

# Cantley Parish Council

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## Health and Safety Risk Assessments

Asset	Hazard	Who might be at risk.	Risk Rating	Action Required to Reduce Risk
Village Signs	Sign falling onto someone.	Public	L	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 4 months.
Notice Boards	Injury from damaged notice board.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safe. Inspections to be carried out every 4 months.
Meetings – Village Hall	Failing to escape in the case of a fire	Public, Councillors and Clerk	M	Fire exits checked at the beginning of each meeting - Clerk. Rear door at Cantley to be unlocked on arrival. Public informed of action in the event of a fire at the beginning of each meeting - Chair.
	Access around doors, entrances and toilets. Risk of: <ul style="list-style-type: none"><li>- Trip hazards</li><li>- Obstruction</li></ul>	Public, Councillors and Clerk	M	Meeting room, toilets and accesses checked prior to the meeting – Clerk.
	Burning from hot liquids	Public, Councillors and Clerk	L	Serve drinks in sturdy mugs.

<b>Asset</b>	<b>Hazard</b>	<b>Who might be at risk.</b>	<b>Risk Rating</b>	<b>Action Required to Reduce Risk</b>
Cantley Pond	Open water - drowning	Public	M	Barrier installed around pond area. Regular maintenance of grass for clear visibility. Inspections to be carried out every 4 months.
	Trip and fall hazards due to uneven ground.	Public	M	Regular maintenance of grass for clear visibility.
	Injury due to unsafe trees	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Visual inspection to be carried out every 4 months
Village Seats	Injury from damaged seat	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make seat safe. Inspections to be carried out every 4 months.
Dog Bins	Injury from damaged dog bin.	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 4 months.
	Handling of contaminated waste.	Public	M	Only employ approved contractors to empty bins
	Handling of contaminated waste.	Public – young children	M	Ensure that the bins have lids, Councillors to report any known damage to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 4 months.
Grit Bins	Injury from damaged grit bin	Public	M	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make grit bin safe. Inspections to be carried out every 4 months.

<b>Asset</b>	<b>Hazard</b>	<b>Who might be at risk.</b>	<b>Risk Rating</b>	<b>Action Required to Reduce Risk</b>
	Handling of grit mixture	Public	M	Bin to be filled by Norfolk County Council (or their approved contractor) with safe grit mixture designed for public use.
Employment	Lone working	Clerk / Public	M	Implement policy that members of the public will only be met to view documents at the home of a councillor with the councillor and the Clerk present. When meeting contractors, Clerk to make arrangements to be accompanied and should never meet a contractor / member of the public alone.
	Working from Home	Clerk	L	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

**Adopted: February 2016**  
**Next Review: February 2024**