

## Risk Assessment

(Appendix 10)

<b>Location/Dept:</b> Parish Office		<b>Date Assessed:</b> 1 <sup>st</sup> March 2022			<b>Assessed by:</b> Jem Day (Deputy Clerk) <i>In-conjunction with Worknest H&amp;S advisor</i>		
<b>Task/ Activity:</b> Access / use of the front of the building.		<b>Review Date:</b> 1 <sup>st</sup> March 2023			<b>Reference Number:</b> RA001		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Access to and use of the front and side of TIPC building	Access using the stone steps resulting in slips and trips	All members of public including staff and volunteers	<ul style="list-style-type: none"> <li>Clear unobstructed access,</li> <li>Steps clearly visible,</li> <li>Appropriate lighting level when dark</li> <li>Steps non slip surface.</li> <li>Correct width/high in line with DDA</li> </ul>	3	2	6	
	Uneven terrain caused be paving blocks / cobble bricks when approaching the building resulting in injury		<ul style="list-style-type: none"> <li>Paving blocks as solid surface</li> <li>Brick cobbles on the whole are safe, some loose and uneven</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Condition of path to be looked at including grout filling in, alternatively rerouting paving</li> <li>Review condition of pebbles</li> </ul>
	Poor light levels using the front and side of the building resulting in trips /slips		<ul style="list-style-type: none"> <li>Borrowed light from streetlights</li> <li>Wall mounted flood light</li> <li>Bollard light along path leading to office</li> <li>Monthly light checks carried out</li> </ul>	2	2	4	
	No edge protection/warning signs. Toddlers / children walking on wall. When walking over grass near the edge. Falls from height to pavement		<ul style="list-style-type: none"> <li>Appropriate light levels during day /night</li> <li>Wall visible from roadside</li> <li>Some signs warning of danger</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Edge protection in the form of barrier/hedge to be placed to ensure area is safety barricaded</li> <li>Appropriate warning signage to warn on risk of falling</li> </ul>
	Extreme weather-rain, snow/ice management, slips and falls		<ul style="list-style-type: none"> <li>Most areas have nonslip surface</li> </ul>	4	2		<ul style="list-style-type: none"> <li>Salt/gritting management plan to be implemented</li> <li>Appropriate temporary signage to be used</li> </ul>

**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
						SEVERITY (CONSEQUENCE)

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so