as pavilions and storage areas are secure from unauthorised access.

3.2.18 Stress Management

Hazard	Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable
Not defined	

3.2.18.1 Stress Management- Controls

Compliance with standard - **NO**

Action Required: Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.

This will be informed by risk assessment

Action Required: Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.

Action Required: Establish a stress policy in consultation with employees and bring to the attention of all. Establish an action plan using information from the stress risk assessment and employee survey / consultation. Establish monitoring criteria for stress and regular review data to identify trends.

Action Required: Establish a bullying and harassment policy and implement.

To be informed by risk assessment

3.2.19 Tree Management

Hazard	Trip hazards by root and buttress damage to footpath surfaces., Broken branches, Severe weather damage, Collapsing trees, Falling branches, Dead or diseased material
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.19.1 Tree Management - Location

Compliance with standard - **YES**

The zoning of trees is current and up to date

The Arboriculture officer is aware of frequently visited areas

3.2.19.2 Tree Management - Inspection

Compliance with standard - **YES**

Trees are regularly inspected on their structure and health

Damage to trees is appropriately recorded and dealt with

3.2.19.3 Tree Management - Reporting

Compliance with standard - **NO**

Action Required: A system to enable people to report damage to trees, such as vehicle collisions or after serious storms, and to trigger checks following potentially damaging activities should be put in place

Action Required: A system to enable people to report damage by trees should be put in place

3.2.19.4 Tree Management - Maintenance

Compliance with standard - **YES**

Trees are being properly maintained and looked after

Serious structural faults are dealt with quickly to prevent an accident happening

Structural or formative pruning to improve crown shape and branch structure is being undertaken when necessary. Pruning for purely aesthetic reasons such as to balance the shape of the crown and should only be a very light removal of the crown area.

3.2.19.5 Tree Management - General/Legal Nuisance

Compliance with standard - **YES**

General checks are in place to tree branches that obstruct or become entangled with utility services equipment such as electricity lines, telephone cables or street lighting and signage.

General checks are in place to any sign of tree roots proliferating drains and causing blockages and or damaging any underground services such as drains, electricity, telephone cables and gas mains

3.2.19.6 Tree Management - Damage Prevention

Compliance with standard - **YES**

The appropriate action (pruning/felling) of trees is being undertaken when there is the potential of damage to surrounding structures such as buildings, walls and fencing.

3.2.19.7 Tree Management - Disease Prevention & Control

Compliance with standard - **YES**

A procedure for Removal of infected limbs or Felling of diseased trees as appropriate and in accordance with guidance is in place. This is carried out by contractors employed by the District Council

3.2.19.8 Tree Management - Highway Safety

Compliance with standard - **NA**

3.2.19.9 Tree Management - Monitoring

Compliance with standard - **YES**

Monitoring to ensure that the arrangements are implemented in practice

3.2.19.10 Tree Management - Notices

Compliance with standard - **YES**

Appropriate notices and warning signs are being used when necessary

3.2.19.11 Tree Management - Competence

Compliance with standard - **YES**

All the above are being surveyed & undertaken by a competent and qualified person

3.2.20 Vehicle Use (Non-Goods)

Hazard	Use on the public highway, Long hours of work, Breakdown
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.20.1 Vehicle Use (Non-Goods)- Controls

Compliance with standard - **NO**

There are no company-owned vehicles

Driving is short duration and distance

Action Required: Carry out a risk assessment of vehicle use.

Action Required: Instruct drivers who use their own vehicles to travel on company business that they must ensure that their vehicle is safe to be used on the public highway.

Action Required: Inform drivers of emergency and personal safety procedures regarding fire, accidents, breakdown and personal safety to all drivers.

Action Required: Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.

Action Required: Instruct all drivers regarding the acceptable use of mobile phones.

3.2.21 Workplace H&S

Hazard	Not defined
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable
Not defined	

3.2.21.1 Workplace-Cleanliness & Waste

Compliance with standard - **YES**

The furniture, walls and floors are kept clean and in good decorative order.

General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.

Adequate and suitable waste receptacles are provided throughout the workplace.

3.2.21.2 Workplace-Doors & Gates

Compliance with standard - **YES**

Doors and gates that swing in both directions, or are on main traffic routes, have a suitable vision panel.

3.2.21.3 Workplace-Falls/Falling Objects

Compliance with standard - **YES**

Stored materials and objects are stable.

Shelving is strong and secure and suitable for the materials stored on it.

Changes of level on flooring are marked.

Filing cabinets are fitted with anti-tilt mechanisms.

Suitable fencing is provided at all edges where a person may fall.

Areas in which objects may fall from overhead are kept secure by preventing access by people.

3.2.21.4 Workplace-Floors & Traffic Routes

Compliance with standard - **YES**

The floors are free from slipping and tripping hazards.

The floors/floor coverings are in good condition.

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Suitable handrails are fitted to stairs/steps.

Pedestrian and vehicle traffic routes are organised to ensure safe working practices.

The car park is designated for use by one-way traffic. Suitable signs indicating that the car park is one-way and showing the direction of the travel are displayed.

Signs are posted to help prevent members of the public entering the car park through the exit.

3.2.21.5 Workplace-Lighting

Compliance with standard - **YES**

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Lighting on traffic routes is adequate so people/vehicles can move around safely.

Adequate lighting is provided to all of the external areas.

3.2.21.6 Workplace-Room Dimensions/Space

Compliance with standard - **YES**

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

3.2.21.7 Workplace-Smoking

Compliance with standard - **YES**

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

There are currently no staff requiring smoking areas.

3.2.21.8 Workplace-Temperature

Compliance with standard - **YES**

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

3.2.21.9 Workplace-Ventilation

Compliance with standard - **YES**

An adequate supply of air is provided either through openings /windows, such that stale air / fumes are removed.

3.2.21.10 Workplace-Welfare

Compliance with standard - **NO**

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Sanitary conveniences have warm/hot water, soap and means of drying.

Sanitary conveniences are suitably ventilated, lit and kept clean.

An adequate supply of water is readily available and cups provided.

Drinking water is marked where significant risk of drinking non-drinking water exists.

An adequate, suitable and secure space is provided to store workers' belongings.

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Action Required: Provide suitable changing facilities including any facility to wash / shower and adequate storage for work clothing.

The rest area includes the facility to prepare or obtain a hot drink.

A means of heating food is provided where hot food cannot be obtained nearby.

3.2.21.11 Workplace-Transparent/Translucent Surfaces

Compliance with standard - **YES**

Transparent or translucent surfaces are apparent or suitably marked.

Windows can be cleaned safely.

3.2.21.12 Workplace-Window Restrictors

Compliance with standard - **NA**

3.2.21.13 Workplace-Workstations & Seating

Compliance with standard - **YES**

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

3.2.21.14 Workplace-Pest Control
Compliance with standard - **NA**

3.2.22 Additional Observations

Hazard	Consultant to specify
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Intolerable
Residual Risk	Tolerable
Not defined	

3.2.22.1 Additional Observations and ConsiderationsCompliance with standard - **NO**

Removal of SLR signs Of particular concern is the removal of SLR signs for the purposes of data download, relocation and battery replacement. These are placed at a height which means that they are currently only accessible by ladder. This work is carried out by the caretaker on his own. Risk assessment states that there should be two people carrying out this task at all times but it is understood that this is not enforced. This risk assessment and procedure needs immediate review. It is suggested that you contact Hampshire County Council to request copies of their risk assessments and safe working procedures for removal of these signs to help you to design a safer way of working. The consultant has observed similar signs which are placed at a more accessible height - this should be explored as a potential control measure.

3.2.22.2 Additional Observations and ConsiderationsCompliance with standard - **NA****3.2.22.3 Additional Observations and Considerations**Compliance with standard - **NA****3.2.22.4 Additional Observations and Considerations**Compliance with standard - **NA****3.2.22.5 Additional Observations and Considerations**Compliance with standard - **NA****3.2.22.6 Additional Observations and Considerations**Compliance with standard - **NA**

3.2.22.7 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.8 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.9 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.10 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.11 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.12 Additional Observations and Considerations
Compliance with standard - **NA**

3.2.22.13 Additional Observations and Considerations
Compliance with standard - **NA**

Section 4 - Supporting Photographs

Section 5 - Protocol and Disclaimer / Limit of Advice

5.1 Protocol

Introduction / Process

This report is a General Risk Assessment of the significant health and safety issues within your organisation and been prepared by a your Consultant following an inspection of your premises, an examination of documentation and discussions with relevant persons. The primary purpose of this report is to comment on the adequacy of existing risk controls and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Implementing these improvements will help prevent accidents or ill health to those who may be affected by your undertaking.

This report reflects the situation found at the premises at the time of the visit and is based upon the information and evidence provided to the Consultant. If evidence was not available to corroborate an action the Consultant is likely to have raised an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the Consultant.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Prioritising Health and Safety Actions

All health and safety actions identified by the Consultant are shown in Section 2 of this report - 'General Risk Assessment Action Plan' and are prioritised as follows:

Priority	Complete By	Definition
1	Immediate But within 30 days.	<p>Requires Immediate Remedial Action - (For Intolerable / Substantial Risks)</p> <p>The safety or fire issue has been assessed as having a high likelihood of causing serious harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified.</p> <p>Likely regulatory enforcement action: Prohibition Notice.</p>
2	Within 60 days.	<p>Requires Remedial Action (For Moderate Risks)</p> <p>Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Improvement Notice.</p>
3	Within 90 days.	<p>Requires Some Additional Controls in Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks).</p> <p>Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.</p>
4	Within 180 days.	<p>Improvements should be carried out as advised.</p> <p>These may be best practice or industry standard and may require long-term investment.</p>

It is strongly advised that you complete the actions within the recommended timeframes shown. This will help to improve health and safety conditions within your workplace and reduce the likelihood of an accident occurring and/or any legal action being taken against your company in the criminal or civil courts. To help manage risks and actions identified in this report please refer to the library of information held in the Worknest portal.

5.2 Disclaimer / Limit of Advice

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation. It is based on a combination of observations made by the Consultant at the time of the visit, examination of relevant documents and information provided by your representatives which is accepted in good faith as being factual, accurate and valid. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

This report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded against hence it is incumbent on you to compile an individual assessment on each machine.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which you are responsible, there may be some areas that are inaccessible, or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage or are outside of the scope of the works requested. Any such areas which were not accessed during this risk assessment have been detailed in the Executive Summary.

It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered and that safe, appropriate and legal implementation of any remedial action is made. It is recommended that this assessment is reviewed at least annually and/or whenever there is a significant change within your business and that you continue to apply regular general risk reducing control measures as defined by your policies and procedures.

This report becomes uncontrolled when printed