



Health and Safety Risk Assessment

Ashurst Wood Village Council (the Council) is responsible for protecting the health and safety of its employees, contractors, councillors, volunteers, members of the public and others who may be affected by the its activities.

This Risk Assessment is made in accordance with the Council's Health & Safety Policy and covers the Council's premises, assets and activities. It:

- Identifies the key health and safety risks facing the Council, and the level of risk (High, Medium or Low)
- Evaluates the management and control of the risk
- Makes any necessary recommendations.

Subject	Hazard	Who is at risk?	H / M / L	Management/Control of Risk	Review/Assess/Revise
Council Office	Slips and trips – tripping over objects or slipping on spillages	Clerk, RFO, Cleaner, Handyman, Councillors and any visitors to office	L	<ul style="list-style-type: none"> • General good housekeeping • Avoid trailing leads or cables • Keep work areas and walk ways clear • Office cleaned regularly 	Existing procedures adequate.
	Manual handling of paper, office equipment etc – injury or back pain from handling heavy items, injury from faulty or damaged equipment	Clerk, RFO, Cleaner, Handyman, Councillors and any visitors to office	L	<ul style="list-style-type: none"> • Staff to exercise common sense and not try and lift heavy objects without assistance • Follow HSE Guidance • Use of trolley for moving heavy equipment • Clerk and RFO to note damaged equipment and arrange repair or replacement • Portable Appliance Testing is carried out annually by qualified person 	Existing procedures adequate. HSE Manual Handling Guide to be provided
	Working at height – falls can cause bruising, cuts or fractures	Clerk, RFO, Cleaner, Handyman, Councillors	M	<ul style="list-style-type: none"> • Stepladder provided for staff to use for filing on high shelves etc • High shelves to be used for light objects only 	Staff and Councillors should be provided with a copy of the HSE/Ladder Association

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				<ul style="list-style-type: none"> Follow HSE Guidance 	<p>guidance document LA455: Safe Use of Ladders and Stepladders</p>
	Lone working - Staff could suffer injury or ill health while working alone in the office.	Clerk, RFO and Cleaner	L	<ul style="list-style-type: none"> Office has telephone line for emergency contact and staff have their own mobile phones Chair and Councillors call into office regularly to check on staff 	<p>Existing procedures adequate.</p> <p>HSE Lone Working Guidance</p>
	Lone working – confrontation / assault by visitor to office	Clerk, RFO and Cleaner	L	<ul style="list-style-type: none"> Use of telephone line for emergency contact and staff have their own mobile phones External office door is kept locked and visitors use buzzer. Door is unlocked from inside by member of staff to allow entry. Internal door leading to office is fitted with a thumb turn lock. Visitors remain in reception area and are separated from staff by a counter. CCTV covers the exterior of the building with clear warning notices 	<p>Existing procedures adequate, but consider fitting lock to reception counter sliding glass window for additional security.</p>
	Use of bleach or hazardous materials – personal injuries, eg skin or eye damage, inhalation of fumes	Clerk, RFO and Cleaner	L	<ul style="list-style-type: none"> Non-toxic materials to be used wherever possible Cleaning products to be kept in original containers Products to be used safely and in accordance with instructions Rubber gloves provided 	<p>Existing procedures adequate.</p>

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	Fire - serious injury/death from smoke inhalation or burns	Clerk, RFO, Cleaner, Handyman, Councillors and any visitors to office	M	<ul style="list-style-type: none"> • Fire Alarm and extinguishers supplied • Regular checks of alarm and extinguishers by qualified person • Lithium SID batteries not to be left unattended on charge 	Council should arrange regular fire risk assessments in accordance with government guidance (FA&HR Committee / independent contractor).
	Electrical shocks and burns from faulty wiring or equipment	Clerk, RFO, Cleaner, Handyman, Councillors and any visitors to office	L	<ul style="list-style-type: none"> • Staff to report any faulty or damaged sockets, wiring or electrical equipment and to take any defective items out of use • Staff able to access fuse box and know how to turn it off in an emergency • Electricians inspected every 5 years by a qualified person • Surge protection devices used 	Existing procedures adequate.
	Use of computers and display screens (DSE) – possible headaches, eye damage, repetitive strain injuries, posture and back problems	Clerk, RFO	L	<ul style="list-style-type: none"> • Computers have separate keyboards • Staff have adjustable chairs • Office has adjustable blinds to control light and glare • Staff report any issues that might arise from DSE use 	HSE DSE Guidance and Workstation Checklist should be followed. Inspection to be arranged by FA&HR Committee. Council to ensure that staff have regular eye tests (Eye Test Policy?).
	Person in office taken ill	Clerk, RFO, other staff visiting office, Councillors, members of public	L	<ul style="list-style-type: none"> • Use of office phone line (or personal mobile phones) to call for ambulance or other assistance • First Aid training for staff • Basic first aid kit in office • Defibrillator outside village shop 	Existing procedures adequate.
Council Meeting Room	Slips and trips – tripping over objects or slipping on spillages	Councillors, staff, guests and members of the public attending meetings	L	<ul style="list-style-type: none"> • General good housekeeping • Avoid trailing leads or cables • Keep work areas and walk ways clear 	Existing procedures adequate.

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				<ul style="list-style-type: none"> • Ensure visitors with mobility issues have sufficient space • Meeting room cleaned regularly 	
	Fire - serious injury/death from smoke inhalation or burns	Councillors, staff, guests and members of the public attending meetings	L	<ul style="list-style-type: none"> • Fire Alarm and extinguishers supplied • Regular checks of alarm and extinguishers by competent person • Clear access to fire door for escape • Excessive numbers of people not allowed in room – if a meeting is expected to have a high public attendance it will be arranged in the Village Centre 	Existing procedures adequate.
Also see above under Council office where relevant to Meeting Room					
Council Store Room	Slips and trips – tripping over objects or slipping on spillages	Clerk, RFO, Handyman, Councillors and any volunteers using store	M	<ul style="list-style-type: none"> • Equipment to be stored tidily • Avoid trailing cables and leads • Store should not be over-filled 	Need for regular assessment of condition of store
	Working at height – injuries from falls and falling items	Clerk, RFO, Handyman, Councillors and any volunteers using store	M	<ul style="list-style-type: none"> • Heavy items to be stored on low shelves and light items on high shelves • Use of stepladder for reaching high shelves • Working at height training to be arranged for Handyman 	Existing procedures adequate
	Lone working – injury or attack	Clerk, RFO, Handyman, Councillors and any volunteers using store	L	<ul style="list-style-type: none"> • Lone working to be discouraged • Store room to be used when staff are present in office • Users of store will have mobile phones 	Existing procedures adequate
	Manual handling – injury or back pain from handling heavy items, injury from	Clerk, RFO, Handyman, Councillors and any volunteers using store	L	<ul style="list-style-type: none"> • Staff to exercise common sense and not try and lift heavy objects without assistance 	Existing procedures adequate

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	faulty, sharp or damaged equipment			<ul style="list-style-type: none"> • Use of trolley for moving heavy equipment • Tools to be stored safely 	
	Storage of hazardous or flammable materials – risk of fire or serious injury – petrol for tools, batteries for Speed Indicator Devices (very low risk of release of hydrogen gas while charging)	Clerk, RFO, Handyman, Councillors and any volunteers using store	M	<ul style="list-style-type: none"> • Petrol storage in small quantities in appropriate plastic containers • SID sealed lead acid batteries should not be left unattended on charge in store 	fire risk assessment required
Village Centre (Village Hall)	All health and safety risks	All hall users including Council staff and members	L	<ul style="list-style-type: none"> • Centre is owned by Village Council but leased to the Trustees who are responsible for Health and Safety Risk Assessments • When used for Council business the Meeting Room criteria above will apply • When used for Council events, a separate Risk Assessment should be prepared 	Existing procedures adequate
John Pears Pavilion	All health and safety risks	All pavilion users including Council staff and members, volunteers and young people attending Youth Club	L	<ul style="list-style-type: none"> • Mid Sussex District Council (MSDC) is responsible for maintenance of the Pavilion, including Risk Assessments and fire precautions • The Village Council manages the facilities on behalf of MSDC and will report any issues promptly • When used for Council business the Office and Meeting Room criteria above will apply where relevant • Hirers informed of conditions of hire • Defibrillator on wall outside 	Existing procedures adequate

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	Storage – injury from lifting or items falling from shelves, hazardous substances	Council staff, members, volunteers, other users	M	<ul style="list-style-type: none"> • Cleaning materials kept in locked cupboard • Lightweight items stored on top shelf • No access to large storage cupboard for general hirers 	
	Risks of injury etc during Youth Club	Council staff, members, volunteers, young people attending Youth Club	M	<ul style="list-style-type: none"> • Youth Club Risk Assessment to be followed • Youth Club has Safeguarding Policy 	Existing procedures adequate, Clerk to ensure Youth Club policies are regularly reviewed
	Lone working - Staff could suffer injury or ill health, confrontation or assault by visitors while working alone in the Pavilion.	All Pavilion users, particularly Cleaner or Clerk when showing Pavilion to prospective hirers	M	<ul style="list-style-type: none"> • As under Office above, but note that Pavilion has no telephone line for emergency contact, so staff MUST have their own mobile phones when working alone in Pavilion • Door should be kept locked whenever possible and no one should be admitted to premises • Other members of staff or Councillors must be advised when a person is working alone • Youth workers generally work in pairs and / or with volunteers 	HSE Lone Working Guidance
John Pears Recreation Ground	Injuries and accidents to parties using the field, tennis courts, children's play area, basketball area	All users of these areas	M	<ul style="list-style-type: none"> • MSDC responsible for maintenance of these areas, grass cutting and litter clearance • Regular checks by Council staff with reports made to MSDC 	Existing procedure adequate
	Injuries and accidents to parties using the Council's outdoor gym equipment and Street Snooker games wall , from faulty or vandalised equipment	Anyone using equipment	M	<ul style="list-style-type: none"> • Council carries out regular inspection and arranges repairs and maintenance • Instructions on each piece of equipment for safe usage 	Existing procedure adequate Need to arrange annual inspections of gym equipment by accredited independent inspector

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				<ul style="list-style-type: none"> Equipment is for use by adults and parents are responsible for their children Sign with Council's contact details for reporting of any damage etc Council has public liability insurance 	
Community Assets (see also Council's equipment at John Pears above)	Street furniture: Benches, bus shelters, signs, litter bins, notice boards, grit bins, red phone box – injuries due to damaged or vandalised items	Any member of public	L	<ul style="list-style-type: none"> Regular visual inspections Repairs or replacement carried out promptly when issues identified Benches are securely fixed to ground 	Existing procedures adequate.
	Streetlights – injuries caused by faulty or damaged lighting columns	Any member of public	M	<ul style="list-style-type: none"> West Sussex County Council owns 50 streetlamps the Village Council owns 35. All are maintained under the same PFI contract. Contractors are responsible for safety of public during any works All lights are marked with reference numbers and contact details for reporting faults 	Existing procedures adequate.
	Speed Indicator Device – <ul style="list-style-type: none"> Injuries moving device to and from site Slips and falls while erecting device Lifting heavy item – device and battery Use of stepladder Interaction with /confrontation from third parties 	Handyman, Councillors, Volunteers	M	<ul style="list-style-type: none"> Use of suitable footwear and caution working on roadside Use of safe lifting techniques Work not to be undertaken during darkness or poor weather Preferably work to be carried out by two persons Follow LA455: Safe Use of Ladders and Stepladders guidance Avoid confrontation and report and incidents to Council and police if appropriate 	Existing procedures adequate.

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	<ul style="list-style-type: none"> Danger from moving traffic 			<ul style="list-style-type: none"> High Viz jackets to be worn at all times. Stay alert to presence of traffic. Use of traffic cones / barriers where necessary. Only use sites approved by WSCC Highways 	
	<p>Defibrillators – death caused if</p> <ul style="list-style-type: none"> Faulty installation Device vandalised or stolen Access code unknown Battery runs out No pads Inexperienced user 	Any patient	L	<ul style="list-style-type: none"> Devices only installed by approved electrician Devices kept in locked cases and checked weekly by Council staff The access code and location will be given to person making 999 call Regular checks Pads are replaced when device has been used Training not required to use device but Council organises regular training and awareness sessions 	Existing procedures adequate.
	<p>War Memorial – Injury due to collapse of memorial, or trips and falls</p>	Staff, volunteers and members of public carrying out maintenance or attending events	L	<ul style="list-style-type: none"> Periodic visual inspections Maintain surrounding area, including steps and handrails Separate Risk Assessment before any event 	Existing procedures adequate.
Working outside	<p>Litter picking –</p> <ul style="list-style-type: none"> Injuries due to contact with hazardous substances, broken glass etc Exposure to dog faeces Injury from bending / Lifting 	Handyman, Councillors	M	<ul style="list-style-type: none"> Use of litter pickers and gloves Take care and seek assistance if items too heavy to move Report discarded syringes and fly tipping to MSDC for removal Any Council organised litter pick to have a separate Risk Assessment 	Existing procedures adequate.

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	Manual handling – injury from lifting heavy items, stooping, bending	Handyman, other staff, Councillors, Volunteers	M	<ul style="list-style-type: none"> Staff to exercise common sense and not try and lift heavy objects without assistance Follow HSE Guidance Use of trolley for moving heavy equipment Use of appropriate footwear 	Existing procedures adequate.
	Slips and falls while working outside	Handyman, other staff, Councillors, Volunteers	M	<ul style="list-style-type: none"> Use of safety footwear Check ground surface Report any issues requiring remedy to MSDC or WSCC 	Existing procedures adequate.
	Injury while using ladders outside <i>See also Speed Indicator Device above</i>	Handyman, staff, Councillors, Volunteers	M	<ul style="list-style-type: none"> Follow LA455: Safe Use of Ladders and Stepladders guidance Ensure ladder in safe condition Ensure another person available to hold ladder if necessary 	Existing procedures adequate.
	Lone working outside - accident or illness	Handyman, staff	L	<ul style="list-style-type: none"> Mobile phone for emergency contact Ensure colleague is aware of location 	Existing procedures adequate.
	Lone working outside - confrontation or assault	Handyman, staff	M	<ul style="list-style-type: none"> Personal awareness Withdraw from situation and report to Police if appropriate 	Existing procedures adequate.
	Weather – extreme heat, risk of dehydration or sunburn	Handyman, staff	L	<ul style="list-style-type: none"> Take regular breaks Carry water Use sun cream and head cover 	Existing procedures adequate.
	Weather – cold and rain, risk of ill health	Handyman, staff	L	<ul style="list-style-type: none"> Suitable waterproof clothing to be worn 	Existing procedures adequate.
	Snow clearing – risk of slips in snow and ice	Handyman, staff, Councillors, members of public	M	<ul style="list-style-type: none"> Use of suitable clothing, gloves, shoes Instructions for use in grit bins 	Existing procedures adequate.

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				<ul style="list-style-type: none"> Regular grit bin audit 	
	Tools – risk of injury from incorrect use or faulty equipment	Handyman, staff, Councillors	M	<ul style="list-style-type: none"> Use of suitable PPE, footwear, gloves, Hi Viz Tools only to be used by those with appropriate qualifications or training Tools to be regularly maintained, particularly power tools Working area to be cordoned off 	Existing procedures adequate.
	Injury from traffic	Handyman, staff, Councillors	M	<ul style="list-style-type: none"> Hi Viz clothing to be worn at all times Area to be cordoned off when necessary 	Existing procedures adequate.
Use of own vehicle	Injury through accident Third party Liability	All Staff, Councillors and Volunteers	L	<ul style="list-style-type: none"> All Councillors and Staff who use their vehicle for business purposes (other than travel to workplace) must have appropriate personal business car insurance cover. This includes driving to meetings and conferences 	Consider car use policy
Infection	Exposure to contagious disease such as coronavirus	Council staff, Councillors, residents	L	In the event of an epidemic or pandemic, the Council will follow all official guidance and legislation in carrying out its activities	Existing procedures adequate.
Events	Injury to third parties Damage to facilities and equipment	All attendees	N/A	All Council organised events (at Village Hall, John Pears, War Memorial etc) to have separate Risk Assessment prepared	Existing procedure adequate. Christmas Market RA needed before next Market

Useful Information:

[HSE Risk Assessment Guidance and templates](#)
[HSE Manual Handling At Work, A Brief Guide](#)

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[HSE Lone Working Guidance](#)

[HSE/Ladder Association guidance document LA455: Safe Use of Ladders and Stepladders](#)

[HSE Working at Height, A Brief Guide](#)

[HSE Display Screen Equipment Workstation Checklist](#)

[HSE Working with Display Screen Equipment, A Brief Guide](#)

[Fire Safety in the Workplace](#)

[Fire Safety Risk Assessment 5 Step Check list](#)

[Proludic – maintenance of outdoor gym equipment](#)

Adopted: October 2024

Reviewed: