

## NEW HOLLAND PARISH COUNCIL

### RISK ASSESSMENT

Hazard	Who may be affected and the degree (0 to 3)	Consequences and the degree (0 to 3)	Existing Control Measures	Overall Degree, Actions and any timescales
Notice Board	Person responsible for updating the notice board with documentation (0)	Injury from notice board (0)	Notice Board annual inspection and maintenance provisions	No actions required. (0)
Seats	Public using the seats (1)	Injury from seats (0)	Annual inspections and maintainance provisions in place	No actions required. (0)
Parish owned / maintained land	Public using the land. (1)	Tripping, fallen debris, mole holes etc (1)	Tree Inspection Regular inspection Public Liability insurance.	No actions required. (0)

Prepared by \_\_\_\_\_

Date \_\_\_\_\_ - \_\_\_\_\_

Where the overall degree, i.e. the measurement of hazard in column 2 times the measurement of consequences (i.e. the risk) in column 3, exceeds 4, then matter must be resolved within a time frame to be agreed with the line manager of the person who has prepared the Risk Assessment. Where the overall degree is 5 or above, the matter should be immediately referred to the line manager.

Reviewed – Annually at the Annual Meeting of the Parish Council

The risk assessment form should be used as follows:

- Step 1: Identify any risk
- Step 2: Consider who may be affected by that hazard and the degree of hazard. Use a scale of 0 to 3 (0 = no hazard, 1= minimal hazard, 2= reasonable degree of hazard, 3= substantial).  
As an example, is there damage to an entry gate - what degree of hazard is that? None if the damage is removed, minimal if you put a sign up and secure the damage, 2 if a lot of people are coming through the gate and the damage hasn't been addressed, 3= for those who cannot read or see the sign or nothing has been done.
- Step 3: Consider the consequences of the hazard and the degree. Use the scale as above. Using our damaged gate, consequences could be nothing (0) or a bad cut (3) and anything in between.
- Step 4: Look at what control measures are in place - is there already a sign up, can you carry out remedial work? Don't forget to include any insurance cover you have organised.
- Step 5: Multiply columns 2 and 3. If you have anything over 4, agree a timeframe to resolve. Anything of 5 and over should be enough to ensure a crisis! Anything approaching 9 would tend to indicate immediate action is taken.