

BROADSTONE TOWN COUNCIL

Risk Assessment

Title:	Lamppost Displays
Location:	Broadstone Parish
Author:	Michelle Harrington

A. Important Information

This risk assessment reflects the circumstances at the time of assessment and may be amended if conditions or arrangements change.

Wherever possible, items should be installed at a height that can be safely reached from ground level without the need for a ladder. Where installation at a greater height is necessary and a ladder is required, only volunteers who have undertaken appropriate training (i.e. working at height), will be permitted to use one. Ladders must be suitable for the task and used safely. Volunteers must not overreach or place themselves in an unsafe position to complete the task.

Volunteers will work in pairs wherever possible, particularly where work is undertaken near roads or involves the use of a ladder, to provide assistance and monitor surrounding hazards.

An Event Manager must be appointed for each event. The Event Manager will normally liaise with the Town Council in advance of the event and will act as the main point of contact. If the nominated Event Manager is unavailable on the day of the event, another responsible member of the group must be appointed as the Event Manager and take on these responsibilities for the duration of the event

B. Risk Matrix 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

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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
Very likely (Very high)	>75%	Is likely to be a common occurrence.

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	Working near roads / passing traffic	Volunteers and road users. Risk of collision or injury when working close to the carriageway.	- Volunteers to work in pairs, with one person undertaking the installation and the other acting as a lookout for approaching traffic and other hazards. - Volunteers to remain on the pavement wherever possible. - Work to be undertaken away from moving traffic. - Volunteers to remain aware of surrounding traffic. - No work to be undertaken where it would require standing in the road. - Work to stop if it becomes unsafe to continue.	Medium	Yes
2	Working at height / overreaching	Volunteers. Risk of falls, strains or injury when attempting to reach higher areas	- Where possible work undertaken at ground level. - If ladders or a platform is required, only those who have the appropriate training are permitted. - Items must be within comfortable reach without stretching or overreaching. - Volunteers must not climb on street furniture or other objects. - If items cannot be safely reached, it must not be installed	Low	Yes
3	Slips, trips and falls	Volunteers and members of the public. Uneven pavements, wet leaves or other obstructions may cause falls.	- Work area to be checked before commencing. - Suitable footwear to be worn. - Equipment and materials to be kept clear of pedestrian routes. - Additional care to be taken in wet or poor weather conditions.	Low	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
4	Falling items / insecure displays	Volunteers, pedestrians and members of the public. Items may become detached and fall, causing injury or damage.	- Items to be securely fastened. - Suitable attachment materials to be used. - Displays to be checked before and following installation. - Items must not be installed if they cannot be secured adequately. - Volunteers to report any loose or damaged displays.	Medium	Yes
5	Manual handling	Volunteers. Risk of strains or other injury when carrying materials or equipment.	- Materials to be lightweight and manageable. - Volunteers not to carry loads beyond their capabilities. - Team lifting to be used where appropriate. - Suitable lifting techniques to be followed.	Low	Yes
6	Use of tools / sharp materials	Volunteers. Risk of cuts or minor injuries from scissors, cable ties or other fixing materials.	- Suitable tools to be used carefully. - Sharp edges and cut cable ties to be disposed of safely. - Tools not to be left unattended in public areas. - Volunteers to take care when handling fixings.	Low	Yes
7	Obstruction of pedestrian routes	Pedestrians, wheelchair users and people with mobility difficulties. Risk of trips, collision or restricted access.	- Materials to be kept clear of footpaths. - Displays must not obstruct pedestrian access. - Adequate clearance to be maintained for pedestrians and mobility aids. - Work area to be left clean and tidy.	Low	Yes
8	Adverse weather conditions	Volunteers. Risk of slips, cold exposure or difficulty securing items in wind.	- Weather conditions to be considered before work begins. - Suitable clothing and footwear to be worn. - Work to be postponed during high winds, icy conditions or other unsafe weather. - Displays to be checked for security following adverse weather.	Medium	Yes
9	Contact with electrical equipment / lamppost infrastructure	Volunteers. Risk of injury or damage to street lighting equipment.	- Volunteers must not interfere with electrical fittings, wiring or lamppost infrastructure. - Displays must not cover access panels or interfere with the operation of the streetlight. - Event Manager to report any damage or concern to be reported to the Town Council.	Low	Yes
10	Members of the public / interference	Volunteers and members of the public. Risk of distraction, collision or injury during installation	- Volunteers to remain aware of pedestrians. - Work to be paused if members of the public need to pass. - Materials not to be left unattended. - Any concerns or incidents to be reported to the Town Council.	Low	Yes
Assessor:			Assessment date:		

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D. Supervision

- Event Manager to ensure all volunteers work is undertaken safely and in accordance with this risk assessment.
- Volunteers must not undertake any activity they consider unsafe.
- All installation and removal work must be carried out from ground level, without stretching or overreaching.
- Any damaged lampposts, loose fittings or other hazards must be reported to the Town Council.
- The Town Council may suspend or amend the arrangements if safety concerns arise.

E. Emergency Procedures

- The Event Manager will report any accident or injury to the Town Council.
- The Event Manager or any volunteer will report any serious accidents or sudden illness to the emergency services by dialling 999.
- Volunteers must stop work if an unsafe condition arises.

F. Personal Protective Equipment (PPE)

- Volunteers should wear suitable clothing and footwear appropriate to the weather and working conditions.
- Gloves and eye protection should be considered before handling materials or fixings.
- High-visibility clothing should be considered where work is undertaken close to roads.

G. Review

- This risk assessment should be reviewed if the installation arrangements, type of display or working conditions change.
- Any significant accident, incident or near miss must be reported to the Town Council Proper Officer.