

Rusper Parish Council



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RUSPER PARISH COUNCIL RISK ASSESSMENT FOR GENERAL WORK IN THE PARISH UNDERTAKEN BY COUNCILLORS, STAFF OR VOLUNTEERS

HAZARD IDENTIFIED	RISK	H/M/L	PRECAUTIONS TO BE TAKEN [CONTROLS]	H/M/L	COMMENTS/ FUTURE ACTIONS
Live Traffic	Being hit by vehicle	M	Work not to take place on roads with a speed limit higher than 40mph.	L	Clerk to advise of roads that work can take place on.
			Note that Horsham District Council has a policy that litter should not be collected on roads that are over 40mph, and West Sussex County Council has a policy that no volunteers may work on roads above 30mph.		
			Wear high visibility jacket at all times including footwear.	L	Clerk to issue high visibility jacket.
			Only work during daylight hours in good weather conditions.	L	Monitor on day.
			Work facing the oncoming traffic	L	

			When walking between locations continue to wear high visibility clothing and follow the rules for pedestrians in the Highway Code Carry a fully charged mobile phone at all times.	L L	
Lone working	Inability to summon assistance	M	Advise clerk or councillor at start and end of working day.	L	Person working to be checked on in location where possible.
Manual handling	Injury	M	Jobs only to be carried out by trained/experienced and competent people.	L	Training provided if necessary.
Adverse weather	Incident due to poor visibility/conditions	M	Cease activity if weather is too adverse and unsafe to continue.		Monitor on day and check forecast before work.
Use of hand or powered tools	Personal injury	M	Tools and equipment to be in good condition. Inspect tools before use. Ensure others are clear of operations. Powered equipment only to be used if user is competent and has correct Personal Protective Equipment. No mains equipment to be used.	L L L L	Tools to be serviced if necessary. Monitor on day. Clerk/councillor to provide assistance in cordoning off area or keeping members of the public away from working space. Equipment to be provided for this if necessary. Notices to be put up warning of work taking place. PPE to be provided if necessary.

Digging or excavation work (e.g. erecting notice boards or dog bins)	Electrocution or damage to services	H	Only excavation in areas that have been checked for services.	L	Clerk to advise.
Attack by member of the public	Personal injury	L	Carry a fully charged mobile phone at all times.	L	
Slipping/Tripping	Personal injury	M	Appropriate footwear to be worn and surface conditions to be considered before and during work. Safety footwear to be worn if necessary.	L	Monitor on day.
Falls from height	Personal injury	H	All work to be at ground level. No work at height to be carried out unless trained or experienced/competent in this matter.	L	Training to be provided if necessary.
Hazardous materials	Personal injury	H	When encountered these should be treated as high risk. If the contents cannot be ascertained or they are confirmed as hazardous the Clerk should be notified and the materials will be moved by an outside agency. PPE to be worn if the material is confirmed as safe to remove. Do not attempt to pick up dangerous items such as chemicals, asbestos, oil drums, gas cylinders, sharp items etc. These items should be left and notified to the Clerk for collection.	L	PPE to be provided by Council if required.
Infectious diseases/viruses	Risk of catching or infecting others	H	Ensure hand sanitising is carried out before and after. If there is a known illness circulating and the local risk is deemed to be high, when working outdoors with another within 2m wear masks, when working indoors	L	Gloves, masks, hand sanitiser to be provided by Council if required.

			where masks at all times. If unwell stay at home.		
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Adopted March 2025