



Dormington and Mordiford Group Parish Council



RISK ASSESSMENT		Generic Activities and Asset Management					
LOCATION		Within the Parish of Dormington and Mordiford					
Summary of activity Assessment of hazards associated with the Parish Councils generic activities as well as maintaining assets.							
HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Inspecting and repairing assets, footpaths, bridleways and bridges throughout the parishes at any time of year. Note: the risk from falling ash branches is much higher now due to ash die-back. Driving to some locations is required, so business vehicle insurance is needed. Use of hand tools and strimmers	Lone working, slips, trips and falls, falling branches, overhanging trees, stings, bites, personal security, dog bites, cattle attacks, falling into water. Unpredicted / unexpected ill-health. Rubbish, broken glass, disease or cuts Foreign object in eye. Extreme weather / temperature. Road Traffic Accident (RTA) Lyme disease (infected tick/deer)	Footpaths Officer	Wearing safety specs and gloves when strimming and brush cutting. Training. Tracks are on level ground so working on slope is not required. Task will not be undertaken in windy weather. Current incumbent is ex-Police and trained driver, with business vehicle insurance. Working in daylight hours Carry a first aid kit Wear HC provided ID badge Notifying partner of locations and estimated times of start and end of task, checking in via mobile phone. Check phone is charged before leaving home. Hi-Vis may be required for certain locations. Ensure TB jabs and other vaccinations are current. Use insect repellent and wear well-fitting shoes and trousers that cover the legs. Ensure councillors aware of symptoms of infection with common infectious agents Being aware of the symptoms of tick bites and action to take.	2	4	8	Footpaths Officer / Councillors

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Installing new, checking and refilling grit bins (Autumn/Winter). A supply of grit bins and grit which is obtained in 20kg bags are stored at Morgans Yard, Sufton, before being lifted into and out of people's vehicles and into grit bin. Safe knife is needed to cut open bag. Parking in narrow single-track lanes with limited visibility, possible in poor, cold weather conditions. Business vehicle insurance recommended.	As above plus: Manual handling injury to hands, or back. Cut from knife.	Footpaths Officer, other councillors undertaking task.	As above plus: Safe lifting techniques to be used and working in pairs. May need to drop grit from vehicle and then park safely before walking back. Wearing hi-vis, grippy gloves, and warm clothing. Avoid poor weather as much as possible. Contract with Jack Morgan to undertake this task.	1	3	3	Councillors
Site visits to look at planning locations / monitoring conditions are complied with; view resident concerns if requested. Use of personal vehicle so business vehicle insurance recommended.	Locations may be in remote areas Parking may be difficult or dangerous with increased risk of RTA Personal security	All Councillors	Ensure partner and clerk have your contact and location details, where you will be visiting and whom. Check in on reaching location, and after meeting has ended. Work in pairs (DBS/vulnerable persons)	1	4	4	Councillors

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Site visits on the road network with contractors and/or Herefordshire Council Use of personal vehicle so business vehicle insurance recommended.	Locations may be in remote areas Parking may be difficult or dangerous with increased risk of RTA Personal security Visit may require walking on the highway due to the lack of pavements in some areas with increased risk of RTA	All Councillors and Clerk	Wearing Hi-Viz Stay on the pavements where possible Walk towards oncoming traffic so vehicles can be seen as soon as possible If not happy about the meeting location, do not meet there. If possible avoid visiting locations on roads of more than 30mph, Inform the Clerk of the meeting details and it's location Work in pairs and/or travel together If meeting a member of the Highways team, get them to use their vehicle and their hazard warning lights to make drivers aware of the hazard. Use Google Maps to look at locations if possible to avoid site meetings completely.	1	5	5	Clerk / Councillors
Regular Parish Council meetings (Mordiford School) Annual Parish Meetings Mordiford School Councillors have to drive to the location; Mordiford School has a safe car park, well lit, and spacious. Business vehicle insurance recommended.	Persons arriving early – personal security (unlikely to be a problem as the school is secure) Setting up lightweight tables/chairs (trapping finger/manual handling/knocking another person) Violence from members of the public (verbal) – unlikely but may arise	All councillors, members of the public, speakers, others in the building	If first to arrive, stay in vehicle until someone else arrives Report any lighting not working to the School Caretaker. Open/close folding tables carefully to ensure fingers are not in the way Carry chairs one at a time making sure doors are open to enable easy transport of chairs from one room to another Turn lights on inside the building if arriving in the dark Following the DMGPC Standing Orders, the Chair will ask any members of the public or Councillors to leave if behaviour is not acceptable.	1	1	1	Clerk / Councillors

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Working group meetings held in locations other than Mordiford School Use of personal vehicle so business vehicle insurance recommended.	Parking in unsafe environments like on isolated roads with limited visibility RTA Slips, trips and falls	All Councillors and the Clerk visiting new locations possibly in the dark	Meeting in better known locations like the school and other local public establishments Meeting at a Councillor's home with plenty of parking	1	3	3	Clerk / Councillors

Assets we might visit to inspect include (covered by items 1 and 2 above).

- Benches at Swarden Quarry
- Picnic tables at Checkley Barn
- Dormington bus stops
- Little Green Hut
- Iron Room at Priors Frome?
- The Green at Mordiford
- Defibrillator at Mordiford, Checkley and Dormington
- Noticeboards (Dormington, Priors Frome, Sufton, Mordiford and Checkley)
- Grit bins
- Footpath assets
- Allotments
- Burial Ground & Closed Churchyard

Contractors:

The PC uses a number of contractors, such as DC Gardening, Enviroability and others – it has used the same contractors for many years. In general they work in the same locations over the seasons, to cut back and control vegetation.

The Clerk requests copies of contractors' public liability insurance, and risk assessments and method statements if available. Contractors are responsible for providing their own PPE, equipment and risk assessments covering the risks to their personnel, public and environment from using their equipment, lone/late working and COSHH assessments from any herbicides and other chemicals they may use. The Clerk should inspect Risk Assessment Method Statements (RAMS) at the beginning of each new financial year.

RISK ASSESSMENT FOR: Dormington and Mordiford Group Parish Council	ASSESSMENT UNDERTAKEN BY: NAME: Cllr Cotton DATE: 15/07/2022	LAST UPDATED ON: DATE: 15/05/25 DATE: DATE:
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RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Likelihood of occurrence	1	Unlikely	May occur less than once in a lifetime	1	2	3	4	5
	2	Possible	May occur less than once a year	2	4	6	8	10
	3	Occasional	May occur two- three times per year	3	6	9	12	15
	4	Likely	Will occur more than three times per year	4	8	12	16	20
	5	Very likely	Probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.