

How was the risk assessment done? The Town Clerk followed the advice at <https://www.hse.gov.uk/vulnerable-workers/older-workers.htm>

## Swanscombe and Greenhithe Town Council Risk assessment form

<b>Activity: Age of workers – young / old</b>		<b>Assessment date:</b>	<b>April 2022</b>	<b>Review date:</b>	<b>June/July 2023</b>
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>		<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>
Personal injury	Young /older workers Employees Members of the public	<ul style="list-style-type: none"> <li>• Provide young/older worker with sufficient information, instruction, training and supervision to carry out work activities.</li> <li>• Record training, etc.</li> <li>• Restrict work activities.</li> <li>• Tailor work activities to capabilities of individual.</li> </ul>		None	1 x 1 = 1  L
<b>Assessor's signature:</b>			<b>Clerk's signature:</b>		
<b>Date:</b>			<b>Date:</b>		
				<b>Risk level</b>	<b>Target date &amp; by whom</b>
				1 x 1 = 1  L	N/A

**AGENDA ITEM**  
Personnel 01-11-22 5

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The Town Council operates 4 allotment sites which are managed by a formal Allotment Association.

How was the risk assessment done? The RFO followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Allotment Association noting things that might pose a risk and to seek their input experience and listen to their concerns; A copy of the findings were provided to the Allotment Association to encourage plot holders to help put the actions into practice; The RFO will review the risk assessment whenever there are any significant changes or relevant information is received from the Allotment Association.

Activity: Allotments		Assessment date: April 2022		Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Unauthorised activities</b> - BBQ parties. - Fundraising events etc.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>Allotment Association manage the sites.</li> <li>Allotment tenancy agreement details authorised activities.</li> <li>Local council permission required for activities outside the scope of the allotment tenancy agreement.</li> <li>Authorised activities information obtainable through the Allotment Association / Town Council.</li> </ul>	Hire agreement.	2 x 1 = 2 L	
<b>Overgrown vegetation</b> - Personal injury. - Rodents.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>Allotment users/Allotment Association monitor allotments and ensure that Council is notified of overgrown areas.</li> <li>Council to ensure that area is cleared.</li> <li>On receipt of complaint Allotment Association to arrange site is inspected and level of risk assessed to prioritise work.</li> <li>Pest control contractor employed where required.</li> </ul>	None	2 x 1 = 2 M	
<b>Mowing and/or strimming</b> - Personal injury.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>Grass cutting carried out by Council Park Staff and/or users of allotments.</li> <li>Council Park Staff / users of allotments provide and service their own equipment.</li> </ul>	None	1 x 1 = 1 L	

# Risk assessment (continued)

Activity: Allotments		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
<b>Trees</b> - Personal injury.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>• Council responds to complaints or correspondence from the Allotment Association, employees and members of the public if concerns are raised about tree condition.</li> <li>• Allotment Association and allotment tenants notify Council of any issues/concerns.</li> </ul>	None  None
<b>Hedge trimming</b> - Personal injury.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>• Carry out specific risk assessment for in-house grounds maintenance.</li> <li>• Work carried out by competent contractor if Senior Groundsman/Gardener advises.</li> <li>• Council or Contractor provides personal protective equipment, training and equipment to his employees.</li> <li>• Contractor's risk assessments obtained.</li> <li>• Council or Contractor has appropriate level of employer's liability &amp; public liability insurance.</li> </ul>	$2 \times 1 = 2$ L  $1 \times 1 = 1$ L
<b>Unauthorised visitors in allotments – particularly children.</b> - Personal injury. - Vandalism. - Access to hazardous equipment or chemicals.	Allotment tenants Members of the public Children Trespassers	<ul style="list-style-type: none"> <li>• Allotment Association and allotment tenants and Park staff warn unauthorised visitors away.</li> <li>• Secured gates and perimeter fence provided to allotment sites.</li> <li>• Fence regularly inspected by allotment users and any damage reported. Repairs done as soon as possible.</li> <li>• Allotment users only allowed sheds on allotments with written consent of the Council.</li> <li>• Sheds secured when not in use.</li> <li>• Any vandalism immediately and formally reported to local council/police.</li> <li>• Damage repaired dependent on hazard created.</li> <li>• Petrol and fuel oil is not permitted to be stored on site.</li> </ul>	Condition included in hire agreement.  $2 \times 2 = 4$ M

# Risk assessment (continued)

Activity: Allotments		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Use of Liquefied Petroleum Gas (LPG)</b> - Fire and explosion.	Allotment tenants Members of the public Employees	<ul style="list-style-type: none"> <li>Storage &amp; use of LPG prohibited</li> </ul>	Condition included in hire agreement.	1 x 2 = 2  L	
<b>Rodent control</b> - Human contact with rodent bait and dead rodents. - Weil's disease.	Allotment tenants Members of the public Employees Children	<ul style="list-style-type: none"> <li>Users/plot holders notified that poison to be laid, prior to baiting.</li> <li>Notices displayed at entry points advising when bait is in use. Poison safety data/information sheet provided at allotment sites.</li> <li>Licensed pest control officer carries out all baiting.</li> <li>Allotment Users/plot holders are provided with information regarding Weil's disease.</li> </ul>	Letter previously sent to allotments (June/Aug 2009)	1 x 1 = 1  L	
<b>Smoke from fires</b> - Breathing difficulties, particularly for those suffering from asthma. - Fire spread.	Allotment tenants Members of the public Neighbours	<ul style="list-style-type: none"> <li>Fires permitted only within specified times.</li> <li>Tenants advised of fire policy at their site.</li> <li>Tenants monitored to ensure compliance with local rules.</li> <li>Letting agreement includes rules on fires.</li> <li>Tenants advised to have extinguishers available where fires are permitted.</li> </ul>	Letter previously sent to allotments (June/Aug 2009)	1 x 1 = 1  L	

**Assessor's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Clerk's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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# Swanscombe and Greenhithe Town Council

## Risk assessment form

<b>Activity: Asbestos Register</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>
<b>Hazard and risk</b>	<b>Existing Controls</b>	<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>
<p><b>Personal injury/adverse health effects</b></p> <p>Employees Contractors Members of the public</p>	<ul style="list-style-type: none"> <li>• Asbestos Survey undertaken on all Town Council properties.</li> <li>• From the Survey an Asbestos Register is kept and updated/monitored by appropriate employees.</li> <li>• Asbestos Register kept in office.</li> <li>• Warning stickers placed/displayed where advised.</li> </ul>	<p>Contractors made aware of any ACM's if work being undertaken and register updated accordingly.</p>	<p>3 x 1 = 3 L</p>
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>	
<b>Date:</b>		<b>Date:</b>	

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The Town Council operates 3 car parks 2 of which have height barriers and 1 is locked at night. How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk. The Town Clerk will review the risk assessment whenever there are any significant changes such as new operational procedures, work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Car parks - general		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
Surfaces - Trips.	Employees Members of the public	<ul style="list-style-type: none"> <li>Surface condition regularly inspected and any hazards/defects reported.</li> <li>Defects repaired according to risk they pose.</li> <li>Unauthorised use (lorry parking) prohibited (height restrictors in place at entrance and exit) and monitored (CCTV in operation).</li> </ul>	None
Trees - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Local council responds to complaints from employees and members of the public if concern raised about tree condition.</li> <li>Tree stock identified and inspected by an arboriculturist.</li> <li>Trees re-inspected on a regular basis, according to level of risk.</li> <li>Records relating to inspections kept, including where no defect is found and retained for minimum of 6 years.</li> </ul>	1 x 1 = 1  L  3 x 1 = 3  L
Hedge Trimming - Personal injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>SEE RISK ASSESSMENT FOR GROUNDS MAINTENANCE.</li> <li>Work done by competent contractor if advised by Parks Foreman.</li> <li>Contractor provides personal protective equipment, training and equipment to his employees.</li> <li>Contractors own risk assessments done for the work and copies obtained.</li> </ul>	2 x 1 = 2  L

## Risk assessment (continued)

Activity: Car parks - general		Assessment date: April 2022		Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Posts/tree stumps</b> - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Posts and tree stumps inspected regularly.</li> <li>• Defects repaired according to the risk posed.</li> </ul>	Senior Groundsman / Gardener advises when tree stumps require removing or are likely to cause hazard.	1 x 1 = 1 L	
<b>Fixed furniture, e.g. benches etc</b> - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Benches secured into ground and repairs carried out as soon as possible.</li> <li>• Litter bins emptied and inspected regularly. Inspections recorded.</li> <li>• Contractor/employee formally reports any damage.</li> </ul>	None	1 x 1 = 1 L	
<b>Height barrier</b> - Damage to vehicles. - Injury.	Members of the public	<ul style="list-style-type: none"> <li>• All barriers at a minimum of 2.1 metres high and signage indicating this attached.</li> <li>• High visibility colouring used.</li> <li>• Width of barriers sufficient for private use only vehicles.</li> <li>• Barrier inspected regularly for damage.</li> <li>• Repairs carried out according to the risk posed.</li> </ul>	None	1 x 1 = 1 L	

# Risk assessment (continued)

Activity: Car parks - general		Assessment date: June / July 2020	Review date: June / July 2021		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Damaged lighting columns (or similar)</b> - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Regular inspections carried out by contractor</li> <li>Defects repaired by contractor according to the risk posed.</li> </ul>	None	1 x 1 = 1 L	
<b>Traffic movement</b> - Vehicle collision. - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Clear directional arrows/signs in place.</li> <li>Pavements or segregated area provided for pedestrians.</li> <li>Lighting provided.</li> <li>Separate entry and exit points.</li> <li>Clear visibility for oncoming traffic at entry/exit points.</li> </ul>	None	1 x 1 = 1 L	
<b>Surface drainage</b> - Slips.	Employees Members of the public	<ul style="list-style-type: none"> <li>Sitting water noted and request for drain clearance made to responsible authority.</li> <li>Potholes reported to responsible authority and requested to be repaired as soon as possible.</li> </ul>	None	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>			
<b>Date:</b>		<b>Date:</b>			

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Assistant Town Clerk/RFO noting things that might pose a risk and seeking their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were sent to the Admin Team to encourage staff to help put the actions into practice. The Tow Clerk will review the risk assessment whenever there are any significant changes such as new work activities or workers

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Cash handling		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
<b>Theft</b> - Threat to personal safety.	Employees	<ul style="list-style-type: none"> <li>Building is locked, shuttered and alarmed at night with professional key holder service employed during out of hours.</li> <li>Cash stored in safe.</li> <li>Key to safe stored discreetly when unoccupied.</li> <li>Cash stored in moneybox in office.</li> <li>Minimal amounts of cash stored.</li> <li>Cash banking times varied.</li> <li>Route to bank varied.</li> <li>Presence of cash when banking not obvious.</li> <li>Employees trained and instructed to hand over cash if approached by miscreants.</li> <li>Employees offered the use of mobile phone and/or personal alarm.</li> </ul>	None  3 x 1 = 3  L
<b>Accusation of theft</b>	Employees	<ul style="list-style-type: none"> <li>Receipt given and person giving cash required to sign.</li> </ul>	None  1 x 1 = 1  L
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>	
<b>Date:</b>		<b>Date:</b>	

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The Town Council maintains 1 closed churchyard.

How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns;

We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice. The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Cemeteries and closed churchyards		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Defective surfaces – paths, open grass</b> - Slips/trips.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Regular inspections for safety defects (recorded).</li> <li>• Rapid response to repairs.</li> <li>• Temporary warning signs erected as necessary.</li> <li>• Mossy areas treated regularly.</li> <li>• Grass cuttings swept from walkways and removed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Walls</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Inspected regularly and findings recorded, as well as any action taken.</li> <li>• Defects repaired according to the risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman Gardener.	1 x 1 = 1 L	
<b>Dog fouling</b> - Ill health.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Grass cleared before mowing.</li> </ul>	<ul style="list-style-type: none"> <li>• No Dogs' signs, may need to be installed. Dog bin may need to be provided if there is a persistent problem.</li> </ul>	1 x 1 = 1 L	Signs installed June 2009.
<b>Gates</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Closers inspected regularly and findings recorded.</li> <li>• Defects repaired according to the risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	



# Risk assessment (continued)

Activity: Cemeteries and closed churchyards		Assessment date: April 2022		Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Unstable memorials</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Parks Staff undertake Risk Assessments prior to any works carried out.</li> <li>• Contractors informed of Risk Assessments</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener May 2022 - Agreed that Risk Assessments required to be carried out prior to grounds maintenance work in churchyard being undertaken.	1 x 1 = 1 L	
<b>Grave kerbs</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• Inspection for defects takes place as part of Parks maintenance programme.</li> <li>• Defects repaired according to the risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener May 2022.	1 x 1 = 1 L	
<b>Grounds maintenance</b> - Lone working. - Physical injury. - Exposure to hazardous chemicals.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>• SEE GROUNDS MAINTENANCE RISK ASSESSMENT.</li> <li>• SEE LONE WORKING RISK ASSESSMENT.</li> </ul>			
<b>Assessor's signature:</b>			<b>Clerk's signature:</b>		
<b>Date:</b>			<b>Date:</b>		



The Town Council has 4 members of staff in the Admin Team and a PC in the Community Café.

How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the admin team noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required. Staff were made aware where, electronically a copy of the findings were placed/filled to encourage staff to help put the actions into practice. The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers

<b>Swanscombe and Greenhithe Town Council</b>				
<b>Risk assessment form</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>	
<b>Activity: Display screen equipment</b>	<b>Existing Controls</b>			
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>
<b>General</b>	Employees	<ul style="list-style-type: none"> <li>• All workstations assessed.</li> <li>• Employees provided, via the Internet, with information and guidance on working with display screen equipment.</li> </ul>	1 x 1 = 1 L	
<b>Eyestrain</b>	Employees	<ul style="list-style-type: none"> <li>• Display screens have adjustable brightness and contrast.</li> <li>• Reflections of glare are minimised by using blinds/ reduced lighting and workstation siting.</li> <li>• Employees are allowed regular breaks away from the screen on other tasks.</li> <li>• Town Council pay for any eye tests that are requested.</li> </ul>	1 x 1 = 1 L	
<b>Stress and fatigue</b>	Employees	<ul style="list-style-type: none"> <li>• Employees are allowed regular breaks away from the screen.</li> <li>• Work is backed-up to the cloud.</li> <li>• Computer support is available through an outside organisation.</li> </ul>	1 x 1 = 1 L	

## Risk assessment (continued)

Activity: Display screen equipment		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
Work related upper limb disorders	Employees	<ul style="list-style-type: none"> <li>Employees allowed regular breaks away from the screen.</li> <li>Document holders are available if required/requested.</li> <li>Workstations are large enough to allow users to find a comfortable position.</li> <li>Wrist rests are provided if requested.</li> <li>Footstools are provided if requested.</li> <li>Employees provided with guidance, via the Internet, on correct seating postures.</li> </ul>	None	1 x 1 = 1 L	
Back pain	Employees	<ul style="list-style-type: none"> <li>Employees are provided with a seat that is adjustable in height and tilt.</li> <li>The seat can move freely across the floor.</li> <li>There is room under the workstations for users' legs.</li> <li>Employees are allowed regular breaks away from the screen.</li> <li>Employees provided with guidance, via the Internet, on correct seating postures.</li> </ul>	None	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>			
<b>Date:</b>		<b>Date:</b>			

# Swanscombe and Greenhithe Town Council

## Risk assessment form

<b>Activity: First aid</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>	
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>		
Personal injury	Employees Members of the public	<ul style="list-style-type: none"> <li>Provide a first aid box with the correct contents.</li> <li>Check the contents of the first aid box and replace contents when used.</li> <li>Remove items that should not be kept in a first aid box.</li> <li>Provide first aid kits for mobile workers and/or for remote locations.</li> </ul>		
		<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>
		None	1 x 1 =1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>		
<b>Date:</b>		<b>Date:</b>		

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# Swanscombe and Greenhithe Town Council

## Risk assessment form

<b>Activity: First aid</b>		<b>Assessment date: April 2022</b>		<b>Review date: June / July 2023</b>		
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>		<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>
Personal injury	Employees Members of the public	<ul style="list-style-type: none"> <li>Provide a first aid box with the correct contents.</li> <li>Check the contents of the first aid box and replace contents when used.</li> <li>Remove items that should not be kept in a first aid box.</li> <li>Provide first aid kits for mobile workers and/or for remote locations.</li> </ul>		None	1 x 1 =1  L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>				
<b>Date:</b>		<b>Date:</b>				

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The Town Council has 3 parks staff. How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; we noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice. The Senior Groundsman/Gardener will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Grounds maintenance		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks		
			Risk level		
			Target date & by whom		
<p>Use of equipment and clearing of blockages</p> <ul style="list-style-type: none"> <li>- Cuts/ lacerations.</li> </ul>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• Equipment maintained in accordance with manufacturers' instructions.</li> <li>• Employees are trained in safe use of equipment.</li> <li>• Training records kept.</li> <li>• Equipment fitted with appropriate safety cut-off switches.</li> <li>• Equipment checked prior to use.</li> <li>• Equipment is switched off during blockage clearing.</li> <li>• Employees are provided with safety footwear, ear defenders, visors, protective gloves and overalls.</li> <li>• Employees monitored to ensure personal protective equipment worn.</li> <li>• Protective equipment hygienically stored, properly maintained and suitable for use.</li> <li>• Replacement personal protective equipment available.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener.</p>	<p>1 x 1 = 1 L</p>	
<p>Mowing and strimming</p> <ul style="list-style-type: none"> <li>- Stones/glass thrown. up</li> </ul>	<p>Employees Members of the public</p>	<ul style="list-style-type: none"> <li>• Equipment maintained and operated in accordance with manufacturers' instructions (copies in mess room).</li> <li>• Stone guards fitted to equipment.</li> <li>• Employees instructed to check area for glass/stones before cutting grass.</li> <li>• Employees ensure there are no members of public within 12 metres of equipment when in use.</li> <li>• Employees wear PTE when operating strimmers.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener.</p>	<p>1 x 1 = 1 L</p>	
<p>Noise</p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• Equipment with low noise levels purchased.</li> <li>• Ear defenders provided and worn when equipment is in use.</li> <li>• Employees monitored to ensure ear defenders are worn.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener.</p>	<p>1 x 1 = 1 L</p>	

# Risk assessment (continued)

Activity: Grounds maintenance		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<p><b>Use of hedge trimmer</b></p> <ul style="list-style-type: none"> <li>- Cuts/lacerations</li> <li>- Eye injury.</li> <li>- Vibration.</li> <li>- Noise induced hearing loss.</li> <li>- Injury from falling branches.</li> </ul>	<p>Employees Members of the public</p>	<ul style="list-style-type: none"> <li>• Equipment maintained in accordance with manufacturers' instructions.</li> <li>• Maintenance carried out by competent person.</li> <li>• Maintenance records kept.</li> <li>• Pre-use safety checks carried out by competent employee.</li> <li>• Only certified/trained employees use hedge trimmers</li> <li>• Records of instruction and training kept.</li> <li>• Equipment fitted with safety cut off devices.</li> <li>• Gloves, overalls, ear defenders and visors provided and used by employees.</li> <li>• Replacement personal protective equipment readily available.</li> <li>• Suitable and hygienic storage facilities provided for personal protective equipment.</li> <li>• First aid facilities to be readily available to employees.</li> <li>• Employees trained in correct use and storage of personal protective equipment.</li> <li>• Anti-vibration mounts in good condition.</li> <li>• Use of trimmer limited to one hour of prolonged use.</li> <li>• Silencer fitted to trimmer.</li> <li>• Monitoring of noise levels carried out.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener.</p>	<p>1 x 1 = 1 L</p>	<p>Senior Groundsman/Gardener agreed to purchase additional anti vibration gloves 13 July 2010 and kept updated/re-stocked</p>
<p><b>Manual handling - Musculo-skeletal injury.</b></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• Employees trained in manual handling techniques.</li> <li>• Ensuring stable work area to avoid slips and tilting.</li> <li>• Light-weight equipment used where possible.</li> <li>• Restricted time using equipment.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener. Information leaflet passed to Senior Groundsman Gardener June 2022 for refreshing staff.</p>	<p>1 x 1 = 1 L</p>	









# Risk assessment (continued)

**Activity:** Grounds maintenance

**Assessment date:** April 2022

**Review date:** June / July 2023

Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<p><b>Working at Height-</b></p> <ul style="list-style-type: none"> <li>- Falling.</li> <li>- Injury.</li> </ul>	<p>Employees Members of the Public</p>	<ul style="list-style-type: none"> <li>• Kept to a minimum.</li> <li>• Never undertaken alone.</li> <li>• Use of warning cones / hazard tape.</li> <li>• Individual risk assessments undertaken as and when required.</li> <li>• Never operate at uncomfortable heights.</li> <li>• Safety data book/sheets obtained.</li> <li>• Control of Substances Hazardous to Health (COSHH) assessments carried out.</li> <li>• All users have licence to use the substance.</li> <li>• All employees trained in the safe use of herbicides and spray equipment.</li> <li>• Records of training kept.</li> <li>• All employees issued with special personal protective equipment including protective gloves.</li> <li>• Suitable storage and disposal facilities for protective equipment provided.</li> <li>• First aid facilities provided.</li> <li>• Hygiene facilities provided and employees instructed to wash hands regularly.</li> <li>• Only diluted herbicide transported.</li> <li>• No smoking observed.</li> <li>• Herbicides not used in windy conditions.</li> <li>• Personal protective equipment replacement and proper disposal readily available.</li> </ul>	<p>Possible Risks and controls discussed with Senior Groundsman/Gardener.</p>	<p>1 x 2 = 2 L</p>	
<p><b>Use of herbicides</b></p> <ul style="list-style-type: none"> <li>- Skin / eye contact and accidental ingestion.</li> <li>- PPE contamination.</li> <li>- Spillage.</li> </ul>	<p>Employees</p>	<p>(This content is identical to the first row's 'Existing Controls' column)</p>	<p>Possible Risks and controls discussed with Senior Groundsman / Gardener.</p>	<p>1 x 1 = 1 L</p>	<p>Spillage kit purchased and kept updated / re-stocked by Senior Groundsman / Gardener.</p>

**Assessor's signature:**

**Clerk's signature:**

**Date:**

**Date:**

How was the risk assessment done? The Assistant Town Clerk / RFO followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with other members of staff noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required.

The Assistant Town Clerk / RFO will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Halls		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks		
			Risk level		
			Target date and by whom		
<b>Building condition</b> - Injury caused by defect.	Employees Members of the public	<ul style="list-style-type: none"> <li>Regular building inspection internally and externally.</li> <li>Repairs carried out according to risk posed.</li> <li>Adequate storage facilities provided.</li> <li>Access/egress routes clear and in good condition – including internal and external areas.</li> <li>Adequate lighting (internal &amp; external) provided.</li> <li>Portable electrical appliances tested annually by competent person.</li> <li>Equipment removed from use if defective.</li> <li>Use of electrical extension cables minimised.</li> <li>Asbestos survey carried out and condition of asbestos containing materials monitored.</li> <li>Asbestos register provided to all contractors carrying out work to the building structure.</li> <li>Water risk assessment carried out by a competent person.</li> </ul>	<ul style="list-style-type: none"> <li>Use of circuit breakers on distribution board.</li> <li>Gas installations inspected by CORGI engineer on an annual basis</li> <li>Fixed electrical installation inspected &amp; maintained on a 5 year rolling programme.</li> <li>Annual PAT testing undertaken.</li> </ul>	2 x 1 = 2  L	
<b>Car park</b> - Slips, trips, falls.	Employees Members of the public	Halls do not have their own designated car parks. SEE CAR PARKS RISK ASSESSMENT			
<b>Passenger lift</b> - Various injuries	Employees, Members of the public Disabled persons	<ul style="list-style-type: none"> <li>Annual inspection of lift.</li> <li>Regular servicing.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency evacuation procedures in place.</li> <li>Evacuation Chair purchased and installed at Council Offices.</li> </ul>	1 x 1 = 1  L	



# Risk assessment (continued)

Activity: Halls		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date and by whom
<b>Fire</b> - Burns. - Smoke inhalation. - Death.	Employees Members of the public	<ul style="list-style-type: none"> <li>• See fire risk assessment for site.</li> <li>• Fire safety instructions given to hirers/users as part of hire agreement.</li> <li>• Fire exits clearly marked and hirers to keep clear at all times.</li> <li>• Access to emergency phone provided.</li> <li>• Caretakers mobile phone numbers displayed in hall and caretakers available.</li> <li>• First aid firefighting equipment available and maintained (recorded).</li> <li>• Fire detection system installed and maintained (recorded).</li> <li>• Fire evacuation drills carried out and recorded.</li> <li>• Emergency lighting installed, maintained and recorded.</li> <li>• Electrical equipment and installations inspected and well maintained (recorded).</li> <li>• Employees trained in fire awareness and or the safe use of extinguishers.</li> <li>• Limited storage of flammable substances.</li> <li>• Visual inspection of the premises on a regular basis.</li> </ul>	None	3 x 1 = 1  L	
<b>Security</b> - Fire - Vandalism - Injury	Employees	<ul style="list-style-type: none"> <li>• Regular premises inspections.</li> <li>• Visibility of the building improved by cutting back surrounding vegetation.</li> <li>• Adequate street lighting in place where the building is overlooked by neighbours.</li> </ul>	<ul style="list-style-type: none"> <li>• Intruder alarm, installed and maintained by a National Security Inspectorate (NSI) approved company with signaling to an alarm monitoring station.</li> <li>• Intruder alarm system incorporates a high decibel interval sounder to discourage intruders from remaining in the building.</li> </ul>	2 x 1 = 2  L	

# Risk assessment (continued)

Activity: Halls		Assessment date: April 2022		Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date and by whom
Hiring out facility - Fire/ injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>SEE HIRING OF FACILITY RISK ASSESSMENT.</li> <li>Hall considered suitable for activity.</li> </ul>	None	1 x 1 = 1 L	
Slips, trips and falls - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Mops and buckets readily available to users for cleaning and drying of spillages.</li> <li>Building regularly inspected for defects.</li> <li>Carpets professionally fitted.</li> <li>Defects repaired according to the risk posed.</li> <li>Wet weather 'walk mats' used.</li> </ul>	None	2 x 1 = 2 L	
Hazardous substances - Burns/ rashes/ eye injuries	Employees Members of the public Contract cleaners	<ul style="list-style-type: none"> <li>Non or least hazardous substances used where possible.</li> <li>Hazardous chemicals in locked cupboard.</li> <li>Chemicals supplied by competent suppliers.</li> <li>Employees trained in use of chemicals.</li> <li>Protective equipment provided where necessary.</li> <li>Storage facilities limited to authorised employees</li> <li>Hazard data sheets provided.</li> <li>COSHH assessments completed / obtained.</li> </ul>	None		
Lone working - Illness - Injury - Violence	Employees	<ul style="list-style-type: none"> <li>Limited public opening times.</li> <li>Hall doors locked at times of lone working.</li> <li>Mobile telephones provided.</li> <li>CCTV coverage of vulnerable areas.</li> <li>First aid equipment available.</li> <li>Personal Alarms made available / issued.</li> </ul>	None	1 x 1 = 1 L	

## Risk assessment (continued)

Activity: Halls		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date and by whom
Cash handling and collections - Violence - Theft	Employees	<ul style="list-style-type: none"> <li>Sources of cash handling identified.</li> <li>Transportation of cash carried out by two employees.</li> <li>Only authorised employees allowed to handle cash.</li> <li>Cash is kept to a minimum.</li> <li>Safe used to store cash.</li> <li>Restricted access to safe keys.</li> <li>Employees trained in procedures.</li> <li>Day and time for carrying cash to bank varied.</li> <li>Route to bank varied.</li> <li>Personal mobile phones made available / provided.</li> <li>No banking of cash in hours of darkness.</li> <li>Employees instructed to hand over monies if confronted.</li> </ul>	None	2 x 1 = 2  L	
Unsocial behaviour - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Council Staff available or contactable at organised events.</li> <li>Communications available.</li> <li>Police notified.</li> </ul>	None	1 x 1 = 1  L	
<b>Assessor's signature:</b>  <b>Date:</b>		<b>Clerk's signature:</b>  <b>Date:</b>			



The Town Council has 3 parks staff and a contractor.

How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns;

We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice.

The Senior Groundsman/Gardener will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Hazardous substances		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
<b>Use of hazardous substances</b> - Risk of inhalation. - Skin / eye contact.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Non or less hazardous substances used where practicable.</li> <li>• Only diluted substances used.</li> <li>• Safety data sheets available</li> <li>• Control of Substances Hazardous to Health (COSHH) assessments completed.</li> <li>• Employees trained in necessary precautions and emergency procedures.</li> <li>• Personal protective equipment issued and correctly worn.</li> <li>• Hazardous substance only used in well ventilated areas.</li> <li>• First aid facilities readily available, including eyewash.</li> <li>• Spillages cleared immediately.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.  1 x 1 = 1 L
<b>Transportation</b> - Spillage.	Employees Members of the public Emergency services	<ul style="list-style-type: none"> <li>• Chemicals contained in appropriate containers.</li> <li>• Chemicals in transit clearly identified on container and/or vehicle.</li> </ul>	Spillage Kit obtained and kept updated / re-stocked by Senior Groundsman / Gardener.  Possible Risks and controls discussed with Senior Groundsman/Gardener.  1 x 1 = 1 L

# Risk assessment (continued)

Activity: Hazardous substances		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
<p><b>Storage area</b></p> <ul style="list-style-type: none"> <li>- Spills.</li> <li>- Build up of vapours.</li> <li>- Fire.</li> </ul>	<p>Employees Members of the public Emergency services</p>	<ul style="list-style-type: none"> <li>• Storage area kept secured, access limited to nominated employees only.</li> <li>• Suitable ventilation provided.</li> <li>• Manufacturers' storage instructions followed.</li> <li>• Suitable lighting provided.</li> <li>• Spillages cleared immediately.</li> <li>• Fire detection provided where appropriate. Firefighting equipment provided and routinely inspected.</li> <li>• Separate flammable store area for flammable chemicals (metal container).</li> <li>• No smoking in any Council buildings.</li> </ul>	<p>List of substances stored identified on door for use by emergency services.</p> <p>Fire safety instructions posted.</p> <p>Senior Groundsman Gardener to ensure small storage container has fire detection device and to keep it updated / tested.</p> <p>Smoke detectors installed in storage areas.</p>
			<p><b>Risk level</b></p> <p>1 x 1 = 1 L</p>
			<p><b>Target date &amp; by whom</b></p>

**Assessor's signature:**

**Date:**

**Clerk's signature:**

**Date:**

How was the risk assessment done? The Assistant Town Clerk / RFO followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Town Clerk noting things that might pose a risk. We noted what was already being done to control the risks and recorded any further actions required. The Assistant Town Clerk/RFO will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Hiring of facilities		Assessment date: April 2022	Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls		
		Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<p>Misuse of facility - Injury to person misusing or to person subsequently hiring the facility.</p>	<p>Hirers Cleaners Employees</p>	<ul style="list-style-type: none"> <li>All hirers have a contract with the local council Inc. cash only returnable deposit and proof of ID/address required.</li> <li>No inappropriate functions or entertainment allowed.</li> <li>Caretaker meets hirer and discusses health and safety arrangements.</li> <li>Caretaker checks premises once hirer has left.</li> <li>Damage is immediately reported. Repairs are carried out if possible or alternative arrangements made with next hirer, prior to them using the premises.</li> <li>Premises are kept locked when not in use.</li> <li>Premises cleaned after every function, during which time, any defects will be identified.</li> <li>All hirers are issued with instructions and information, including basic safety information and fire safety instructions.</li> </ul>	<p>1 x 1 = 1 L</p>	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>		
<b>Date:</b>		<b>Date:</b>		

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Assistant Town Clerk /RFO Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns;

We noted what was already being done to control the risks and recorded any further actions required  
 The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

Activity: Lone working		Assessment date: April 2022	Review date: June / July 2023	
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	
			Risk level	
			Target date & by whom	
Violence - Injury/death.	Employees	<ul style="list-style-type: none"> <li>High risk activities not carried out alone.</li> <li>Lone workers have mobile telephones.</li> <li>Employees instructed in dealing with difficult situations.</li> <li>Personal alarms available to staff.</li> </ul>	3 x 1 = 3 L	
Accident / ill health - Injury/death.	Employees	<ul style="list-style-type: none"> <li>High risk activities not carried out alone.</li> <li>Lone workers have mobile telephones.</li> <li>First aid kits available in vehicles and buildings.</li> <li>Regular communication between lone workers and office / supervisors.</li> </ul>	3 x 1 = 3 L	
Cash handling	Employees	<ul style="list-style-type: none"> <li>SEE CASH HANDLING AND TRANSPORT RISK ASSESSMENT.</li> </ul>	3 x 1 = 3 L	
Using equipment - Injury/death.	Employees Members of the public	<ul style="list-style-type: none"> <li>Some equipment use prohibited when lone working e.g. ladders.</li> <li>All equipment maintained.</li> <li>Equipment inspected by operative prior to each use.</li> <li>Safe systems of work in place for use of equipment.</li> </ul>	3 x 1 = 3 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>		
<b>Date:</b>		<b>Date:</b>		

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice.  
The Senior Groundsman/Gardener will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

<b>Swanscombe and Greenhithe Town Council</b>			
<b>Activity: Noise and vibration</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>	<b>Actions taken to reduce or minimise risks</b>
<b>Risk</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>	
<b>Exposure to excessive noise levels</b> - Damage to hearing.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Selection and purchase of low noise equipment wherever possible.</li> <li>• Appropriate servicing and maintenance programme.</li> <li>• Use of "noisy" equipment kept to limited duration.</li> <li>• Young persons supervised.</li> <li>• If noise assessment required, carried out by competent person.</li> <li>• Provision of suitable hearing protection and monitoring of use.</li> <li>• Instruction of employees on the reasons for and importance of hearing protection.</li> <li>• Hearing protection maintained and replaced, as required.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.  2 x 1 = 2  L
<b>Vibration</b> - Various adverse health effects, e.g. numbness of fingers.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Selection and purchase of low vibration equipment wherever possible.</li> <li>• Appropriate servicing and maintenance programme.</li> <li>• Appropriate information and training for employees at risk.</li> <li>• Where vibrating equipment must be used, the duration should be limited.</li> <li>• Vehicles to be driven at a speed suitable for the surface.</li> <li>• Anti-vibration gloves supplied to Parks Staff.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener and he confirmed he was happy with the actions taken by the Town Council to reduce or minimise the risks.  2 x 1 = 2  L
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>	
<b>Date:</b>		<b>Date:</b>	

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice.

The Senior Groundsman/Gardener will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Parks & recreation grounds		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
Open space - Potholes in grass.	Employees Members of the public	<ul style="list-style-type: none"> <li>Grass area inspected when cut and any negative results reported.</li> <li>Holes backfilled.</li> <li>Parks have boundary fences and kissing gates to reduce risk of inappropriate uses (motor bikes etc.)</li> </ul>	None  1 x 2 = 2 L
Trees - Collapse. - Structural damage.	Employees Members of the public	<ul style="list-style-type: none"> <li>Trees inspected on a regular basis, e.g. annually by arboriculturist, records of inspections kept.</li> <li>Annual programme of tree maintenance in place.</li> <li>Local council responds to complaints from employees and members of the public if concerns raised about tree condition.</li> </ul>	Tree survey undertaken in 2019 and works highlighted scheduled to be undertaken.  2 x 1 = 2 L
Fixed furniture, e.g. benches etc - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Benches are bolted to the ground.</li> <li>Dog bins inspected and emptied weekly by competent contractor.</li> <li>Litter bins emptied and inspected regularly.</li> <li>Any damage/vandalism reported and repaired.</li> <li>Repairs to furniture undertaken when required.</li> </ul>	1 x 1 = 1 L
Footpaths - Trips, slips and falls.	Employees Members of the public	<ul style="list-style-type: none"> <li>Paths checked on a regular basis for signs of damage.</li> <li>No unauthorised vehicles permitted.</li> <li>Leaf clearance carried out regularly.</li> <li>Defects to footpaths are repaired according to the risk posed.</li> <li>Main footpaths gritted when severe cold weather conditions.</li> <li>Damage to footpaths caused by tree roots, monitored and reported where damage is likely to pose trip hazard.</li> </ul>	<ul style="list-style-type: none"> <li>Grass growing over path edging cut back regularly.</li> <li>Moss on footpaths is cleared regularly.</li> </ul> 2 x 2 = 4 M  Parks Staff to ensure grass growing over path edging is cut back regularly

## Risk assessment (continued)

Activity: Parks & recreation grounds		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Lone Working</b> - Violence. - Accident.	Employees	<ul style="list-style-type: none"> <li>SEE LONE WORKING RISK ASSESSMENT.</li> <li>Employees advised not to approach gangs of people.</li> <li>Emergency contact with police/PCSO's available.</li> <li>Minimum of cash handling in park/mess room.</li> </ul>	None	1 x 1 = 1 L	
<b>Play equipment</b> - Trips, slips falls.	Members of the public	SEE PLAYGROUND RISK ASSESSMENT.			
<b>Use of drugs and/or members of the public coming into contact with drugs, needles, body fluids etc.</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>Employees advised of safe working procedure to deal with sharps and have suitable safety equipment.</li> <li>Prompt response to complaints of sharps.</li> <li>Police/PCSO's advised of problem.</li> <li>Liaison with community warden via Town Clerk.</li> <li>Park locked at dusk.</li> </ul>	None.	1 x 1 = 1 L	
<b>Sexual activities</b> - People coming into contact with body fluids.	Employees Members of the public	<ul style="list-style-type: none"> <li>Contractors/employees aware of problem and provided with suitable protective clothing.</li> <li>Park locked at dusk.</li> <li>Police/PCSO's advised of the problem.</li> <li>Community outreach workers available for consultation and advice (via Town Clerk).</li> </ul>	None	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>			
<b>Date:</b>		<b>Date:</b>			



# Risk assessment (continued)

Activity: Playgrounds		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks		
Risk level	Risk level	Risk level	Target date & by whom		
Fencing - Cuts.	Employees Members of the public	<ul style="list-style-type: none"> <li>Recorded regular inspections and repairs carried out according to risk posed.</li> <li>Fence removed if in dangerous condition and temporary one erected.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
Seating - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>Defective seating removed from use.</li> <li>Seating constructed of durable materials.</li> <li>Seating secured to ground to minimise vandalism.</li> <li>Recorded regular inspections and repairs carried out according to risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
Dog fouling - Infection/ill health.	Employees Members of the public	<ul style="list-style-type: none"> <li>Dog bins provided and emptied regularly (contractor).</li> <li>'No Dogs' signs erected.</li> <li>Grass walked and fouling removed prior to grass cutting.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
Mowing and strimming - Various.	Employees Members of the public	<ul style="list-style-type: none"> <li>SEE GROUNDS MAINTENANCE RISK ASSESSMENT.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
Gates - Entrapments.	Employees Members of the public	<ul style="list-style-type: none"> <li>Recorded regular inspections and repairs carried out according to risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
Vegetation - Poisoning. - Cuts.	Employees Members of the public	<ul style="list-style-type: none"> <li>Non-hazardous plants in play areas.</li> <li>Hazardous vegetation removed and/or cut well back.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	

**Clerk's signature:**

**Date:**

How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns, we noted what was already being done to control the risks and recorded any further actions required.  
 The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Handling Sharps (Hypodermic needles)		Assessment Date: April 2022	Review Date: June / July 2023		
Hazard and Risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Needle Points</b> - Skin puncture	Employees/public	<ul style="list-style-type: none"> <li>• Safe working procedure issued for handling needles i.e. not touched with bare hands                             <ul style="list-style-type: none"> <li>- Employees made aware of possible locations of needles (hedges, toilet cisterns, play areas etc).</li> </ul> </li> <li>- Disposable gloves issued and used.</li> <li>• Needle picked up using flat nosed pliers and placed in proper container (yellow needle container – obtained from pharmacists).</li> <li>- If in public area, needle made safe pending collection by placing heavy stone or similar over it.</li> <li>- Advice given regarding action in event of needle-stick injury i.e. squeeze wound to encourage bleeding, wipe with antiseptic wipe or wash in warm water, cover and seek medical attention.</li> </ul>	Leaflet and instructions/directions issued to Senior Groundsman/Gardener to display permanently on wall in mess room.	1 x 2 = 2 L	
<b>Needle Barrels</b> - Contact with bodily fluids leading to ill health	Employees/public	Barrel of needle not touched with bare hands due to possible presence of bodily fluids. Disposable gloves issued and worn			
<b>Transporting and disposal of needles</b> - Accidental skin contact	Employees	Proprietary sharps container with permanent sealed lid issued and used (Yellow container obtained from pharmacists). Container disposed of as clinical waste.			

**Assessor's signature:** \_\_\_\_\_ **Clerk's signature** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; we noted what was already being done to control the risks and recorded any further actions required.

The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

Activity: Sports pitches		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks		
			Risk level		
			Target date & by whom		
<b>Defective surfaces</b> e.g. paths, car park area <b>Safety surfaces</b> Open grass <b>Football pitches</b> <b>Cricket pitches</b> - Slips, trips, falls.	Employees Members of the public and their pets	<ul style="list-style-type: none"> <li>Recorded regular inspections for safety defects e.g. pot holes, glass etc.</li> <li>Repairs carried out according to risk posed.</li> <li>Referees inspect pitches before matches.</li> <li>Mossy areas cleared regularly.</li> <li>Grass cuttings swept from walkways.</li> <li>Lighting regularly checked and reported/repaired where applicable.</li> <li>Police/PCSO's notified of any unauthorised vehicular use, e.g. off road motor bikes etc.</li> <li>Club and Local Council responsibilities clearly set out in hire agreement.</li> <li>Covers placed in holes but these are removed / stolen as they are unable to be secured and it is not financially viable to replace these on a regular/weekly basis</li> </ul>	Parks/recreation grounds have boundary fences and kissing gates installed to minimise risk of inappropriate use.	1 x 2 = 2 L	
Holes where goalposts are placed			Covers replaced where possible to date there have been no reports of an accident because of this risk.	1 x 1 = 1 L	
<b>Fencing</b> - Cuts.	Employees Members of the public	<ul style="list-style-type: none"> <li>Recorded regular inspection.</li> <li>Repairs carried out according to risk posed.</li> <li>Fence removed if in dangerous condition and temporary one erected.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 2 = 2 L	
<b>Vegetation</b> - Poisoning. - Cuts.	Employees Members of the public	<ul style="list-style-type: none"> <li>Hazardous vegetation removed and/or cut well back.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 2 = 2 L	



# Risk assessment (continued)

Activity: Sports pitches		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Seating</b> - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Recorded regular inspection.</li> <li>• Repairs carried out according to risk posed.</li> <li>• Dangerous equipment removed from use.</li> <li>• Facilities constructed of durable materials.</li> <li>• Facilities secured to ground to minimise vandalism.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 2 = 2 L	
<b>Football posts</b> - Collapse.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Posts regularly inspected for damage/vandalism and record kept.</li> <li>• Repairs carried out according to risk posed.</li> <li>• Dangerous equipment removed from use.</li> <li>• Fixing bolts/welds regularly inspected and tested.</li> <li>• Members of the public discouraged from swinging on them when observed by local council employees.</li> <li>• Upright post movement checked regularly and remedied.</li> <li>• Club and local council responsibilities clearly set out in hire agreement</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 2 = 2 L	
<b>Dog fouling</b> - Infection / Ill health.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Dog bins provided and emptied regularly.</li> <li>• 'No Dogs' signs erected.</li> <li>• Grass / pitches walked and fouling removed prior to grass cutting.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Gates</b> - Entrapments.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Regular recorded inspection.</li> <li>• Repairs carried out according to risk posed.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Bins</b> - Cuts.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Regular recorded inspection.</li> <li>• Repairs carried out according to risk posed.</li> <li>• Dangerous bins removed from use, including base to prevent trip hazard.</li> <li>• Bin constructed of toughened material.</li> </ul>	Possible Risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>			
<b>Date:</b>		<b>Date:</b>			

# Swanscombe and Greenhithe Town Council

## Risk assessment form

<b>Activity: Use of contractors</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>	
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>		
<p><b>Use of contractors</b> - Various injuries.</p>	<p>Employees Members of the public Contractors</p>	<ul style="list-style-type: none"> <li>All electricians used are NICEIC registered and contractors servicing gas appliances are CORGI registered.</li> <li>Work of all contractors is monitored.</li> <li>Where appropriate, copy of health and safety policy obtained from all contractors.</li> <li>Where appropriate, contractors asked to produce risk assessments for the associated work activities.</li> <li>Contractor to have and supply evidence of appropriate public liability insurance cover.</li> <li>Copy of Councils "Notes to Contractors" sent with confirmation to proceed with works/job.</li> </ul>		
		<b>Actions taken to reduce or minimise risks</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>
		None	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>		
<b>Date:</b>		<b>Date:</b>		

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# Swanscombe and Greenhithe Town Council

## Risk assessment form

<b>Activity: Use of volunteers</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
Personal injury	Volunteers Members of the public Employees	<ul style="list-style-type: none"> <li>• Provide health and safety information to volunteers.</li> <li>• Provide volunteers with relevant training.</li> <li>• Observe volunteers.</li> <li>• Record information, training, etc given to volunteers.</li> <li>• Ensure volunteers work with employees or experienced persons.</li> <li>• Provide volunteers with appropriate personal protective equipment.</li> <li>• Public Liability insurance is in place</li> </ul>	None
			Risk level
			1 x 1 = 1 L
			Target date & by whom
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>	
<b>Date:</b>		<b>Date:</b>	

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How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Assistant Town Clerk / RFO and the Senior Groundsman/ Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required.

The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

<b>Swanscombe and Greenhithe Town Council</b>			
<b>Activity: Vehicles at work</b>		<b>Assessment date: April 2022</b>	<b>Review date: June / July 2023</b>
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Existing Controls</b>	<b>Actions taken to reduce or minimise risks</b>
<b>Risk</b>	<b>Risk level</b>	<b>Target date &amp; by whom</b>	<b>Risk level</b>
<b>Driving duties</b> - Driving accident.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Employees are required to advise management of any driving endorsements.</li> <li>• No passengers to be taken in vehicle unless authorised persons.</li> <li>• Staff required to use vehicles at work are instructed not to use mobile phones whilst driving vehicles.</li> <li>• The driving licenses of all employees driving on council business checked for any endorsements. Evidence kept.</li> <li>• Council hold appropriate insurance cover for vehicles.</li> </ul>	Driving licenses of all employees driving on council business checked for endorsements.
<b>Maintenance of vehicle</b> - Breakdown. - Accidents.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Regular MOT and service carried out on all vans. Record kept.</li> <li>• Daily &amp; weekly checks carried out by drivers and any faults reported immediately and, where appropriate, remedial work undertaken.</li> <li>• Drivers instructed in procedure(s) to follow if involved in an accident.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.
<b>Arrival and Departure</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>• Staff instructed to use appropriate roadways between sites and entrance and exit points for sites.</li> <li>• Staff instructed to park legally and appropriately at all times.</li> <li>• Ample time allowed for travel between sites/jobs.</li> <li>• Staff instructed to get in and out of vehicles correctly and to ensure loading and unloading of vehicles is carried out correctly.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.
<b>Reversing</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>• Only small/medium sized vehicles in fleet.</li> <li>• All vehicles are fitted with mirrors, reversing lights.</li> <li>• Tips to reduce reversing incidents issued to all parks staff and for noticeboard in Mess Room.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.

## Risk assessment (continued)

Activity: Vehicles at work		Assessment date: April 2022	Review date: June / July 2023
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks
<b>Collision</b> - Vehicles and pedestrians.	Employees Members of the public Contractors	<ul style="list-style-type: none"> <li>Clear marking / signposting direction of travel including one-way systems where appropriate.</li> <li>Pedestrian walkways where appropriate are provided.</li> <li>Lighting provided.</li> <li>High visibility jackets supplied to outdoor workers.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.
<b>Vandalism / theft</b>		<ul style="list-style-type: none"> <li>Vans and tractors stored securely overnight.</li> <li>Employees instructed to never leave vehicles unattended with keys in ignition or with windows open when unattended.</li> <li>Tools removed from vehicles overnight and vehicles locked away overnight.</li> <li>Employees instructed to check vehicles for signs of vandalism and report defects on regular basis.</li> <li>Employees provided with information/ instruction on security.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.
		<b>Risk level</b>	<b>Target date &amp; by whom</b>
		3 x 1 = 3 L	
		2 x 2 = 4 M	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>	
<b>Date:</b>		<b>Date:</b>	



How was the risk assessment done? The Town Clerk followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/) and went through the assessments with the Senior Groundsman / Gardener noting things that might pose a risk and to seek their input experience and listen to their concerns; We noted what was already being done to control the risks and recorded any further actions required. A copy of the findings were placed on the noticeboard in the Mess Room to encourage staff to help put the actions into practice. The Town Clerk will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

## Swanscombe and Greenhithe Town Council Risk assessment form

Activity: Work equipment		Assessment date: April 2022	Review date: June / July 2023		
Hazard and risk	People at risk	Existing Controls	Actions taken to reduce or minimise risks	Risk level	Target date & by whom
<b>Use of equipment</b> - Various injuries.	Employees	<ul style="list-style-type: none"> <li>• Selection and purchase of suitable equipment.</li> <li>• Inventory of equipment maintained.</li> <li>• Regular inspection by a competent person.</li> <li>• Appropriate servicing and maintenance programme.</li> <li>• Guards installed and maintained.</li> <li>• Training for operatives, with records kept (NVQ certificates).</li> <li>• Written operating instructions where necessary.</li> <li>• Only trained persons allowed to use the equipment.</li> <li>• Ensure equipment only used for correct purposes.</li> <li>• Emergency stop buttons provided where needed.</li> <li>• Provision of adequate lighting.</li> <li>• Risk assessments for individual items of dangerous work equipment completed e.g. tractor and ride-on grass cutting.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Use of mobile equipment</b> - Various injuries.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Only trained and competent persons allowed to use the equipment.</li> </ul>	Possible risks and controls discussed with Senior Groundsman/Gardener.	1 x 1 = 1 L	
<b>Assessor's signature:</b>		<b>Clerk's signature:</b>			
<b>Date:</b>		<b>Date:</b>			

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**Fire Risk Assessment**

Area Assessed: Council Offices & Hall

Date Assessed: 29 April 2022

Description of Hazard Activity	Risk Severity	Risk Probability	Risk Category L, M, H	People Premises Equipment	Existing Controls	Action Taken to Reduce or Minimise Risks	Date
Fire Caused by Electrical Sources of Ignition	3	1	L		Fixed installations regularly checked Annual Portable Appliance Testing Suitable limitation of trailing leads and adaptors No smoking policy exists. Appropriate arrangements in place for those wishing to Shutters on all windows and doors Use of portable heaters avoided.	None None None None None None	
Fire Caused by Smoking	3	1	L				
Fire Caused by Arson	3	1	M				
Fire Caused by Portable Heaters and Heating Installations	3	1	L				
Fires Caused by Cooking	3	1	L		Fixed heating installations subject to regular maintenance Limited use of cooking facilities. Suitable fire extinguishing appliances available. Fire extinguishing equipment provided. None Protected enclosed lobby areas are kept clear at all times Hazardous materials are stored appropriately in a locked cleaner's cupboard	None None None None None None None	
Fire Caused by Lightning	3	1	L				
Other Significant Ignition Sources	3	1	L				
Housekeeping to Avoid Fires	3	1	L				
Hazards Introduced by Outside Contractors and Building Works	3	1	L		Avoidance of inappropriate storage of combustible materials. Control of works carried out in the building by outside contractors. Fire safety conditions imposed on outside contractors. Adequate provision of fire exits (two). There are satisfactory means for securing exits. Reasonable distances of travel to fire exits Appropriate fire precautions in place for all inner rooms. Escape routes are unobstructed. Reasonable arrangements for means of escape for disabled occupants.	None None None None None None None	
Means of Escape from Fire	3	1	L		Fire safety signs and instructions appropriately displayed. Appropriate fire protection equipment in all areas of building. Staff trained in the use of fire protection equipment. Occupiers aware of evacuation points. Emergency lights tested by caretakers Hall hirers are required to adhere to fire and safety regulations in place.	None None None None None None None	
Training and Drills	3	1	L				
Hall Hirer's							

Signed:

Town Clerk

Assessment Carried out by:

Renewal Date: April 2023

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**Fire Risk Assessment**

Area Assessed: Church Road Hall

Date Assessed: 29 April 2022

Description of Hazard Activity	Risk Severity	Risk Probability	Risk Category L, M, H	People Premises Equipment	Existing Controls	Action Taken to Reduce Or Minimise Risks	Date
Fire Caused by Electrical Sources of Ignition	3	1	L		Fixed installations regularly checked Annual Portable Appliance Testing	None	
Fire Caused by Smoking	3	1	L		Suitable limitation of trailing leads and adaptors No smoking policy exists.	None	
Fire Caused by Arson	3	2	M		Appropriate arrangements in place for those wishing to None	None	
Fire Caused by Portable Heaters and Heating Installations	3	1	L		Use of portable heaters avoided.	None	
Fires Caused by Cooking	3	1	L		Fixed heating installations subject to regular maintenance Limited use of cooking facilities.	None	
Fire Caused by Lightning	3	2	M		Suitable fire extinguishing appliances available.	None	
Other Significant Ignition Sources	3	1	L		Fire extinguishing equipment provided.	None	
Housekeeping to Avoid Fires	3	1	L		None	None	
					Protected enclosed lobby areas are kept clear at all times	None	
					Hazardous materials are stored appropriately in a locked cleaner's cupboard	None	
Hazards Introduced by Outside Contractors and Building Works	3	1	L		Avoidance of inappropriate storage of combustible materials. Control of works carried out in the building by outside contractors.	None	
Means of Escape from Fire	3	1	L		Fire safety conditions imposed on outside contractors. Adequate provision of fire exits (two).	None	
					There are satisfactory means for securing exits.	None	
					Reasonable distances of travel to fire exits	None	
					Appropriate fire precautions in place for all inner rooms.	None	
					Escape routes are unobstructed.	None	
					Reasonable arrangements for means of escape for disabled occupants.	None	
					Fire safety signs and instructions appropriately displayed.	None	
Training and Drills	3	1	L		Appropriate fire protection equipment in all areas of building.	None	
					Staff trained in the use of fire protection equipment.	None	
					Occupiers aware of evacuation points.	None	
					Emergency lights tested by caretakers	None	
Hall Hirer's					Hall hirers are required to adhere to fire and safety regulations in place.	None	

Signed:

Town Clerk

Renewal Date: April 2023

Assessment Carried out by:

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**Fire Risk Assessment**

Area Assessed: Old Fire Station Café

Date Assessed: 29 April 2022

Description of Hazard Activity	Risk Severity	Risk Probability	Risk Category L, M, H	People Premises Equipment	Existing Controls	Action Taken to Reduce Or Minimise Risks	Date
Fire Caused by Electrical Sources of Ignition	3	1	L		Fixed installations regularly checked Annual Portable Appliance Testing Suitable limitation of trailing leads and adaptors No smoking policy exists. Appropriate arrangements in place for those wishing to smoke.	None None None None None None	
Fire Caused by Smoking	3	1	L				
Fire Caused by Arson	3	2	M				
Fire Caused by Portable Heaters and Heating Installations	3	1	L		Use of portable heaters avoided.	None None	
Fires Caused by Cooking	3	2	M		Fixed heating installations subject to regular maintenance Microwave, Small Grill and Coffee machine installed, checked daily for faults and Annual Portable Appliance Testing. Suitable fire extinguishing appliances available. No lightning protection on building None Protected enclosed lobby areas are kept clear at all times	None None None None None None	
Fire Caused by Lightning	3	2	M				
Other Significant Ignition Sources	3	1	L				
Housekeeping to Avoid Fires	3	1	L				
Hazards Introduced by Outside Contractors and Building Works	3	1	L		Hazardous materials are stored appropriately in a locked cleaner's cupboard Avoidance of inappropriate storage of combustible materials. Control of works carried out in the building by outside contractors.	None None None	
Means of Escape from Fire	3	1	L		Fire safety conditions imposed on outside contractors. Adequate provision of fire exits ( TWO ). Fire exits easily and immediately openable where necessary. Fire exits open in direction of escape. There are satisfactory means for securing exits. Reasonable distances of travel to fire exits Appropriate fire precautions in place for all inner rooms. Escape routes are unobstructed. Reasonable arrangements for means of escape for disabled occupants. Fire safety signs and instructions appropriately displayed.	None None None None None None None None None None None	
Training and Drills	3	1	L		Appropriate fire protection equipment in all areas of building. Staff trained in the use of fire protection equipment. Evacuations carried out twice per year. Emergency lights tested by café manager Café hirers are required to adhere to fire and safety regulations in place.	None None None None None None	
Café Hirer's							



Signed:

\_\_\_\_\_  
Town Clerk

**Renewal Date: April 2023**

Assessment Carried out by: \_\_\_\_\_

Schedule of Internal Controls  
Personnel Committee - 2022

AGENDA ITEM 6  
Council 01-11-22

AREA	REQUIREMENT/RISK	RISK LEVEL	TYPE OF CONTROL	EXISTING CONTROL
Asset Management	Protection of physical assets. Security of buildings, equipment etc.	M H	Insured Insured	Existing Building Insurance (approx. £6.6m) Contents insured. CCTV at Council Offices and Community Hall, Grove Car Park, pass card required, electronic locking doors, lockable exterior door and electronic roller shutter, security key holder contractor employed. Other buildings have alarms, security lighting and/or shutters. Buildings are monitored daily and maintained as required. The Council's asset register is updated and reviewed annually.
Council Administration / Communications	Maintenance of buildings Records contain a list of the assets and liabilities of the Town Council	H M	Self Managed Self Managed	Council website managed by IT specialists contract, with content managed in house. Social, online and traditional media managed in house and a proactive approach to promotion of council activities and policy decisions. All data / documents are stored in line with current legislation. Historic copies of Council minutes are stored at the Kent & Medway Archives. Minutes are available on the Town Council website. Martin Harding has been employed as the RFO since November 2015 and is CILCA Accredited.
Council Administration / Document Control	Effective management of the council's reputation and proactive engagement with residents, partners and stakeholders. Safeguarding of public records, minutes and key documents.	H	Self Managed	The Council uses SAGE and SCRIBE software and the booking of facilities is undertaken using the electronic calendars on Outlook.
Council Administration / Financial Management	The council is required by S151 of the 1972 LGA to appoint an RFO to manage its financial affairs. The RFO determines the Councils accounting system and the form of its accounts and supporting records. The RFO ensures accounting systems are observed and accounts are maintained in accordance with proper practices and kept up to date.	M H	Self Managed Self Managed	Individuals duties are prescribed in officer job descriptions. Training is provided to staff as required for effective operation of Council software/systems. Accounts are prepared in accordance with Governance and Accountability guidelines and are published a minimum of x5 per year on the Councils website Working Groups are formed to produce event management plans and frequent meetings are held to provide opportunities to update project progress. The notes from these meetings are also placed on Full Council agendas. Members are provided with a Register of Disclosable Pecuniary Interests form when elected/co-opted. These are required to be updated should circumstances change. Officials Indemnity Insurance cover in place (£1m).
Council Administration / Project Management	Effective management of Council projects to protect against any adverse impact to finance and resources.	H	Self Managed	Performance management of existing contracts reviewed by Senior Officers with any issues being reported to relevant committees as required. Regular payments/subscriptions/memberships are reviewed annually by Full Council.
Councillor Probity/Indemnity	Members are required to complete a register of Disclosable Pecuniary Interests. Appropriate insurance cover while acting in an official capacity.	M/H	Insured and Self Managed	Invoices/requests for payment are verified by department officers and approved by the Town Clerk or RFO. Payments are processed by the RFO and are submitted to the FGP Committee for approval. Payments are spot checked by the Internal Auditor for correlation with amounts authorised for payments. All payments are countersigned by x2 members. All council funds are currently invested / banked with Barclays. Sums insured whilst on the premises £5,000. in the custody of any Member or Employee £5,000, and in locked safes or strongrooms £5,000. Cash / cheques are banked monthly or as soon as possible. A record is provided for each individual transaction.
Contracts - Performance Management	Ensure continued value for money through regular contract integrity reviews.	M	Self Managed	
Finance / Authorisation of Payments		M	Self Managed	
Finance / Banking Arrangements	The council has made appropriate banking arrangements.	H	Insured and Self Managed	
Finance / Bookkeeping	Accounting records are sufficient to show the Councils transactions and enable the RFO to ensure accounting statements comply with regulations.	M	Self Managed	

**Schedule of Internal Controls  
Personnel Committee - 2022**

	Accounting records contain entries from day to day of all sums of receipts and payments and the companies they are from/to.	M	Self Managed	All receipts and payments are approved by the FGP Committee and published at least x5 times / year on the Councils website.
	Accounting controls ensure the financial transactions of the Council are recorded as soon and as accurately as reasonably practicable.	M	Self Managed	Receipts and payments are entered into the computerised accounts system on a weekly basis. The RFO also undertakes the bank reconciliations. In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory is appointed to verify the bank reconciliations produced by the RFO for all the council's accounts.
	Accounting controls enable the prevention and detection of inaccuracies and fraud and the reconciliation of any lost records.	H	Self Managed	Receipts and Payments are authorised by the FGP Committee and are checked by the Councils Internal Auditor along with statements of the Councils accounts
Finance / Budgetary controls.	Preparation of the budget.	M	Self Managed	Committees Terms of Reference include for them to make budget recommendations by the end November each year. This is also included as an items on Committee agendas. The Council employs a hybrid approach of "incremental budgeting" for existing/identified activities/expenses.
	Confirming the precept.	L	Self Managed	A draft budget is considered by the Financial Risk Assessment Working Group, approved by the FGP Committee and presented to Full Council for consideration in December each year with the final approved budget being adopted by Full Council at its meeting in January each year.  The RLA Committee approve the Councils Recreational Facilitie Charges each year.
	Review of budget against actual expenditure.	M	Self Managed	The Council confirms the precept amount as part of approval of the Council budget in January. This figure is specifically published in the minutes of the Full Council meeting. The Borough Council are notified by 31 January each year.
Finance / Debts.	Effective debt collection is an essential part of proper financial management.	H	Self Managed	Budget monitoring is undertaken by the RFO following monthly bank reconciliations and this is considered by the FGP Committee at each of its meetings. Any required "virements" require the approval of the FGP Committee.
Finance / Loss of Revenue.	Loss of revenue due to unforeseen circumstances (flood,damage) having a detrimental effect on the budget.	M	Insured	Invoices are raised promptly. Payment in advance is required for ad-hoc bookings of Council facilities with returnable cash deposits also being required. Any non-payments/debits are reported to the FGP Committee. Loss of revenue insurance cover in place (£162K).
Finance / Petty Cash	Management of Petty Cash is included in the Town Councils Financial Regulations.	L	Self Managed	The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO to substantiate the payment. The RFO maintains a petty cash float of £250 (Administration), £250 (parks dept) and £350 (Community,Cafe).
Finance / Community Café	Accurate recording of the café transactions and receipt of cash payments.	L	Self Managed	The café cash payments are recorded on the till roll and are regularly deposited with Barclays Bank. Purchases of stock are recorded by the RFO with regular stock takes being undertaken.
Finance / Theft or dishonesty	Protection for the Council against loss of cash due to employee theft or dishonesty.	H	Insured and Self Managed	Employee dishonesty insurance cover in place (£1m). Internal Audit undertakes spot checks on bank balances and payment transactions to identify discrepancies. All banking payments are double checked and initialled.
Finance / Payroll	The Council approves remuneration payable to employees in advance.	L	Self Managed	Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee in November. The monthly payroll is run by the RFO and is approved by the FGP Committee.
	Authorisation of overtime.	L	Self Managed	The Town Clerk approves all overtime payments and these are checked and passed by the RFO.

Schedule of Internal Controls  
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	Disbursement or expense claims are approved for payment by the Town Clerk. Payment of PAYE / NIC	L	Self Managed	The Town Clerk approves any disbursement or expense claims as part of the payroll process. All council staff are employed by the Council and any due deductions for PAYE or NIC's are appropriately made and paid to HMRC.
Finance / Regulations	S135 of the 1972 LGA requires Councils to make Standing Orders and Financial Regulations that stipulate processes for awarding of contracts or purchase of capital equipment.	L	Self Managed	The Council has adopted Standing Orders and Financial Regulations and these are reviewed annually or when any amendments are required. The Council uses the Contracts Finder website to advertise opportunities when it intends to procure or award a public supply or service contract valued above £25,000.
Finance / Year End Procedures	It is the duty of the Council, and the RFO, to produce year-end accounting statements demonstrating the financial position of the Council.	M	Self Managed	Following reconciliation of March statements the RFO undertakes any required adjustments and identifies the respective creditor and debtor balance for production of the necessary reports in support of the Annual Return. Once finalised the Internal Auditor inspects documents for accuracy before they are sent to the External Auditor.
Internal Audit / Reporting to Council	All Internal Audit work must be reported to the Council.	L	Third Party and Self Managed	All internal audit reports are presented to the FGP Committee for consideration and resolution of any required action.
Insurance / Cover Arrangements	Insurance cover is adequate.	H	Third Party, Insured and Self Managed	Insured sums reflect values contained within the asset register. The asset register is updated following purchase of new assets and reviewed regularly.
Insurance Provider	Credibility of insurance provider.	H	Self Managed	The Councils insurance provider is an national specialist that has been providing cover for charities, voluntary organisations, housing associations customers, and the education and public sectors since 1993.
Legal / Advice	Provision of appropriate legal advice to Council.	H	Third parties and Self Managed	The Council are members of NALC/KALC/SLCC who provide legal and employment services. The Town Clerk attends training where necessary and the Council budgets for external legal/professional advice as necessary.
Legal / compliance with relevant legislation	Authority to commit expenditure.	L	Self Managed	The Council has declared eligibility to use the General Power of Competence. Provided the Council continues to meet the criteria this declaration must be restated at the first Annual Council Meeting following elections.
	Review of effectiveness of Internal Controls	M	Self Managed	The Town Clerk and the RFO have responsibility to review the internal controls.
	Submission of VAT returns.	M	Third Party	VAT returns are processed electronically in line with current HMRC "Making Tax Digital" legislation.
Liability / Employer	Legal liability as employer.	M	Insured	Statutory Employers Liability insurance (£10m) cover in place. Health and Safety Policy adopted and published on website.
Liability / Third Party	Risk to third party, property or individuals. Legal liability as consequence of asset ownership (playgrounds, trees).	H	Insured	Statutory Public Liability insurance cover in place (£15m). Risk assessments undertaken for all council events and services. Public Liability Insurance in place. Daily checks of play areas, annual ROSPA approved independent play ground inspections and 5 yearly Tree Survey undertaken. Risk Assessments in place for use of Council facilities.
Data Protection	Compliance with General Data Protection Regulations (GDPR).	M	Insured, Third Party and Self Managed	The Council is registered as a Data Controller with the Information Commissioners Office. The adopted Data Protection Policy is published on the Town Councils website.
Human Resources / Training and Development	Staff provided with appropriate training.	M	Self Managed	A training budget is provided with staff and members being provided with appropriate training when required/requested.

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Human Resources / Performance Management	Ensure council staff performance enables council to meet strategic objectives.	M	Self Managed	Team meetings are held to discuss/plan current activities and staff are encouraged to discuss issues or needs. Annual appraisals are carried out.
Risk Management	To identify and update the record of key risks facing the Council and carry out a review of these risks.	H	Self Managed	The Personnel Committee Terms of Reference include "exercise functions in relation to risk assessments". Senior Officers are aware of the need to undertake Risk Assessments as and when required. Daily inspections carried out. ROSPA approved annual safety inspections undertaken with insurance cover in place for playground equipment (approx £225k)
Services / Playgrounds	Loss of use of play equipment.	M	Insured, Third Party and Self Managed	