

BROADSTONE TOWN COUNCIL

Risk Assessment

Title:	Information Board Installation
Description:	Installation of a nature information board in an open space.
Location:	Broadstone Parish
Reason:	Enhancement of Parks, Open Spaces & Green Spaces.
Author:	Michelle Harrington

A. Important Information

This risk assessment reflects the circumstances found at the time of the assessment only and may be amended during the event assessment.

The priority ratings stated are given as a guide only and each of the recommendations should be implemented 'as soon as is reasonably practicable', to ensure the risk remains at a tolerable level.

B. Risk Matric and Guidance Notes

The methodology used in this risk assessment is a combination of quantitative risk assessment (numerically assessing probabilities and consequences), qualitative risk assessment (judgmental assessment based on event analysis

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
Severity (y-axis)	Minor	A1	A2	A3	A4	A5
	Moderate	B1	B2	B3	B4	B5
	Major	C1	C2	C3	C4	C5
	Severe	D1	D2	D3	D4	D5
	Critical	E1	E2	E3	E4	E5

Severity. (the terms Impact, consequence can also be used) – Choose the level of severity found on the vertical (y-axis) on the left-hand side of the matrix. This donates the severity of the outcome, that the risk would have if it materialised. The following table provides the definition of severity based on the example of personal injury categories.

Severity (y-axis)	Definition
Minor	Single injury of a non-specific or non-life threatening, non-permanent nature and requiring first aid only.
Moderate	- Single specified injury (which is non-life threatening, non-permanent nature and / or has a short-term impact on normal way of / quality of life). - Single injury / illness of a non-specific injury (for example moderate heat illness or hypothermia requiring more than just first aid).
Major	- Single specific injury (which is life threatening and / or causes a permanent disability). - Specified injuries to multiply individuals' injuries of a non-life threatening, non-permanent nature and / or have a short-term impact on normal way of / quality of life.
Severe	- Single fatality - Specific injuries to multiple individuals (which are life threatening and / or cause permanent disability).
Critical	Multiple fatalities

Likelihood (the terms frequency or probability can also be used) – Choose a descriptor, found on the horizontal (x-axis on the top of the matrix). This denotes the likelihood that the safety risk will occur and thus become an event.

Likelihood	Probability	Description
Very unlikely (Very Low)	< 5%	Is not likely to occur
Unlikely (Low)	5% - 29%	Is likely to occur on a small number of occasions
Possible (Medium)	30% - 49%	Is likely to occur on several occasions
Likely (High)	50% - 74%	Is likely to occur many times

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Very likely (Very high)	>75%	Is likely to be a common occurrence.
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Risk rating – Is a measure of exposure to possible loss (or harm) and it combines the severity of loss (how bad) and the likelihood of suffering that loss (or harm) and how often.

The corresponding actions below relate to the risk rating derived from the colour coding of the x and y axis.

Very High	Rigorous scrutiny of control measures required to make sure it is tolerable, by improved control measures
High	
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures.
Very Low	

C. Risk Assessment Form

Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
1	Manual handling of board, posts and materials	Installation team – strains, sprains or other manual handling injuries.	• Use safe lifting techniques. • Team lifting for heavy or awkward items. • Avoid carrying materials unnecessarily long distances. • Take regular breaks where required. • Use suitable equipment to assist with moving heavier items where available.	Medium	Yes
2	Slips, trips and falls	Installation team & passersby – trips over tools, materials, uneven ground or excavation areas.	• Area visually checked before work begins. • Work area kept tidy and free from unnecessary equipment/materials. • Tools and materials kept within the defined work area. • Excavations not left unattended and made safe when work stops. • Area reinstated following installation.	Medium	Yes
3	Excavation and ground works	Installation team – injury from digging or contact with unexpected ground conditions/services	• Installation location checked before work begins. • Underground services identified before excavation where applicable. • Appropriate tools used. • Excavation kept to the minimum size required. • Work area kept clear of the public. • Excavation safely filled and ground reinstated on completion.	Medium	Yes
4	Contact with underground services	Installation team – electric shock, burns or other serious injury from striking underground services.	• Check available information regarding underground services before digging. • Use appropriate service detection/locating procedures where required. • Hand dig where appropriate when working near identified services. • Stop work if an unidentified service is encountered and seek appropriate advice.	Medium	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
5	Tools and equipment	Installation team & passersby – cuts, impact injuries or other injuries from inappropriate or incorrectly used tools.	- Only suitable tools and equipment in good condition to be used. - Tools to be used by persons competent to do so. - Safety briefing provided before work begins. - Tools to remain within the defined work area when not in use. - Appropriate PPE worn where required.	Low	Yes
6	Board or structure falling/being unstable	Members of the public, particularly children – injury caused by the board becoming unstable or falling.	- Board installed in accordance with manufacturer's/design specifications. - Suitable foundations and fixings used. - Board checked for stability following installation. - Regular visual checks undertaken following installation. - Any damage or instability reported, and the area made safe until repaired.	Medium	Yes
7	Public interaction / access to work area	Passersby, – injury from entering the work area or coming into contact with tools, materials or excavation.	- Clear signage indicating work in progress. - Work area defined and monitored. - Tools and materials kept within the work area. - Public kept at a safe distance from installation works. - Particular care taken where children may be present.	Medium	Yes
8	Sharp edges, fixings or projections	Members of the public – cuts, scratches or impact injuries from exposed edges or fixings.	- Board and fixings checked before installation. - No sharp edges or unnecessary projections to be accessible to the public. - Fixings securely tightened and checked. - Completed installation inspected before the area is re-opened.	Low	Yes
9	Damage to surrounding ground, plants, trees or wildlife	Environment / members of the public – unnecessary damage to the park or surrounding vegetation/habitat.	- Installation location checked before work begins. - Avoid established planting and trees where practicable. - Care taken to minimise disturbance to surrounding ground. - Spoil and waste removed from site. - Ground reinstated following installation.	Low	Yes
10	Weather exposure	Installation team – heat, cold, rain, wind or other adverse weather conditions.	- Workers advised to wear suitable clothing and footwear. - Drinking water available. - Work postponed in extreme or unsafe weather conditions. - Additional care taken where wet or slippery ground conditions exist.	Low	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
11	Interaction with park maintenance activities	Installation team & staff – collision or injury involving maintenance equipment or vehicles.	• Installation location agreed before work begins. • Work area kept clear of maintenance routes where practicable. • Liaise with relevant landowner/maintenance team regarding timing of works. • Signage/barriers used where required.	Low	Yes
12	Fatigue and overexertion	Installation team – reduced concentration leading to accidents, or physical strain/injury.	• Regular rest breaks encouraged. • Tasks shared between members of the installation team where possible. • Encourage workers to stop if tired or if conditions become unsafe. • Avoid unnecessary prolonged manual handling.	Low	Yes
Assessor:		Assessment date:			

D. Supervision

- A competent person will be assigned the role of activity leader for the day.
- The activity leader will ensure all volunteers are given a safety briefing and will supervise throughout.

E. Emergency Procedures

The activity leader will:

- Identify the first aider on site.
- Ensure by the first aid kit a grid reference or What3Words location code is recorded. (Noting the Ambulance Service now accept a What3Words reference).
- Ensure there is a mobile phone available for emergency contact
- Identify the nearest access point for emergency services.
- Contact or assign a volunteer to contact the Emergency services by dialling 999

F. Personal Protective Equipment (PPE)

PPE will not be provided by the Town Council, unless specified before the event.

It is however recommended that the volunteers bring with them sturdy gloves, footwear & eye protection. It is also recommended volunteers wear long sleeved tops and full-length trousers.

G. Review

- This risk assessment is reviewed by Full Council annually. However, should the site conditions change the risk assessment can be modified by the activity leader before the event. This will then be logged with the Town Council Proper Officer as soon as possible.
- This risk assessment will be carried out by the activity leader before the event and logged with the Town Council's Proper Officer as soon as possible thereafter.
- Ensure the Town Council's Proper Officer is made aware of any incident as soon as possible.