

Garvestone, Reymerston & Thuxton Parish Council Risk Assessment for Parish Council events and volunteer activities

The lead person for any Parish Council event or activity or voluntary work is responsible for ensuring that the relevant parts of this risk assessment are adhered to. All Parish Council events, activities or voluntary work (with the exception of footpath maintenance voluntary work organised by the Footpath Warden, see below) must be discussed and agreed at a Parish Council meeting before taking place. Any activities which have not been discussed and agreed at a Parish Council meeting are not Parish Council activities. Discussion of the activity at the Parish Council meeting will include consideration of whether any additional risk assessment is required. Community Speedwatch is run under the auspices of the Police: the risk assessment and insurance for CSW are the responsibility of the Police.

The Footpath Warden may organise routine footpath maintenance voluntary work without prior discussion at a Parish Council meeting. The relevant parts of this risk assessment will be adhered to, and the Footpath Warden will carry out a risk assessment to identify and mitigate the specific risks according to the activity, tools, weather conditions and location. Any non-routine routine footpath maintenance voluntary work involving extra hazards must be discussed and agreed at a Parish Council meeting before taking place.

The Parish Clerk will keep a record of any incidents (accidents, near-misses etc) at Parish Council events and activities and these will be used to review this policy. Review of the policy will take place at least once every 3 years.

Activity	Hazard	Effect	Control Measures
SAM2 1 of 4	Equipment located in an unsuitable location	Equipment and members of the public	Norfolk County Council officers to identify sites to be used. No sites to be used unless formally identified by Norfolk County Council.
SAM2 2 of 4	Collision with moving vehicles whilst installing the equipment leading to injury	Volunteers installing and maintaining SAM2	<p>All sites will be within 30 mph zones.</p> <p>All volunteers to be advised to where possible not stand in the carriageway whilst installing or removing the equipment.</p> <p>All volunteers to be advised to wear high visibility jackets at all times. Sign only to be fixed or moved in daylight hours.</p>
SAM2 3 of 4	Obstruction of footpath leading to risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts identified by Norfolk County Council in such a manner as to not impede footpaths.
SAM2 4 of 4	Personal injury whilst installing or removing the sign	Volunteers installing and maintaining SAM2	<p>Only those who have received a copy of the risk assessment to carry out sign installation. All volunteers to follow the installation guidance issued by the Parish Clerk in line with the manufacturer's instructions.</p> <p>All installation must be carried out by persons over the age of 18 years. Battery charging must be carried out in accordance with manufacturer's instructions. The battery charger will be PAT tested every two years.</p> <p>No one with a medical or physical condition which may be worsened by heavy lifting to install or maintain SAM2 which involves lifting heavy equipment and stretching. Volunteers should assure themselves they are comfortable lifting the SAM2 and battery before they attempt to do so in the highway.</p>

Parish Walks 1 of 1	Personal injury whilst walking	People on walk	Walk leader to inform participants at the start of the walk of the length of the route and to say that he will show the way but walkers are responsible for their own safety and that of their children and dogs.
Footpath maintenance 1 of 1	Personal injury whilst maintaining footpaths	Volunteers	<p>Footpath warden to identify and mitigate the specific risks according to the activity, tools, weather conditions and location and carry out a task related risk assessment.</p> <p>Footpath warden to inform volunteers at the start of each session that each person is responsible for making the decision as to whether any medical or physical conditions they have may be worsened by any activity and that they should not proceed if this situation arises at any point during the work.</p>
Litter Picking 1 of 1	Personal injury of volunteers or others	Volunteers and other road users	<p>Volunteers to be informed of the Risk Assessment Control Measures at the start of each session.</p> <p>Litter picking will only take place along roads where there is a footway or accessible bank, and good visibility. Volunteers will be required to wear high visibility jackets when picking along the B1135.</p> <p>High visibility jackets and all provided equipment will be used.</p> <p>Volunteers to take care when lifting heavy objects. Objects which require more than two people to lift them should not be handled but can be reported to Breckland Council for collection.</p> <p>Volunteers will warn others of oncoming vehicles.</p>

Lighting the beacon 1 of 3	Personal injury from fire or working at height to the person lighting the beacon	Person lighting the beacon	<p>Beacon to be visually inspected and physically tested (pushed by strong people) to check its physical integrity.</p> <p>Beacon to be loaded during daylight using ladder. A minimum of two people to be present while loading. Ladder must be securely tied to the beacon while loading to avoid risk of falling.</p> <p>Fire should be ignited using proprietary fire lighters. Liquid accelerants must not be used because of the risk of burns from spillages and risk of fire accelerating too quickly before person lighting it can retreat to a safe distance</p> <p>Fire is to be lit by person standing on a ladder. The person lighting should ensure sufficient illumination to avoid injury from tripping or falling (eg a head torch). While lighting, the ladder should be held by two people to prevent the ladder toppling.</p>
Lighting the beacon 2 of 3	Personal injury from fire to spectators	Spectators	The person lighting the beacon to be responsible for all other people keeping a safe distance during and after lighting. The safe distance should be continually reviewed taking into consideration sparks from the fire and wind direction.
Lighting the beacon 1 of 3	Fire spreading from the beacon to surrounding grass, trees, fences or buildings	Garvestone Village Hall and open space, members of the public	<p>All flammable material to be removed to a safe distance (15m) from the beacon. Before leaving the site, ensure that the fire has sufficiently burned down so as not to pose a hazard.</p> <p>This risk assessment is for winter conditions and needs to be reviewed if the beacon is to be lit in summertime.</p>

Remembrance space maintenance work 1 of 4	Infection with Covid-19	Working group volunteers	<p>UK Government guidelines regarding Covid-19 to be followed including</p> <p>Organiser to maintain a list of volunteers and their contact details.</p> <p>2m social distancing between all volunteers not of the same household.</p> <p>Follow correct instructions regarding the use of the village hall toilet.</p> <p>Only volunteer's own food and drink to be consumed.</p> <p>Current limits for number of people gathering will be observed.</p> <p>Any injury or illness occurring to be dealt with giving consideration to the Covid-19 guidelines and avoiding unnecessary contact, car-sharing etc.</p>
Remembrance space maintenance work 2 of 4	Personal injury during maintenance work including clearance, planting and erecting shelter	Working group volunteers	<p>Volunteers to be informed of the Risk Assessment Control Measures at the start of each session.</p> <p>Volunteers to be informed that each person is responsible for making the decision as to whether any medical or physical conditions they have may be worsened by any activity and that they should not proceed if this situation arises at any point during the work.</p> <p>Volunteers to only use their own tools which they are competent in using.</p> <p>Volunteers only to complete tasks (including lifting) that they are competent and comfortable to do (do not do anything you would not be comfortable to do in your own garden).</p> <p>Volunteers to consider the weather conditions and only carry out work if weather conditions are appropriate to do so.</p>

			<p>When clearing branches and trees, a clear perimeter to be kept and clear warning given when boughs are removed.</p> <p>Volunteers not to work alone.</p>
Remembrance space maintenance work 3 of 4	Personal injury from fire		<p>A single person to be in charge of any bonfire. This person will only light the bonfire if the conditions are suitable and safe and will be responsible for telling all other people to keep at a safe distance. The safe distance should be continually reviewed taking into consideration sparks from the fire and wind direction.</p> <p>The person in charge will instruct others when to add material to the fire so that it is kept under control.</p>
Remembrance space maintenance work 4 of 4	Fire spreading from the bonfire to surrounding grass, trees, fences or buildings		<p>All flammable material to be removed to a safe distance (15m) from the bonfire.</p> <p>Before leaving the site, ensure that the fire has sufficiently burned down so as not to pose a hazard.</p>