



Clawson, Hose & Harby Parish Council






Risk Assessment for

Maintenance/Handyperson Undertaking Minor Works Around The Parish

This risk assessment covers general small maintenance activities carried out by members of the Parish Council or contractors engaged to conduct the works









Reference number	Ex1394004
Assessor	Anne Mfoulds
Date completed	10/06/25
Review Schedule	Annually
Review date	10/06/26
Approved date	10/06/25
Approved by	Anne Mfoulds
Affected site(s)	Clawson, Hose & Harby Parish Council





Hazards and controls






 Hazard: Fire		
Caused by naked flame, faulty electrical equipment or arson		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Members of the Public, Operators</p> <p>Contact with a naked flame, electrical components and hot works can cause severe burns.</p> <p>Uncontrolled fire can cause death and destruction.</p>	<p>All persons aware of fire procedures</p> <p> Induction provided first time premises is visited</p> <p> Fire extinguishers provided in areas of high risk</p> <p>Fire procedures in place</p> <p>In the event of a fire immediately evacuate the area Appointed Fire Marshals are trained in evacuation procedures of staff and the use of fire extinguishers Evacuation procedures carried out regular and recorded Smoking prohibited in all work areas Fire Alarms maintained, tested by Engineer Extinguishers provided; inspected under contract. All gangways to be kept clear of rubbish at all times No combustible material is left lying around Regular waste collections are in operation</p> <p>Fire Training Carried Out</p> <p> Fire training (including evacuation) carried out at Induction and refreshed periodically</p> <p> No smoking in the area</p>	<p>Low Risk: 9</p> <p>Likelihood: 1/9</p> <p>Severity: 9/9</p>

**Hazard: Working at height - Ladders**

Activity may constitute working at height. Suitable safety procedure and controls may not be considered. Ladders may be defective, poorly maintained or not checked before use.









Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors</p> <p>Falling from height may cause, minor, severe or fatal injuries.</p>	<p>Correct Type Of Ladder Is Used At All Times  Correct Type Of Ladder Is Used At All Times</p> <p>Ladder on firm level ground  Before using a ladder the ground is assessed</p> <p>Ladder Register & Inspection Regime In Place  All ladders and equipment are inspected at regular intervals and checked before use. Damaged ladders to be removed and not used</p> <p>Ladder Suitable Footed Whilst In Use  If not able to tie off, the ladder is suitably stacked or footed</p> <p>Ladder use observed  Ladder use is monitored regularly to ensure that operatives are not over-reaching, or using two hands to work.</p> <p>Ladder will extend at least 1.0m above the step-off point  The ladder will extend at least 1.0m above the step-off point when used as access to a scaffold</p> <p>Ladders are inspected before use  Ensure they are fit to use</p> <p>Ladders Stored Securely  Ladders Stored Securely preventing unauthorised access</p>	<p>Low Risk: 9</p> <p>Likelihood: 1/9</p> <p>Severity: 9/9</p>



Who can be harmed/how?	Controls in place	Risk rating
	<p>Ladders used for short duration work only</p> <p> To reduce the risk of falls from height, ladders only to be used for short duration work</p> <p>Ladders used on firm level surface at 4:1 ratio</p> <p> Ladders used on firm level surface at the correct 4:1 ratio</p> <p> Only ladders that meet BS requirements used</p> <p>Persons are trained in the use of ladders</p> <p> Persons working at height are trained in the use of ladders and aware of working at height hazards and control measures</p>	








 Hazard: Outdoor Work In The Sun (Exposure to UV Radiation)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Risk of injury (sunburn) & ill health (skin cancer) due to overexposure to UV radiation.</p>	<p>Drinking Water</p> <p> An adequate supply of drinking water should be taken to the job to reduce the risk of dehydration</p> <p>Protective Clothing Must Be Worn</p> <p> Protective Clothing Must Be Worn</p> <p>Regular Breaks Taken</p> <p> Regular Breaks Taken</p> <p>Sun Block Advised To Protect Against UV Radiation</p> <p> Sun block is advised on exposed skin whilst working outdoors in sunny conditions to protect against UV</p>	<p>Low Risk: 8</p> <p>Likelihood: 1/9</p> <p>Severity: 8/9</p>





**Hazard: Electrical hand tools**







Use of equipment for main purpose or if subject to mechanical/electrical malfunction - may cause further harm if used incorrectly.

Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Electrocution from faulty equipment which could potentially be fatal.</p>	<p>Barriers In Place To Prevent Unauthorised Access</p> <p> Barriers In Place To Prevent Unauthorised Access</p> <p>Battery or 110 volt Electric Tools/Equipment Used</p> <p> Battery or 110 volt Electric Tools/Equipment Used</p> <p>Damaged Electrical Equipment Taken Out Of Service</p> <p> If electrical leads on equipment are damaged the item is taken out of service immediately</p> <p>Electrical Equipment Fit for Purpose</p> <p> Electrical Equipment Fit for Purpose</p> <p>Electrical Equipment Visually Checked Before Use</p> <p> Electrical equipment is visually examined for damage before use.</p> <p>Electrical Extension Leads Fully Unwound When Used</p> <p> Electrical Extension Leads Fully Unwound When Used</p> <p>Electrical Safety Check (PAT) Undertaken</p> <p> Electrical safety check undertaken for portable appliances</p> <p>Instruction Manual Has Been Read & Understood</p> <p> Users of the equipment work to the safe operating instructions in place for the equipment</p>	<p>Low Risk: 7</p> <p>Likelihood: 1/9</p> <p>Severity: 7/9</p>

Who can be harmed/how?	Controls in place	Risk rating
	<p>Only Competent Persons Can Operate The Equipment</p> <p> Only personnel with sufficient information, instruction and training can operate the equipment.</p> <p>The Use Of Trailing Cables Is Avoided/Minimised</p> <p> The Use Of Trailing Cables Is Avoided/Minimised</p>	

 Hazard: Waste Removal Activities		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Risk of injury/ill health whilst carrying out waste removal activities</p>	<p>Correct Disposal Contaminated Material/Waste</p> <p> Contaminated material is disposed of in accordance with current guidelines.</p> <p>Gloves Worn - EN 388</p> <p> Mechanical Risks (Cut Resist)</p> <p>Gloves Worn - EN 388 Mechanical Risks (Cut Resistant)</p> <p> Protective Clothing Must Be Worn</p> <p>Protective Clothing Must Be Worn</p> <p>Protective Footwear To Be Worn (EN 345)</p> <p> Protects against falling objects, punctures, cutting blades, electrics, slips, fatigue, burns & cold</p> <p>Waste Bins Are Provided Within The Premises</p> <p> Waste Bins Are Provided Within The Premises</p> <p>Waste Collection & Duty Of Care Notes Kept</p> <p> Waste Duty Of Care Notes are kept for at least 2 years when the Parish Council have organised any waste collections</p>	<p>Low Risk: 7</p> <p>Likelihood: 1/9</p> <p>Severity: 7/9</p>






 Hazard: Adverse Weather		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.</p>	<p>  Protective clothing must be worn if the need for outside working is required during poor weather </p> <p>  Weather conditions checked and planned for </p> <p>  Work is postponed in adverse weather conditions </p>	<p>Low Risk: 6</p> <p>Likelihood: 1/9</p> <p>Severity: 6/9</p>

 Hazard: Dust		
Inhalation of harmful respirable dust, wood and stone.		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Dust particles small enough to be inhaled may cause irritation of the eyes, coughing, sneezing, asthma attacks or other respiratory illnesses</p>	<p>Auto water suppression used to reduce dust levels</p> <p> If the contractor is cutting stone/concrete then water dust suppression should be used.</p> <p> Eye protection worn (BS EN 166) relevant to the work activity/hazard</p> <p> Natural Ventilation Provided For The Task</p> <p>Respirable Crystalline Silica Dust Controlled</p> <p> Respirable Crystalline Silica dust is adequately controlled during working activity</p> <p>RPE - Disposable Respirator FFP 3</p> <p> Protects against fine dust, mists & fumes (FFP1 - APF of 4; FFP2 - APF of 10 & FFP3 - APF of 20)</p>	<p>Low Risk: 6</p> <p>Likelihood: 1/9</p> <p>Severity: 6/9</p>









Hazard: Lone working









Lone workers are those who work by themselves without close or direct supervision.

Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Danger of accident or injury.</p>	<p>Lone Worker Risk Assessment Is Carried Out</p> <p> Lone Worker risk assessment is carried out and appropriate control measures applied accordingly</p> <p>Lone Worker/Employee Whereabouts Known</p> <p> Destination and contact details of lone worker to be retained and available by main office</p> <p>Lone workers contactable by mobile phone</p> <p> Works mobile phone provided</p> <p>Lone workers fit for the work</p> <p> The health and fitness of workers to work alone is regularly monitored.</p> <p>Lone Working Is Avoided/Kept To A Minimum</p> <p> Lone Working Is Avoided/Kept To A Minimum</p>	<p>Low Risk: 6</p> <p>Likelihood: 1/9</p> <p>Severity: 6/9</p>

**Hazard: Manual handling**

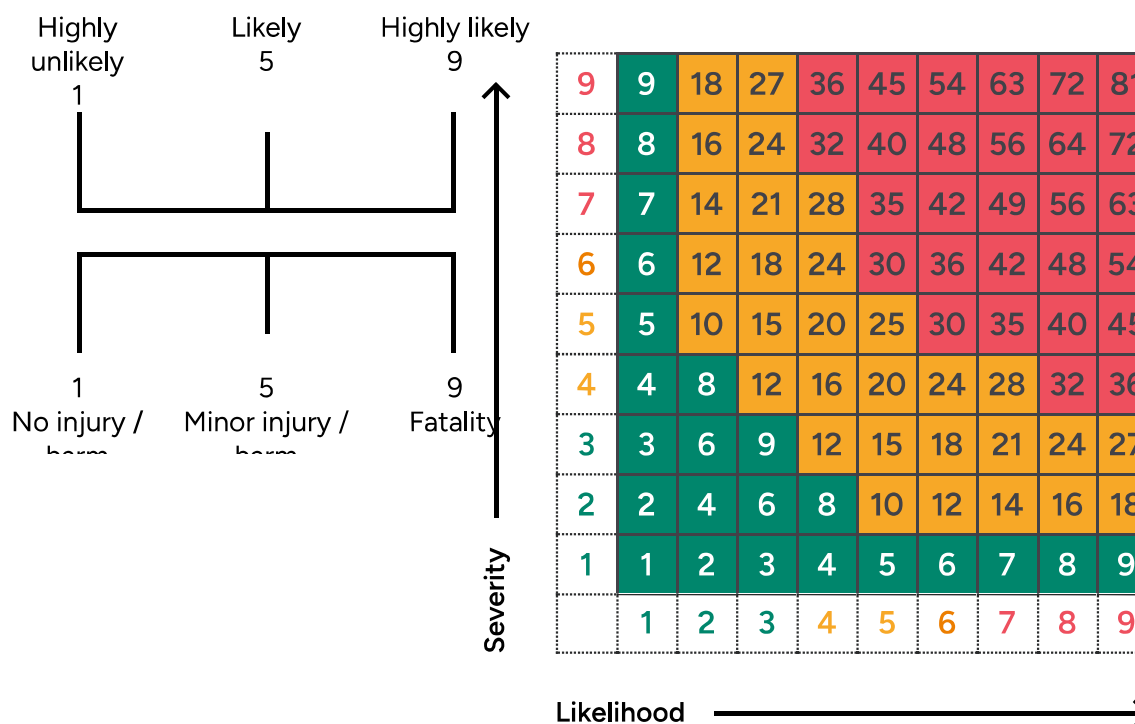
Tall, awkward & unwieldy loads that are difficult to lift, transport and handle.

Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>Risk of developing back injury and musculoskeletal injuries</p>	<p>A Manual Handling Assessment has been carried out</p> <p> A specific manual handling risk assessment has been carried out using T.I.L.E</p> <p>Avoid Any Unnecessary Manual Handling</p> <p> Unnecessary manual handling activities are avoided by the use of lifting equipment.</p> <p>Good handling techniques used</p> <p> All staff required to carry out manual handling activities are provided training on safe lifting techniques and recommended postures</p> <p> Manual Handling - Trolley Truck Provided & Used</p> <p>Manual Handling Procedures In Place</p> <p> Relevant employees have been given training in safe lifting practices commensurate with the tasks.</p> <p>Manual handling training in place</p> <p> Manual handling awareness training should be undertaken by contractors or Parish Councillors if manual handling activities are involved in the works.</p>	<p>Low Risk: 6</p> <p>Likelihood: 1/9</p> <p>Severity: 6/9</p>

 Hazard: Hand Tools		
Potential burns, sparks, debris, electrical fault etc.		
Who can be harmed/how?	Controls in place	Risk rating
<p>Contractors, Operators</p> <p>The use of hand tools may cause common injuries such as cuts, lacerations, and bruises, the frequent and prolonged use of hand tools can cause soreness, aches, pains, and fatigue, which, when ignored, can lead to chronic musculoskeletal injuries (MSIs) of various kinds. The most common examples of these work-related musculoskeletal disorders (WMSDs) are tendonitis, tenosynovitis, bursitis, epicondylitis (tennis elbow), carpal tunnel syndrome and de Quervain's syndrome.</p>	<p>Checks Undertaken</p> <p> Check tools for faults and damage before use</p> <p>Clean tools after use</p> <p> Tools maintained and cleaned after use</p> <p>Competent handyman</p> <p> Only competent handyman used</p> <p>Hand Tools Carried Correctly</p> <p> Hand tools are carried in a shoulder bag or holster attached to a belt to stop them falling.</p> <p>Operators Trained In Safe Operation Of Equipment</p> <p> Operators receive adequate information, instruction & training for safely operating of tools and equipment</p> <p>Tools and equipment stored safely</p> <p> When tools are not in use they are stored safely preventing unauthorised access</p> <p>Tools fit for purpose</p> <p> All tools provided are assessed to ensure that they are fit for purpose, fit for the environment in which they are to be used and that they are in good working order.</p>	<p>Low Risk: 5</p> <p>Likelihood: 1/9</p> <p>Severity: 5/9</p>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Anne Mfoulds

Approved by signature: Anne Mfoulds

Acknowledgements

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Full name	Signature	Date

Full name	Signature	Date