

## PRESTBURY PARISH COUNCIL – RISK ASSESSMENT January 2024



Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Prestbury Parish Council (PPC) to identify any and all potential risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to eliminate or reduce risks, insofar as is practically possible. The document has been produced to enable Prestbury Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. Council members can ask that items are considered or removed. The document to be formally reviewed annually at Finance & General Purposes Committee.

Abbreviations: Prestbury Parish Council – PPC, Cheltenham Borough Council – CBC, Finance and General Purposes Committee – F&GP

### Financial & Management

Subject	Risk(s)	Initial Risk H/M/L	Management/control of Risk	Residual Risk H/M/L
Precept	Adequacy of precept for PPC to carry out its Statutory duties.	Low	<p>To determine the precept amount required, PPC receives budget update information monthly.</p> <p>In late Autumn Finance &amp; General Purposes (F&amp;GP) receives a budget report, including actual position and projected position to the end of year and indicative figures or costings plans. Early in the new year at the Full PPC meeting the budget is reviewed and precept confirmed.</p> <p>Once agreed at full PPC meeting the precept figure is submitted to Cheltenham Borough Council (CBC). The Clerk informs the Council when the monies are received.</p>	<p>Low</p> <p>Review annually.</p>
Financial Records	Inadequate records. Financial irregularities.	Low	<p>PPC has adopted current NALC Financial Regulations which set out the requirements and framework with which to work. A copy of the Financial Regulations is available from the Clerk if required.</p> <p>Monthly reconciliation checked by PPC.</p>	<p>Low</p> <p>Review periodically.</p>

Financial Records cont.			Internal and external audit. All payments agreed at PPC monthly meeting.	
Bank and Banking	Inadequate checks. Bank mistakes.	Low	<p>The Council, both in its Standing Orders and Statement of Financial Policy &amp; Practice, has Financial Regulations which set out banking requirements.</p> <p>The Parish Council has three bank accounts. The Clerk pays all monies received into the main account within seven working days. All payments are made using either BACs drawn on the main account or credit card set up with a monthly direct debit to the main account. All payments are made in accordance with the current mandate.</p> <p>The Clerk and Administrative Assistant are authorised to have administration contact with the Bank.</p> <p>The Clerk is the receiver and keeper of all bank correspondence, statements and bank papers such as in the mandate.</p> <p>The Clerk undertakes monthly bank reconciliation when the statements are received to ensure all receipts and payments are in order.</p>	<p>Low</p> <p>Review periodically.</p> <p>Clerk to review the bank mandate following any change to the Parish Council - following an election, death/resignation or disqualification of any Parish Councillor.</p>
Auditing	Information Communication Compliance	Low	<p>The Parish Council appoints a councillor to act as Internal Monitoring Officer whose responsibility it is to carry out random checks and reconcile the Council's decisions as recorded in the Minute Book with the Cash Book and Bank Statements as per the Financial Regulations.</p> <p>The Parish Council's affairs are examined annually by an Independent Internal Auditor and by the External Auditors.</p> <p>A payments report is published monthly on the website.</p>	<p>Low</p> <p>Review periodically</p>
Reporting	Information Communication Compliance	Low	A monitoring statement to be produced by the Clerk for each Parish Council Meeting with updated current information for receipts and payments (categorized and shown against budget) together with bank reconciliation.	<p>Low</p> <p>Review periodically.</p>

Reporting cont.			<p>The monitoring statement is inspected by the Finance and General Purposes Committee and by Full Council at each Parish Council Meeting and signed off by the Chairman. The signed monitoring statement to be maintained by the Clerk in Parish Council records.</p> <p>A Receipts &amp; Payments Sheet is produced for the Parish Annual Assembly held in April.</p>	PPC adopts a more detailed monitoring statement which includes bank reconciliation, and which would be signed off by the Chairman.
Cash	Loss through theft or dishonesty	Low	<p>A petty cash system is in operation with a float of not more than £50 at any one time.</p> <p>All payments from petty cash should be entered in the petty cash book and receipts supplied where possible. Petty cash book checked quarterly by the monitoring officer.</p>	<p>Low</p> <p>Review periodically.</p>
Direct Costs and Overhead Expenses	<p>Goods not supplied but billed.</p> <p>Invoice incorrect.</p> <p>Fraud.</p> <p>Unpaid invoices.</p>	Low	<p>Following approval of expenditure by the Parish Council, the Clerk verifies orders with suppliers.</p> <p>Following satisfactory receipt of the service/goods the invoice values are verified and payment approved in accordance with Financial Regulations.</p> <p>All expenditure is available to scrutiny by the Finance and General Purposes Committee, Full Council and the public.</p>	<p>Low</p> <p>Review periodically.</p>
Grants	Receipt of grant	Low	If a grant was applied for and successfully obtained, the T & C's relevant to that grant would need to be considered and adhered to.	<p>Low</p> <p>Review periodically.</p>
Charges-rents receivable	Payment of rents	Low	<b>Allotments</b> -The Parish Council collects Allotment rents in April each year. Allotment holders have signed agreements and rental income reviewed annually.	<p>Low</p> <p>Review periodically.</p>

			<p><b>Football</b> – Pitch fees are collected at the end of December and at the end of each season. Charges reviewed annually.</p> <p><b>Tennis Courts</b> – Memberships are offered yearly at the beginning of April. Fees are collected online and via cash in the office. All cash payments are logged onto ClubSpark and monitored by the F&amp;G Committee. Fees for Pay and Play sessions are collected online. A monthly rent is payable by the tennis coach and paid by direct debit, this payment is cross referenced on the financial statement presented to the F&amp;GP committee monthly.</p> <p><b>Pavilion Hall</b> – The Playgroup has a five-year lease, charges subject to annual review and invoiced by 10 instalments to match school year.</p> <p><b>MUGA Hire</b> – A calendar of MUGA hire is maintained by the Administration Assistant and invoices are produced for each booking.</p> <p><b>Whiskers</b> – A monthly rent is payable by Whiskers which includes a fee for electricity and rubbish collection. This is paid by direct debit - this payment is cross referenced on the financial statement presented to the F&amp;GP committee monthly.</p>	
Grants and support payable.	Power to pay.  Authorisation of Council to pay.	Low	All such expenditure goes through the required Council process of approval, minuting and listed accordingly if a payment is made using S137 powers of expenditure.	Low  Review periodically.
Best value accountability.	Work awarded incorrectly.	Low	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken.  For major work competitive tenders would be sought in line with Standing Orders	Low  Review periodically.
Election Costs	Risk of an election cost.	Med	The Clerk obtains a quotation from CBC for a fully contested election and the Parish Council build an appropriate budget on an annual basis to cover such costs. Earmarked reserves are available to meet the costs.	Low  Review periodically.

VAT	Maintain records and VAT receipts.  Re-claim within time limits.	Low	The Clerk maintains VAT receipts within the Parish Council records and produces a VAT refund analysis periodically making a claim to HMRC for recovery of the amounts quarterly. All claims are available to review on Scribe.  The refund is received via BACS transfer and the Clerk notifies the Parish Council at the next available meeting.	Low  Review periodically.
AGAR	Submit within time limits.	Low	AGAR is completed and submitted within the prescribed time frame by the Clerk.  AGAR completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within timeframe.	Low  Review periodically.

## PPC as an Employer

Salaries and associated costs.	Salary paid incorrectly.  Unpaid Tax to Inland Revenue.  False employee	Low	Prestbury Parish Council's payroll arrangements are handled through a financial administrator.  All staff have contracts of employment and job descriptions copies of which are held in Parish Council Office	Low  Review periodically.  Payments made checked by F&GP regularly
Employees.	Fraud by staff  Health and safety  Health and Safety  Loss of key personnel	Low  Med.	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.  All employees to be provided adequate direction and safety equipment needed to undertake their roles as per Health & Safety Policy.  Risk of lone working, particularly the groundsman. See assessment below.  No plan in place and needs to be considered.	Low  Review periodically.  Monitor health and safety requirements and insurance annually.  <b>HIGH</b> - Consider plan for loss of key personnel
Training	Lack of training can lead to incorrect action and decisions being taken	Low	Ground staff should be provided with adequate training to enable them to carry out their appointed tasks.  The Clerk should be provided with relevant training, reference books including PPC's Clerk's Manual, access to assistance and legal advice required to undertake the role.  Parish Councillors should also be provided with training whenever applicable (whether new training or refresher training). PPC is a member of NALC and GAPTC which are also a source of information/training for Parish Councils	Low  Review annually to assess ongoing training needs.  Councillors to undergo training periodically.

## LIABILITY

Legal Powers	Illegal activity or payments.	Low	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Low Review periodically.
Councillors Allowances	Councillor over payments.	Low	No formal allowances allocated to Parish Councillors, however, where an out-of-pocket expense has been incurred, this would be reimbursed back to the Parish Councillor upon display of suitable expense receipts and authorisation by the Parish Council. The reimbursement would be in the form of a bank transfer.	Low Review periodically.
Minutes Agendas Notices Statutory Documents	Accuracy and legality	Low	Minutes and agenda are produced as prescribed in Standing Orders by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting.  Agenda displayed according to legal requirements.	Low Review periodically.
	Business conduct	Low	Business conducted at Council meetings should be managed by the Chairman.	Members adhere to Code of Conduct
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements.	Low
	Cost	Low	Employers and Employee liabilities is a necessity and within policies.	Review annually.
	Compliance	Low	Ensure compliance measures are in place.	
	Fidelity Guarantee	Med	Fidelity checks in place.	

## COUNCILLORS PROPRIETY

Members interests	Conflict of interests	Low	Declarations of interest by members at Council meetings.	Low  Review periodically.
Members interests	Register of members interests	Low	Register of members interests' forms reviewed regularly and published on website.	Low  Review periodically.  Members take responsibility to inform Clerk of any changes who informs CBC accordingly.
Data protection	Policy provision	Low	The Parish Council is registered with the Data Protection Agency	Low  Review annually.
Freedom of Information	Policy Provision	Low  Med.	The Council has a Model Publication scheme in place. To date there has been one request under FOI.  The Parish Council is aware that if a substantial request came in it could create several additional hours work. The Parish Council can request a fee to supplement the extra hours.	Low  Review annually.
Parish Council Official Records and Papers	Loss through Theft, Fire, Damage	Low	The Parish Council official records are stored in the Parish Council Office in locked cabinets.  Official records are periodically bound and sent to Gloucestershire Archives.	Low  Review periodically.



Electronic Records	Loss through Theft, Fire, Damage, corruption of computer	Low	<p>The Parish Council electronic records are stored on Parish Council's PC.</p> <p>Back-ups are taken at regular intervals both automatically onto a remote server and to an external hard drive.</p>	<p>Low</p> <p>Review periodically.</p>
Meeting locations	Adequacy Health & Safety	Low	<p>Full Parish Council Meetings are held at The Pavilion. The Parish Council considers the facilities adequate for the Clerk, Councillors and Public who attend from a Health &amp; Safety perspective.</p> <p>Parish Council Committee Meetings are held at the Parish Council Office.</p>	<p>Low</p> <p>Review periodically.</p>

## ASSETS

Assets	Loss or damage Risk/damage to third party property or individuals.	Low	An annual review of assets is undertaken for insurance provision.	Low  Review annually.
Assets	Health & Safety	Low	PPC has a Health & Safety policy which includes risk assessment regarding the Playing Field and Allotments. This also includes the liability and responsibilities of those hiring our premises, tennis courts, MUGA and football pitches.  This also includes PPC's Tractor Operational risk assessment.	Low  Review annually.
Assets	New sports/play facilities	Low	A full risk/benefit assessment is undertaken for any purchase of new sports/play equipment.	Low  Review periodically
Maintenance	Poor performance of assets or amenities	Low	All assets owned by the Parish Council are regularly reviewed and maintained. A record log is kept as required by PPC's maintenance schedules. All repairs and relevant expenditure for any repair is actioned in accordance with the correct procedures of the Parish Council.  Assets are insured.	Low  Review periodically.
Notice Boards	Risk of damage	Low	The Parish Council has notice boards sited throughout the Parish. Formal inspection procedures are in place. Any reports of damage or faults are reported to Finance & General Purposes Committee and dealt with in accordance with the correct procedures of the Council.	Low  Review periodically.

Street Furniture	Risk of Damage	Low	<p>The Parish Council has roadside seats and benches sited throughout the Parish. Formal inspection procedures are in place. Any reports of damage or faults are reported to the Finance &amp; General Purposes Committee and dealt with in accordance with the correct procedures of the Council.</p> <p>All items are insured.</p>	<p>Low</p> <p>Review periodically.</p>
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## LONE WORKER POLICY

Ability to access welfare facilities	Injury/illness	Low	<p>Lighting suitably controlled.</p> <p>Access to water provided.</p> <p>Be aware that heating/cooling may be reduced if out of work hours.</p>	<p>Low</p> <p>Review periodically.</p>
Ability to maintain contact with lone worker	Harm to lone worker health, safety and wellbeing. Possibility of falling ill, fall/injury or violence from others.	Medium	<p>Regular contact by phone with an identified responsible person.</p> <p>Identification of co-worker to be within visual or audible (by mobile) contact of the lone worker</p> <p>Periodic site visit to lone worker by supervisor</p> <p>Contact details left with colleagues in the team or office.</p> <p>Set up emergency contact arrangements with family member</p>	<p>Low</p> <p>Review periodically.</p>
Building security	Possible violence at work, intruders in building and injury.	Medium	<p>CCTV in operation</p> <p>Access to building is restricted to authorised personnel only outside of normal hours. Anyone can enter the office from 9-12pm with the clerk often working alone.</p>	<p>Medium</p> <p>Review periodically.</p>
Necessary training given to Lone Worker to allow them to work alone.	Potential compromise to lone workers health, safety and wellbeing including possible violence at work or injury	Medium	<p>When working the lone worker must be fully competent to work safely.</p> <p>Must fully understand and be fully conversant with the emergency procedures in place.</p> <p>Emergency procedures for violence at work to be considered.</p>	<p>Medium</p> <p>Review periodically</p>

Driving	Car Accident, injury	Medium	<p>Drive at appropriate speed.</p> <p>Drive in accordance with the Highways law</p>	<p>Low</p> <p>Review periodically</p>
Electric machinery/ battery	Dangerous occurrence, possible injury/illness	Medium	<p>Never use damaged machine/ equipment</p> <p>Do not carry out any maintenance work you have not been trained to do.</p> <p>Read &amp; understand operators manual, before using &amp; maintaining equipment.</p> <p>Store battery and electrical equipment in clean and dry conditions.</p> <p>Use only batteries approved by the manufacturer.</p> <p>Always remove the battery during work breaks, transport, storage, maintenance or repairs.</p>	<p>Low</p> <p>Review periodically.</p>
Emergencies	Illness/injury, unsafe situations.	Medium	<p>Arrangements on how to respond to an emergency should be known.</p>	<p>Medium</p> <p>Review periodically.</p>
First Aid	Minor or severe injury, ill health, unable to get medical help	Medium	<p>Inform line manager of situation.</p> <p>First aiders are unlikely to be present- contact 999 for emergency help.</p> <p>In the case of feeling unwell, lone worker should contact the line manager</p>	<p>Low</p> <p>Review periodically</p>

Hazardous Substances	Injury including burns, breathing issues and long-term illness	Medium	Only trained personnel will undertake work.  Substances to be kept in secure location	Low  Review periodically.
Lone worker subject to medical condition that may increase risk when working alone.	Harm to individuals' health, safety and wellbeing.	Medium	Line manager to respond to specific concerns.  Individual is not to work alone if it places them at an increased risk.  Any person who requires assistance out of a building in an emergency must not work alone.  Ensure risks are discussed with Line manager	Low  Review periodically.
Manual Handling	Injury to lone worker	Medium	Not to lift anything that is outside of their capability.  Do not lift any load that is too heavy.  Training given to staff	Low  Review periodically.
Means of access and egress for lone worker	Personal security issues, injury/illness.	Medium	Personnel to carry mobile phone at all times.  Plan journeys in daylight where possible and avoid peak traffic.  Adequate lighting where parked and walking to building (under review)  Plan how to get to transport after leaving taking into account personal safety	Low  Review periodically.
Slips, Trips and Falls	Injury/Illness	Medium	Areas well lit.  Regular inspection of area to ensure that any trip hazards receive prompt attention.  Electrical sockets closest to the site of work used to avoid risk of tripping.  Equipment stored in designated areas.	Low  Review periodically.

Vehicle Movement	Crush or struck by moving vehicle causing injury	Medium	<p>Never assume a vehicle has seen you.</p> <p>Hi-Visibility jackets to be worn as required.</p> <p>Pay particular attention to all vehicles, particularly those reversing.</p> <p>Keep safety in mind at all times.</p>	<p>Low</p> <p>Review periodically.</p>
Violence at work	Psychological problems, depression, injury.	Medium	<p>Incidents of violence at work are reportable to the line manager.</p> <p>Do not put personal safety at risk.</p> <p>Remain calm, stick to factual information and do not enter a heated dialogue</p>	<p>Medium</p> <p>Review periodically.</p>
Work activity- use of computers and office equipment	Injury and illness.	Low	<p>Regular breaks from DSE work</p> <p>Display Screen Equipment self-assessment &amp; guidance available.</p> <p>Workstation and equipment set up to ensure good posture</p>	<p>Low</p> <p>Review periodically.</p>

## PLAYING FIELD AND BARLEY ROAD PUBLIC OPEN SPACE

Driving Parish owned vehicles within the boundary of the Playing Field and Barley Road field.	Injury as a result of collision for both staff, members of the public and surrounding structures. Due to driver error or equipment malfunction	Medium	<p>Ensure that all equipment is serviced according to the manufacturer's schedule and that staff receive appropriate, documented training.</p> <p>Speed within the boundaries of the playing field restricted to 15 mph.</p> <p>Warning signs alerting the public to activity on the playing field.</p>	<p>Low</p> <p>Review periodically.</p>
Operating Parish owned equipment including tractors, lawn mowers, hedge cutters within the boundary of the Playing Fields	Injury to operatives or the public through malfunction of equipment or inappropriate use.	Low	<p>Operatives must ensure that all equipment is functioning correctly and must not be used if a fault is identified.</p> <p>Operatives must also have been trained in the use of the equipment and given the necessary protective clothing.</p> <p>Warning signs alerting the public to activity on the playing field.</p>	<p>Low</p> <p>Review periodically.</p>
Application of weed killer/pesticides.	Adverse reaction following contact with the weed killer, to both humans and animals.	Low	<p>The use of weed killer should be carefully considered.</p> <p>Its application should be restricted.</p> <p>Warning notices should be posted, and staff given the appropriate level of protective equipment.</p> <p>Staff should be given guidance as to actions to be taken in the event of a member of the public or an animal ingesting the weed killer or showing signs of a reaction to the weed killer.</p> <p>Advice should be sought from the manufacturer.</p>	<p>Low</p> <p>Review annually</p>
Seats on Playing Fields, Playground/Shelter,	Minor injuries resulting from a deterioration of the surface, but more serious	Low	<p>Regular inspection of the seats and the rectification of damage.</p> <p>Seats that are deemed unsafe are to be taken out of use.</p>	<p>Low</p> <p>Review annually</p>



Barley Road Public Open Space	injury resulting from a failure of the seat.			
Waste Bins/Dog Waste Bins/Fouling/Hazardous Waste.	Risks from children coming into contact with canine faeces, with the potential to contract a number of serious infections. Also the potential for children to come across disused needles, broken bottles and drugs	Medium	The Groundsman regular visits every waste bin making it easier to identify bins that require remedial action.  He is also conscientious when it comes to removing drug paraphernalia, broken bottles and canine faeces which is not picked up by dog owners	Low  Review periodically.
Trip hazard on pathways.	Trip injuries, to staff or a member of the public, resulting from unseen obstacles on the pathways, uneven ground or the individual not looking where they are going. The extent of the injury can be from trivial to severe.	Low	The Groundsman makes regular checks on all the paths ways, clearing away rubbish and checking the integrity of the pathway.	Low  Review periodically.
Boundary Fences	Injuries to the public or staff from falls against fences, or from the public trying climb over or through fences	Low	Regular inspection by the Groundsman.  A programme of proactive maintenance reduces the risks.	Low  Review periodically.
Children's play area – ground surface.	Injury to children from falling or slipping when wet.	Low	Majority of area covered in synthetic honeycomb matting.  Regular cleaning of the matting, and the removal of leaves will significantly reduce the risk of falls.	Low  Review periodically.
Children's play area equipment.	Injury to children from falling or equipment failing.	Medium	Absorbent matting reduces the chance of injury.	Low

Children's play area equipment. Cont.			<p>The equipment is inspected regularly, and defects repaired.</p> <p>Parents should be encouraged to supervise their children to ensure safe play.</p> <p>Cheltenham Borough Council carries out an annual inspection and identifies risk.</p>	Review periodically.
Adult sports – outside gym, MUGA and tennis courts	Injury due to trapped clothing or body parts. Also, injury due to the effects of over-exertion or falling over	Low	<p>Regular inspection of the equipment and surfaces to quickly identify faults or damage.</p> <p>Damaged equipment will be taken out of use until it has been repaired.</p> <p>Notices around gym equipment to warn users of the risk of excessive exercise.</p> <p>Defibrillator unit located on Pavilion building.</p>	Low  Review periodically.
Signs	Injury due to collision or falling sign	Low	<p>Regular inspection of signs, including the integrity of the surface and the soundness of the mounting.</p> <p>Remedial action to be taken when issues arise.</p>	Low  Review periodically.
MUGA and tennis court	Loss of income stream due to non-payments	Low	<p>Only users who have paid in advance receive MUGA and tennis court access codes.</p> <p>Access codes changed regularly.</p> <p>Children allowed free access during office hours during school holidays.</p>	Low  Review periodically.
MUGA fencing	Injury from falling by users who have not paid and climb the fencing	Medium	<p>CCTV installed so fencing monitored during working hours.</p> <p>Spikes and anti-climb paint installed at the top of the fencing with warning signs to warn of their presence.</p>	Low  Review periodically.

MUGA fencing Cont.			<p>Police informed when clear images of the children are recorded climbing the fencing out of office hours, so they can visit homes if the children are known to them.</p> <p>The Parish Council cannot be held responsible for injuries caused whilst climbing the MUGA fencing.</p>	
Vandalism to any of the equipment on the sports field or Barley Road Public Open Space	Financial loss to the Council, both in terms of rectifying the vandalism, but also loss of income from equipment rental.	Medium	<p>Appropriate signage warning that CCTV is in operation and that the police will be informed.</p> <p>The Parish Council cannot be held responsible for injuries caused whilst vandals are committing violent acts, provided the equipment was not left in a dangerous state.</p>	<p>Low</p> <p>Review periodically.</p>
Misuse of car park.	Secluded location leading to illegal activities.	Low	<p>The Groundsman makes regular checks on the car park, clearing away rubbish when necessary.</p> <p>Regular contact with the local Police when alerted to incidents by neighbours or the rubbish found by the Groundsman. Limited CCTV footage is available.</p> <p>Signage, re respect to neighbours and a PPC Disclaimer.</p>	<p>Low</p> <p>Review periodically.</p>
Noise from playing facilities.	Complaints from the neighbours or members of the public about noise levels	Low	<p>Regular inspection of the equipment to ensure its integrity, and to repair any element that is causing additional noise.</p> <p>Prestbury Parish Council cannot be responsible for the level of noise created by children playing on the equipment</p>	<p>Low</p> <p>Review periodically.</p>
Sensory Garden	Injury to users or animals from unsafe components as a result of vandalism or other damage	Low	<p>Sensory Garden components procured and installed to a safe standard as per contract.</p> <p>Regular inspection by the Groundsman and a programme of proactive maintenance reduces the risks.</p>	<p>Low</p> <p>Review periodically.</p>

Wildflower Beds	<p>Injury to users or animals from unsafe components as a result of vandalism or other damage</p> <p>Injury from tripping over beds.</p>	Low	<p>Wildflower bed components procured and installed to a safe standard by Modica (local gardening company).</p> <p>Regular inspection by the Groundsman and a programme of proactive maintenance reduces the risks.</p> <p>Signs in place.</p>	<p>Low</p> <p>Review periodically.</p>
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## PRESTBURY PLANTERS

Planters	Injury to individuals as a result of moving or re-locating planters	Low	Planters should be emptied or moved with the aid of mechanised lifting equipment	Low  Review periodically.
Planters	Damage to planters as a result of collision with vehicles including bicycles due to their locations.	Low	On Southam Road, Windyridge Road and Prestbury Road the planters should be a minimum of 1 metre from the kerb.  On Bouncer's Lane the planters should be located in the centre of the tarmac triangle	Low  Review periodically.
Planter Regular Maintenance	Injury to individuals from collision with passing vehicles or damage to passing traffic caused by inappropriately parked vehicles.	Medium	Volunteers/Parish Staff must wear high visibility clothing. Must work in twos and have a mobile telephone available.  Volunteers' vehicles must not be parked in such a way as to cause an obstruction.  Warning signs must be displayed to warn on-coming traffic.	Low  Review periodically.
Planter Contents	Injury from lifting heavy materials such as compost, adverse skin reactions due to foliage allergies.	Medium	Volunteers must assess the risk when lifting any material, and if necessary, seek assistance. Volunteers must be familiar with correct lifting techniques.  Volunteers must heed warning on any material they use, and where necessary the use of gloves is recommended.	Low  Review periodically.
Gardening Equipment	Injury from accidental contact with gardening equipment.	Low	When not in use tools must be kept in a safe place to avoid injury	Low  Review periodically.

Watering from a Bowser	Serious injury could result from a collision with the tractor and bowser	Low	During watering, the bowser and tractor must not cause an obstruction on the highway. Warning signs must be displayed	Low Review periodically.
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## Litter Pickers

Manual handling	Injury to volunteer workers arising from carrying bags, moving bins, moving large and heavy objects, reaching, bending and twisting	High	<p>Litter picker sticks and bag hoops provided to avoid bending and ease debris transferral.</p> <p>Volunteers to be aware to lift and move items by using their leg muscles to bend – not their backs!</p> <p>Regular breaks are recommended and can be taken at anytime. Volunteers are made aware to wear suitable footwear that have good tread such as hiking boots or sturdy trainers.</p> <p>Volunteers are made aware not to lift or move anything above their own capability.</p> <p>Report any issues such as moving heavy hazardous items to Prestbury Parish Council (PPC).</p> <p>Volunteers are aware to only collect litter that can be transferred easily into black bags.</p>	<p>Low</p> <p>Review periodically.</p>
Hazardous terrain	Serious injury to volunteers arising from uneven or slippery ground surfaces, steep banks, shrubs, brambles, tree branches, debris, and dark areas. (Head injuries, fractures, dislocations, sprains, cuts and bruises)	High	<p>Prestbury is a low risk environment.</p> <p>Volunteers should stay within the pathway boundary and not to venture into banked up areas.</p> <p>Volunteers are made aware to wear suitable footwear that have good tread such as hiking boots or sturdy trainers – no open toed shoes.</p> <p>Volunteers to be aware of the surface they are walking on and the current weather conditions.</p> <p>Litter picking should only take place during daylight hours.</p>	<p>Low</p> <p>Review periodically.</p>
Adverse weather	Serious injury to volunteers arising from: Heavy rain – flood, deep puddles or fast flowing water	High	<p>Volunteers should be aware of the local weather reports and assess if it is suitable to carry out the litter picking. Volunteer to be aware of changing weather conditions during their litter pick.</p> <p>Do not litter pick in extreme weather.</p>	<p>Low</p> <p>Review periodically.</p>

	<p>Ice/snow – difficult walking conditions</p> <p>High winds – trees liable to bend/break</p> <p>Extreme heat – over exposure to UV rays (Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn)</p>		<p>Clothing worn should be appropriate to the weather conditions i.e. sun hat and sun screen during hot weather, waterproof and warm clothing in cold weather.</p> <p>Regular breaks are recommended.</p>	
Biological hazards	<p>Volunteers at risk of infections and diseases arising from exposure to dirty water, faeces, vomit, used condoms, used syringes</p>	High	<p>Suitable clothing and sturdy footwear to be worn at all times.</p> <p>Use litter pickers at all times – do not use hands.</p> <p>Gloves provided of EN388 and EN374 standards to protect against micro-organisms and be adequately punctures/tear resistant.</p> <p>Any existing cuts/grazes should be covered with surgical tape or waterproof plaster before starting activity.</p> <p>Do not touch any unidentified and potentially hazardous waste and report it to PPC.</p> <p>Be aware of personal hygiene and wash hands before eating, drinking or smoking, going to the toilet and handling children. Do not touch your own face prior to washing your hands.</p>	<p>Low</p> <p>Review periodically.</p>
Sharp objects	<p>Volunteers at risk of injury from handling sharp objects including broken glass, syringes, nails, cans sharp twigs</p>	High	<p>Suitable clothing and sturdy footwear to be worn at all times.</p> <p>Gloves provided of EN388 Standard that are adequately puncture and tear resistant.</p> <p>Use litter pickers at all times – do not use hands.</p> <p>Do not touch any sharp objects and report it to PPC.</p>	<p>Low</p> <p>Review periodically.</p>



Contaminated waste	Volunteers at risk of illness from contaminated substances including chemical burns, skin irritation, sickness and diarrhoea	Medium	Do not handle any can, canister, oil drum, poisons, insecticides, clinical waste, hazardous substances, dead animals, broken glass, condoms, syringes, needles or sharp objects – report it to PPC.  Suitable clothing and sturdy footwear to be worn at all times.  Be aware of personal hygiene and wash hands before eating, drinking or smoking, going to the toilet and handling children. Do not touch your own face prior to washing your hands.	Low  Review periodically.
Collisions	Volunteers at risk of injury from impact with vehicles, cyclists, joggers, dogs or other pedestrians. This could include head injuries, fractures, dislocations, sprains, cuts and bruises.	Medium	Volunteers are advised to be aware of their surroundings and be considerate of other using the route	Low  Review periodically.
Lone Working	Volunteers at risk of stress from violence or abuse	Low	Lone working is not recommended, minimum of 2 persons at any one time.  Fully charged mobile phone to be carried at all times by volunteers.  Ensure you inform someone of your whereabouts when out litter picking and an agreed timescale.  Litter picking should only be carried out during daylight hours.	Low  Review periodically.
Undisclosed Health Issues	Volunteers at risk of becoming ill due to underlying health conditions such as diabetes, epilepsy, hay fever and adverse reactions to stings, bites, nettles	Low	Volunteers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity bearing in mind the environment they will be surrounded by  It would be prudent to inform a friend that will be with you of any health issues prior to starting the litter pick.	Low  Review periodically.

Undisclosed health conditions cont.			Carry appropriate equipment and medication if required.  Do not approach any domestic pets unless agreed by the owner. Try not to disturb any wildlife that you may come across.	
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