

Hullbridge Parish Council Risk Assessment

Hazard identified	Who could be harmed and how?	What are the existing measures?	R = L x C	What further measures need to be initiated?	Target Date	Completed/ Signature
Manual handling	Operatives installing the items could injure their backs , knees, elbows, neck and feet if loads are incorrectly handled	Staff are trained in safe manual handling techniques.A vehicle with a Hiab is used to put and move the baskets into place. Areas for delivery are assessed prior to handling the baskets . Staff work in teams to share the loads and help with ensuring third parties are kept clear of the operation		Constant assessment of loads to be done by staff involved. Company to provide on going training & advice. Notification with the client of the operation times so they can inform their staff/public.	Staff / Contractor are to constantly monitor for these hazards throughout the installation	Parish Clerk
Slips & Trips	Contractor, Parish Council staff, Members of the Public who may be in close proximity to the operation could trip on tools, tool boxes, trolleys , cables , debris or packaging.	Staff are trained to be aware of these hazards. Safety footwear & uniform. Operatives are issued with equipment to clear up any arisings from the operation to ensure floor surfaces are clear of hazards. Areas of work are to be cordoned off with safety fences and hazard tape, signage		Staff are to constantly monitor the working areas to ensure they are clear of obstructions and no third parties encroach.	Staff / Contractor are to constantly monitor for these hazards throughout the installation	Parish Clerk
Cuts/ Grazes from tools or equipment	Parish Council operatives/Contractor could have cuts/grazes from their tools- wire snips, scissors,secateurs, Third parties who may encroach the working area could come into contact with these items. Tools could fall from the height when staff are using the Hiab and they could injure anyone in close proximity	Use of tools is minimal. All staff are experienced and trained to be aware of the hazard.Staff- gloves, uniform , safety shoes. Areas are cordoned off from third parties		Staff to monitor use of tools and not to leave them where 3rd parties could accidentally come into contact with them.	Staff / Contractor are to constantly monitor for these hazards throughout the installation	Parish Clerk

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Fall from height	Contractor working on the Hiab could fall from the height causing injury. Any other person within the fall area of the vehicle could be hit by falling hanging basket, person or tools.	The areas if necessary are to be cordoned off to reduce the risk of unauthorised persons entering the possible fall area of the vehicle or signage put up. The user prior to use ensures the hiab is in good working condition. Any obstruction is removed prior to completing the operation. The Contractors provide their own insurance including Public Liability		Contractor is responsible to check the Hiab for any defects.	Staff / Contractor are to constantly monitor for these hazards throughout the installation	Parish Clerk
Water Bowser Proper Use	Parish Council Staff or Members of the Public injured if the equipment is not used correctly	Correct procedure for stopping on the highway will be carried out by Parish Council Staff, appropriate signage and flashing light on the vehicle will be used		Staff will wear Hi Vis Jackets, safety wear and will put up the correct signage whilst watering of the plants take place. If the bowser is stationary the brake will be applied. Staff will be instructed to use the Water Bowser in accordance with the advice from the supplier. Any spillages will be cleared up.	Staff / Contractor are to constantly monitor for these hazards throughout the installation	Parish Clerk