

# BREAGE PARISH COUNCIL

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Parish Rooms  
 Breage  
 Helston  
 TR13 9PD

## RISK ASSESSMENT.

**Assessment undertaken February 2013 and adopted at Parish Council Meeting on 5 March 2013**

**ASSESSMENT REVIEW due February 2014**

List of potential hazards. <i><b>HIGH RISKS in bold italics.</b></i>	People who are at risk from those hazards.	Existing controls. <i><b>Risks which are not adequately controlled and the action needed.</b></i>
<p><b><u>PARISH ROOMS CURTILAGE:</u></b></p> <p>1. Door step - unsuitable for disabled access</p> <p>2. Door step - slippery</p> <p>3. Insufficient light on path from steps to gate after meetings</p> <p>4. Path to be routinely checked for faults/damage</p> <p>5. Path at side of building moss covered</p> <p>6. Caretaker to hold part-time contract in order to be covered by BPC Public Liability Insurance</p> <p><b><u>PARISH ROOMS LOBBY AREA:</u></b></p> <p>1. Low door from lobby to meeting room</p> <p>2. Fire Risks</p>	<p>1. Members of the public, councillors, employees.</p> <p>2. As 1</p> <p>3. As 1</p> <p>4. As 1.</p> <p>5. Employees</p> <p>6. As 1</p> <p>1. Members of the public, councillors, employees.</p> <p>2. As 1</p>	<p>1. Portable ramp available for use. Safely stored – attached by chain to wall</p> <p>2. Non-slip mats in place - routinely check</p> <p>3. New lighting installed March 2011</p> <p>4. Routine check</p> <p>5. Handyman authorised to regularly check path &amp; clear of moss as necessary</p> <p>6. Part-time contract completed, adopted and signed by the Caretaker</p> <p>1. Warning notice in place. Padding applied to top of door</p> <p>2. Extinguishers suitable for all potential fires are in place          Smoke alarms are fitted          Fire Alarm is fitted          These checked annually by suppliers          Fire alarm tested monthly and logged by Clerk</p>

<p>3. People to be aware of what is expected in the event of fire and designated meeting point Fire Councillor and Deputy appointed</p>	<p>3. As 1</p>	<p>3. Fire evacuation and meeting point statement to produced, displayed and read out at every meeting</p> <p>Fire and Extinguisher Training undertaken by Fire Councillor and Deputy May 2011 – <b>to be updated every 2 years</b></p>
<p>4. Clerk’s training for how to use extinguishers and what is expected in the event of fire needs to be regularly updated</p>	<p>4. As 1</p>	<p>4.Clerk’s fire and extinguisher training updated May 2011 <b>Training to be updated every 2 years</b></p>
<p><b>5. Electrics need to be checked.</b></p>	<p>5. As 1</p>	<p>5. Electrics checked in 2009 <b>Next inspection of electrics to be agreed &amp; any inspections logged</b> PAT inspections arranged carried out February 2012 It was agreed that request be made to Queen’s Arms for use of their disabled toilet should the need arise Support handles have been fitted in Parish Rooms toilet</p>
<p><b>No provision of disabled toilet</b> <b>No room to fit one</b></p>		
<p><b>OFFICE:</b> 1.Chair - stable 2.Lighting – suitable 3.Screen - correct</p> <p>4.Temperature – 16 degrees C Following first hour of work commencement 5.Physical safety of Clerk alone in office</p>	<p>1.Clerk, any visitors to office 2. As 1 3. Clerk</p> <p>4. As 1</p> <p>5. Clerk</p>	<p>1.New chair provided 2008</p> <p>3.New computer &amp; screen Provided December 2008 4.Thermometer on display Adequate heaters</p> <p>5.Viewing glass, chain and bell fitted 2009 Lone Worker Policy adopted A Councillor as well as the Clerk to be present when visitors are in the building Public Access - set times to be strictly adhered to</p>
<p>6. Loss or theft of cash</p>	<p>6. Parish</p>	<p>6. Money loss covered by insurance</p>
<p>7. Incorrect accounting of salaries</p>	<p>7. Parish</p>	<p>7. Accounts Councillor checks salary and all other payments</p>
<p>8. Loss of keys</p>	<p>8. Clerk</p>	<p>8. Spare set of keys at Clerk’s home</p>
<p>9.Clerk’s trustworthiness</p>	<p>9. Parish</p>	<p>9. Fidelity guarantee insurance held</p>
<p>10. Security of Council equipment &amp; documents.</p>	<p>10. Parish</p>	<p>10.Security lock on office door</p>

<p>11.Fire Risks</p> <p><b>No alternative fire escape</b></p> <p>12. Gaining loft access/ changing light bulbs</p> <p><b>13. Low shelf to left of door as entering People's heads in danger of being injured</b></p> <p><b>Files in danger of falling off the end</b></p> <p><b>MAIN MEETING ROOM</b></p> <p>1.Overcrowding danger in event of fire or smoke alarm</p> <p>2. Tripping risk</p> <p>3. Using ladder for changing</p>	<p>11. As 1</p> <p>12. Anyone using ladder</p> <p>13. As 1</p> <p>1. Members of the public, councillors, employees</p> <p>2. As 1</p> <p>3. Caretaker/Handyman and any other ladder users</p>	<p>Fireproof safe installed. Bars on window. Regular document back-ups by Clerk on external hard drive that is taken home by Clerk</p> <p>11.Extinguishers in lobby Smoke sensors fitted. Fire Alarm fitted. Sensors and alarm regularly checked</p> <p><b>No alternative fire escape Window in office barred</b></p> <p>12.Users made aware of their own responsibility: that the ladder is used at their own risk and they must have knowledge of ladder use by notices on the wall alongside the chained-up ladder. A second person should be present whenever a ladder is used</p> <p><b>Shelf to be moved to the right, the left hand corner to have safety edging attached for protection against head damage A higher end to be affixed to the left hand of the shelf so that files do not tumble onto people</b></p> <p>1.No limit on numbers unless safety escape routes are impeded</p> <p><b>Fire Councillor to be appointed</b></p> <p>Fire evacuation and meeting point statement has been produced and is displayed and read out at every meeting</p> <p>Clear aisles both sides of room have been provided to enable safe entrance and exit</p> <p>Discretion and Common Sense to be used</p> <p>2.Excess furniture has now been removed</p> <p>Public Liability Insurance held</p> <p>3. Users made aware of their</p>
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<p>light bulbs/ cleaning/cleaning windows/ decorating</p> <p>4. Temperature – 16 degrees C Following first hour of work commencement</p> <p>5. Lighting should be appropriate</p> <p>6. Fire hazard - unsafe storage of documents/boxes</p>	<p>4. As 1</p> <p>5. As 1</p> <p>6. As 1</p>	<p>own responsibility: that the ladder is used at their own risk and they must have knowledge of ladder use by notices on the wall alongside the chained-up ladder. A second person to be present whenever a ladder is used.</p> <p>4. New heaters fitted 2009 Thermometer on display Extended insurance renewed annually</p> <p>5. New lighting fitted 2010</p> <p>6. Old documents removed and housed in Cornwall Records Office <b>Old Planning papers to be disposed of. Loft area to be partially floored, fireproof storage boxes to be provided and paperwork that is required to be kept should now be stored in the loft in fire retardant boxes</b> <b>It is suggested that an additional shorter shelf be installed underneath the present one to allow for additional storage</b></p>
<p><b><u>FUNCTIONS OF PARISH COUNCIL</u></b></p> <p>1 Precept provision for short /long term absence of Clerk</p> <p>2. Clerk’s sickness/absence policy</p> <p>3. Provision of reserve funding should precept payment not arrive on time.</p> <p>4. Accounts – see separate Financial Risk Assessment</p>	<p>1. Parish/Parish Council/Clerk</p> <p>2. As 1</p> <p>3. As 1</p> <p>4. As 1</p>	<p>1. Provision made on budget/precept for short/long term absence of Clerk</p> <p>2. Sickness/absence of Clerk – policy produced and adopted</p> <p>3. Provision for reserve funding made 2011/12 Precept</p> <p>4. Reviewed annually Accounts regularly checked by Accounts Team Councillor Internal Auditor and Audit Commission</p>

5. Conflict of Interest	5. Parish	5. Declarations made at meetings
6. Alternative Meeting place	6. Councillors, members of the public, Clerk	Councillors constantly reminded to regularly update their registers of interest 6. Village Hall could be used
<b>CEMETERY:</b>		
1. Overhanging brambles etc around boundary.	1. Visitors to cemetery, funeral parties/grave digger	1. Boundary hedges regularly trimmed.
2. Badly maintained graves.	2. As 1	Contractor puts date when work carried out on invoice 2. To be reported by Cemetery Councillor after carrying out regular checks Owners to be informed Safety barrier tape to be erected round dangerous graves
<b>3.No Health and Safety Policy</b>	3. As 1	<b>3. Separate Risk Assessment and Memorial Safety Policy not yet completed</b> <b>Health and Safety Policy/Cemetery Risk assessment to be completed and adopted</b>
4. Freshly dug unfilled graves	4. As 1	4. See Safety Code – Grave digging
5. Grave digging Safety Code necessary	5. Gravedigger/Visitors to Cemetery	5. Safety Code for grave digging completed, adopted and signed by the Grave digger
6. New grave measurements	6. Clerk, Council	6. Checked by Cemetery Councillor or Clerk
7. Public safety at interments	7. Visitors to Cemetery/Clerk/Council	7. Cemetery Councillor or Clerk attends service and interment
8. Cemetery inspections	8. Visitors to Cemetery	8. Carried out and recorded by Cemetery Councillor
<b>VILLAGE GREENS:</b>		
<b>ALL SITES:</b>		
1. Hazards arising during maintenance work.	1. Members of the public, contractors.	1. Safety Code is agreed and signed by contractors. Contractors must hold Public Liability Insurance. Documents are checked when contracts are signed
2. Hazards arising from	2. Members of the public,	2. Cllr Rashleigh to check Breage Green.

<p>discarded items. Should be checked once a month by Councillors living nearby and problems reported to Council</p> <p><b>PRAA GREEN:</b> 1. Injuries caused to walkers by brambles etc. Should be checked once a month by Councillors living nearby and problems reported to Council</p> <p><b><u>BREAGE PLAYING FIELD:</u></b> 1. Hazards arising during maintenance work.  2. Hazards arising from discarded item  3. Injury from play equipment          4. Members of the public climbing hedges to access field, knocking stones from hedges          5. Roads border the Playing Field and gates open on to road</p>	<p>contractors</p> <p>1. Members of the public.</p> <p>1.Members of the public, contractors.</p> <p>2.As 1</p> <p>3.Members of the public</p> <p>4. Members of the public, contractors.</p> <p>5. Children and others</p>	<p>Councillor Wyvern Batt to check Godolphin Green Cllrs Board and Anthony to check Praa Green</p> <p>1.Safety Code is agreed and signed by contractors Cllrs Board and Anthony to check Praa Green</p> <p>1.Safety Code is agreed and signed by Contractors</p> <p>2. Playing Field Committee inspect field. Record should be kept of dates and of findings 3.RoSPA inspection April each year. Risk Assessment every three years Handyman carries out inspections in January, July and October each year and makes immediate repairs to any dangerous equipment A report is completed for each inspection 4. Notice erected on hedge Wooden barrier has been installed Safety of hedges to be regularly checked by Contractor whilst trimming and problems reported to Clerk 5. Metal barred safety barrier erected at in September 2011 by Field committee Safety catches on gates</p>
<p><b><u>FOOTPATHS/BYWAYS BRIDLEWAYS/STILES:</u></b> <b>Specifically assigned to Breage Parish Council from LMP schedule</b> 1. Hazards arising during maintenance work.</p>	<p>1.Members of the public, contractors.</p>	<p>1. Safety Code is agree and signed by contractors</p>

<p><b>BUS SHELTERS:</b>  1. Hazards arising from unlawful damage  2. Hazards arising from discarded items</p> <p><b>NOTICE BOARDS/BENCHES:</b>  1. Hazards arising from unlawful damage  2. Hazards arising from wear</p>	<p>1. Members of the public, contractors.  2. As 1</p> <p>1. Members of the public, contractors, Clerk, others who fix notices  2. As 1</p>	<p>1. Safety Code is agreed by contractors. Contractors report damage  2. Members of the public and Contractors report discarded items  Cleaner holds Public Liability Insurance</p> <p>1. Handyman/Clerk to regularly check and report damage. Record to be kept  2. To be regularly treated/repared by Handyman and removal or replacement to be considered if repair not possible</p>