

Tolleshunt Major Parish Council. **Task Risk Assessment Guidelines**

Adopted by the Council at its Meeting dated 5.3.2019 and recorded as Min Ref: 4045.18

Tolleshunt Major Parish Council, its staff and employees are committed to the Health, Safety and Welfare of all their personnel, including employees, visitors and others who may be affected by their undertakings. To this end the Parish Council will ensure suitable and sufficient risk assessments in accordance with regulation 3 of the Management of Health and Safety at Work regulations 1999 are carried out. The purpose of the assessment is to identify what needs to be done to control health and safety risks and to adequately control such risks.

The following will therefore take place.

- All tasks undertaken by staff and employees (including contractors) will be identified and if deemed necessary assessed.
- Tasks will be assessed using a standard format (attached) and the risk determined by means of the matrix below.
- Where the risk to persons or the environment is deemed too high or adequate mitigations cannot be implemented, then the work shall be carried out only if no other methodology can be used and with the express consent and approval of the Council.
- The assessments may be carried out to draft by a specialist or members of the council if deemed to be competent.
- Assessments will comply at all times with the relevant regulations and the guidance on different tasks and their potential risks that may be published from time to time by local government bodies, industry and authorities such as the HSE.
- All assessments will be signed as approved by the council chairman.
- All assessments will be reviewed and if necessary revised if tasks or work conditions change and in any case within two years from the last review.
- If necessary, the council chairman will obtain expert advice or consult with other competent persons if deemed appropriate when reviewing and approving or developing assessments.

- New tasks and any associated equipment will always be assessed before first use. New tasks or tasks not previously assessed will be forbidden until this method statement and procedure is complied with.
- All assessments will provide work and task methods and provisions that demonstrate the risks are ALARP (AS Low As Reasonably Practicable)

Methodology

All relevant tasks will be identified and broken down into areas suitable for further examination.

The list will be agreed with all council members during a series of consultations and meetings. Once all tasks and hazards have been identified then task assessments will take place. Participants will agree the risks and residual risks and any desired methods of safe systems of work.

If necessary, risk assessments and the process may be facilitated by qualified persons or advisors from outside the council. Specialists in other discrete areas such as ergonomics or occupational health may from time to time be asked to provide additional support.

Results of assessments and control measures will be disseminated to all council members and will be regularly reviewed by the council or when necessary.

Risk Calculation Matrix

Likelihood of Occurrence

Number	Description	
L	Not Likely	A rare combination of adverse factors would be required for an incident to result. e.g. 1/1000
M	Possible	Less than 100% certainty that an incident will occur, but an additional factor may cause the event. e.g. 1/10
H	Likely	Almost 100% certainty that an incident will occur, under the circumstances.

Hazard Severity

Number	Description	
L	Negligible	Results in negligible injury with no absence from work or negligible loss or Minor injury requiring first aid treatment, damage to equipment requiring remedial repair,
M	Moderate	Injury leading to Lost Time accident, localised damage to equipment requiring extensive repair, significant loss of function
H	High	Involving a single death or severe injury or major damage to equipment

Risk Potential (R) = **Likelihood multiplied by Severity = Risk**
High (H) = **Unacceptable**
Medium (M) = **Tolerable, Consider Further Mitigation**
Low (L) = **Acceptable**

Severity			
Likelihood	Low	Medium	High

1.0	Traffic on D'Arcy road	Collision and/or RTA	Lights on vehicles Speed limits	L	M	M	Road traffic acts apply on road. No recorded RTAs along this road for five years.	N/A			
2.0	Drivers may be unaware of pedestrians in car park.	Injury to pedestrians by car collision	Lights on vehicles.Vehicles move slowly in car park. Car park gravel may give audible warning to pedestrians. Note: engine noise is not considered a safety factor due to the increasing popularity of hybrid or electricvehicles.	L	L	L	No recorded incidents or accidents in car park for at least five years.	Parish council	L	L	L
3.0	Loose or uneven surface in the carpark.	Slips, trip or falls	Regular inspections by Parish Council	L	L	L	Repair any defective surfaces as a priority.	Parish council	L	L	L
3.0	Darkness may exacerbate poor surface hazards	Slips, trips or falls	Residents are familiar with unlit walkways. No lights at all in village. Most take a torch to St Nicholas Hall. First aid box in church rooms.	L	L	L	Repair any defective surfaces as a priority.	Parish council PCC	L	L	L

TASK RISK ASSESSMENT:

Tolleshunt Major Parish Council.

TASK OR JOB TITLE

Tolleshunt Major playing field and car park

Ref. No.:

T M C

W R A

0 0 0 1

Date of Assessment:

01.10.2019

DESCRIPTION OF WORK ACTIVITY/SYSTEM OR SUBSYSTEM

1. Transiting the playing field from car park to church rooms on foot
- 2.
- 3.

Sheet No.:

1-2

No	Hazard	Consequences	Existing controls	Original Risk			Additional Controls/ Actions to Ensure ALARP	By	Residual Risk		
				L	S	R			L	S	R
1.0	Darkness may produce unseen trip hazards from such items as old posts, tree debris, litter and discarded bottles. Note: Lights from the Hall will provide adequate illumination of area in vicinity of church rooms.	Slips, trips and falls. Injuries from discarded items	Parish Council visual inspection regime. No recorded accidents or incidents along this route for at least five years.	L	L	L	Inspection regime to include route along the boundary hedge to the Hall from the car park	Parish council	L	L	L

	Rain may make the grass slippery underfoot	Slips trips and falls	Parish Council visual inspection regime	L	L	L	Inspection regime to include route along the boundary hedge to the Hall from the car park	Parish council	L	L	L
	Uneven surfaces or grass forming clumps	Slips trips and falls	Parish Council visual inspection regime Residents are familiar with unlit walking areas. No lights at all in village. Most take a torch to the Haall.	M	L	M	Additional maintenance of relevant area including cutting the grass along the route	Parish council	L	L	L

ASSESSMENT TEAM

1st REVIEW

DATE

DATE

DATE

APPROVAL

NAME

POSITION

SIGNATURE

DATE
