



NORTH HORSHAM PARISH COUNCIL

HEALTH AND SAFETY RISK ASSESSMENT

July 2023

All organisations are required by law to carry out risk assessments as part of managing the health and safety of their business. Risks in the workplace must be controlled. Consideration must be given to what might cause harm to people and reasonable steps to prevent that harm must be put into place. A risk assessment is about identifying sensible measures to control the risks in the workplace.

This document is designed to give guidance in carrying out the Parish Council's responsibilities with respect to the Health and Safety at Work Act 1974. It is part of a suite of documents that form North Horsham Parish Council's Risk Management Scheme and that aim to fulfil the Council's statutory duties.

Carrying out risk assessments gives a platform to take an organised look at risks from a Health and Safety perspective within the Parish Council's work activities and workplace using a standard management system explained on page 2 of the Risk Management Scheme. It will allow the Council to determine whether existing controls are adequate and to recognise where further preventative measures are required in order to achieve a tolerable level of risk.

The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide action for any necessary improvements to the identified provisions.

This document should be regularly reviewed and used, not as an exhaustive solution to risk assessment but to provide assistance in fulfilling the Council's responsibilities and with the production of the Council's existing safety provisions

The Responsible Financial Officer (RFO) and Proper Officer of North Horsham Parish Council is Sarah Norman. This document was reviewed in July 2022 by the Deputy Clerk and was noted by the Property Committee on 4th August 2023. The next review is July 24.

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PREMISES

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Unlawful entry and risk of criminal damage or theft with the potential to cause harm whilst the building is unmanned.	Possible	Severe	High	Staff, visitors and hirers	<p>The risk is treated - monitored intruder alarm system fitted at each of the premises. All systems are serviced every 6 months. There is a lock down procedure followed by caretakers and buildings are inspected over periods such as Christmas when they are not open to the public for a period of time. Interior doors are locked where possible when the building is not in use.</p> <p>Roffey Millennium Hall is manned by Parish Council office staff during the working day (9am to 5.30pm) and other times by duty caretaking staff. CCTV installed.</p> <p>Access to the rear of the building and onto the roof is deterred by anti-climb paint on the rear wall and having anti-climb gripper spikes installed around the perimeter of the rear wall and edge of the roof. The access ladder to the roof has a security panel attached which has been padlocked by a combination lock, so only authorised personnel can use the ladder.</p> <p>Holbrook Tythe Barn and North Heath Hall are not manned at all times. Users are let in and out of the premises by caretaking staff. Some regular users have keys to let themselves in and out but a caretaker always checks that the building is secure after the last booking of the day has left. Contact telephone numbers for caretakers are provided to hirers to use if there is an emergency.</p>	
					Hirers are asked to contact caretakers should they leave earlier than their agreed times.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
<p>Risk of attack and being subjected to antisocial behaviour including that associated with drug use whilst the building is in operation.</p>	<p>Possible</p>	<p>Severe</p>	<p>High</p>	<p>Staff, visitors and hirers</p>	<p>The buildings and contents are insured.</p> <p>The risk is tolerated - staff restrict access when they are alone in a building by locking exterior doors as appropriate.</p> <p>The Police are advised if there are any issues which may impact on the buildings and any advice given is acted on.</p> <p>Checks are made by staff in areas where drugs may be used. A sharps bin is available at each building to reduce risk of infection.</p> <p>Roffey Millennium Hall – staff check to ensure that drug dealing is not active and call the Police if there are any suspicions. Access to the building including the use of toilets for public use is restricted where possible.</p> <p>Sharps are currently taken to the chemist for disposal or collected by HDC.</p> <p>Lone Working Policy for staff in place. The person on reception, the Deputy Clerk and Parish Clerk all have personal alarms connected to the police.</p> <p>Risk to staff at other buildings is constantly under review. All lone workers are advised to lock doors as appropriate when working to give added control.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Lift (Roffey Millennium Hall) - entrapment leading to panic.	Possible	Moderate	Medium	Staff, visitors and hirers especially elderly, pregnant women, disabled users	<p>The risk is treated – there is a telephone in the lift which rings through to the lift company. The building is always manned when in use by hirers.</p> <p>Caretakers are instructed not to use the lift when in the building on their own. If anyone is trapped in the lift staff are advised to call 999 and get the Fire Brigade.</p> <p>The lift is serviced every 3 months and is inspected by the insurance company every 6 months.</p>	
Stairs – slip, trip or fall.	Possible	Moderate	Medium	Staff, visitors and hirers	<p>Roffey Millennium Hall - The risk is treated – the stairs are lit and the edges of the treads marked.</p> <p>North Heath Hall –access to the spiral staircases from Room 15 to the stage is restricted.</p>	
Damage, wear and tear or missing items, causing slips, trips or injury.	Possible	Moderate	Medium	Staff, visitors and hirers,	<p>The risk is treated. Visual inspections made in respect of the fabric, fixtures and fittings at least monthly and remedial action taken.</p> <p>The caretakers keep a watching brief on premises and have mobile telephones so that they can report any damage to the Facilities Officer.</p> <p>There is an Annual Maintenance Schedule for routine maintenance.</p> <p>Office space does not have any trailing cables.</p> <p>Working areas are kept tidy and items are appropriately stored.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
					<p>Caretakers use signage to warn of wet floors etc</p> <p>Covers are used to for loose cables across floors.</p> <p>The Council has public liability insurance.</p> <p>Hirers have their own public liability insurance where necessary and a copy kept on record.</p>	
Injury because users are not aware of the layout of the premises.	Unlikely	Negligible	Low	Staff, visitors, and hirers	<p>The risk is treated - The Policy and Conditions of Hire are kept up to date and hirers have access to this.</p> <p>The Caretakers open up and close the halls and familiarise ad hoc hirers with the building and fire procedures.</p> <p>The Caretakers go through fire procedures with repeat hirers on a regular basis.</p> <p>There is adequate signage warning of areas where care needs to be exercised.</p> <p>North Heath Hall only – steps to Room 15/16 are lit. Steps from side door from stage area have fluorescent yellow paint strips in place.</p> <p>The Council has public liability insurance.</p>	
Harm from cleaning materials and other similar substances	Unlikely	Negligible	Low	Staff, visitors and hirers	<p>The risk is treated - All such materials are kept in locked cupboards. No significant quantities of such materials are kept in any of the premises at any given time.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
					Caretakers are provided with COSHH sheets and PPE where appropriate. The Council has public liability insurance.	
Accessibility to the premises in the dark, especially where there are steps, causing trips, slips or falls	Possible	Moderate	Medium	Staff, visitors and hirers	The risk is treated: Roffey Millennium Hall has external lighting in place – no steps for normal entry/exit. North Heath Hall has external lighting in place. External steps have painted edges to make them more visible. Holbrook Tythe Barn has external lighting. The Council has public liability insurance.	
Accessibility to the premises during periods of bad weather, slips, trips or falls	Possible	Moderate	Medium	Staff, visitors and hirers	The risk is treated through the Winter Management Plan. There are grit bins and snow shovels at all sites. In severe weather, premises would be closed, and the risk negated. The Council has public liability insurance.	
Kitchen – scalds, burns.	Possible	Moderate	Medium	Staff, visitors and hirers	The risk is treated. Users are given coffee making facilities and flasks in the room that they hire as much as possible. Children are not allowed in the kitchen. Kettles have short flexes and are set well back on the counter. Users are discouraged from transporting hot food or drinks through the building. There is a First Aid kit available in each kitchen.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Partition Wall (Roffey Millennium Hall and North Heath Hall) - risk of injury.	Possible	Moderate	Medium	Staff, visitors and hirers	<p>The risk is treated. Only staff trained in opening/closing the walls are allowed to do so (appropriate signage in place).</p> <p>Hirers are not allowed in the hall when the wall is in the process of being open or closed.</p> <p>North Heath Hall – stage lights must be well above the level of the partition (see below)</p> <p>The partition walls are serviced, maintained and safety checked on a regular basis.</p> <p>The Council has public liability insurance.</p>	
Stage Equipment Lights and sounds system (North Heath hall only) – risk of injury, causing damage/fire.	Possible	Moderate	Medium	Staff, visitors and hirers	<p>The risk is treated.</p> <p>Stage lights are sited well above the level of the partition and are secured with a chain to the supporting rail in case they fall. Currently only to be moved or maintained by staff or appointed contractors.</p> <p>Equipment is serviced, maintained and safety checked on a regular basis.</p> <p>Hirers using the stage equipment are asked to sign a hire agreement before use restricting what can be done with the equipment.</p> <p>The Council has public liability insurance.</p>	

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MULTI COURTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Unlawful entry and risk of criminal damage or theft with the potential to cause harm.	Possible	Severe	High	Staff, users.	<p>The risk is tolerated but there are some mitigation measures in place.</p> <p>The courts are locked when not in use and are surrounded by high fencing. Regular users have entry codes/padlocks – codes are changed on a regular basis. Code number padlocks are changed to key entry padlocks overnight and for long periods when MUGAs are not in use.</p> <p>Inspection and monitoring by staff. Security signage was added to the surrounding fences in April 2023.</p> <p>The Multi Courts are insured.</p>	As referred to in the Property minutes PR/011/23, the next time the locks need replacing a more secure locking system will be used, avoiding 2 locks being used.
Risk of attack and being subjected to antisocial behaviour including that associated with drug use whilst the courts are in use.	Possible	Moderate	Medium	Staff, users	<p>The risk is tolerated but there are some mitigating measures in place.</p> <p>The multi courts have flood lighting and are used only by hirers that have scheduled bookings.</p> <p>The caretakers and hirers have mobile phones to summon help.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Damage, wear and tear and missing items causing slip, trip hazards or injury	Possible	Moderate	Medium	Staff, users.	<p>The risk is treated.</p> <p>Visual inspections made at least weekly. The caretakers keep a watching brief on the courts and have mobile telephones so that they can report any damage.</p> <p>There is a Maintenance Contract for routine maintenance and inspections.</p> <p>There is public liability insurance in place.</p>	
Maintenance of the floodlight towers. Working at height – falls.	Possible	Severe	High	Contractors	<p>The risk has been transferred. Work to the floodlight towers is contracted out to those with specialist skills. A PET was undertaken in May 2022 and the remedial work required undertaken.</p> <p>Public liability documents are sought from contractors prior to work commencing to ensure adequate insurance cover.</p>	
Floodlight towers – unauthorised scaling of towers - falls	Possible	Severe	High	Public	<p>The risk is tolerated as possible controls cannot be justified or implemented.</p> <p>Public liability insurance is in place.</p>	
Injury because users are not aware of the premises.	Unlikely	Negligible	Low	Users	<p>The risk is treated - The Policy and Conditions of Hire are kept up to date and hirers have access to them.</p> <p>The maximum number of people allowed per court 10 + 2 coaches.</p> <p>Caretakers open up and close for ad hoc hires and help familiarise hirers with the courts.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
					There is adequate signage warning of areas where care needs to be exercised. Public liability insurance is in place.	
Accessibility to the premises during periods of bad weather, slips, trips, falls	Possible	Moderate	Medium	Users	The risk is treated through the Winter Management Plan. Should the weather be extremely severe, courts are assessed and if considered dangerous closed, giving rise to risk being terminated. The Council has public liability insurance.	
Accessibility to the courts in the dark leading to slips, trips, falls	Possible	Moderate	Medium	Users	The risk is treated. The courts and surrounding area are lit, has lighting when necessary. The Council has public liability insurance.	

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PLAY AREAS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Unlawful entry and risk of criminal damage or theft with the potential to cause harm.	Possible	Severe	High	Staff, users.	The risk is tolerated but there are some mitigation measures in place. Regular inspections and monitoring by staff. The play areas are insured.	
Damage, wear and tear and missing items causing slip, trip hazards or injury	Possible	Moderate	Medium	Staff, users.	The risk is treated - visual inspections made at least weekly. The Facilities Officer inspects the Play Areas once/twice a week and actions any remedial work that is required. There is an annual inspection by RoSPA. Staff conducting inspections have had appropriate training from RoSPA There is a Maintenance Schedule for routine maintenance. There is public liability insurance in place. Damage to safety surfacing and fencing is repaired by contractors under instruction from the Council thereby transferring the risk. Checks are made that the contractors have public liability insurance.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Anti-social behaviour in particular bullying or entrapment. Drug use.	Possible	Severe	High	Users, especially children on their own.	The risk is treated as far as possible by low fencing to give good sightlines into the play area and having two points of escape within each play area – apart from Earles Meadow which is for toddlers only. The area is inspected regularly for signs of drug use and anything found is reported to the police.	
Finger entrapment	Unlikely	Moderate	Low	Users especially children	The risk is treated by having properly fitted self-closing gates compliant with guidance. Regular inspections are carried out. The Council has public liability insurance.	
Animal fouling giving rise to toxicaria	Possible	Severe	High	Users, especially children	The risk is treated as much as possible by having properly fitted self-closing gates compliant with guidance. There is signage indicating that no dogs are allowed in the play areas. Dog bins are provided outside the play areas for disposal of dog waste and emptied through a contract with Horsham District Council transferring risk to the contractors. The Council has public liability insurance.	
Rubbish could attract wasps, insects, animals or rodents resulting in health issues, bites or stings.	Possible	Moderate	Medium risk	Users, especially children	The risk is treated by the provision of litter bins which are emptied regularly.	

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OPEN SPACES

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Injury from falling branches from trees on Parish Council land.	Possible	Severe	High	Members of the public, staff	<p>The Parish Council has implemented a Tree Management Policy and Scheme. Only Health and Safety Tree work will be undertaken.</p> <p>An inventory of trees requiring work was drawn up in May 2019 by an independent Tree specialist and the required work completed possible and an interim inspection undertaken in December 2020.</p> <p>The last full inspection took place in May 2022.</p> <p>In the meantime, the Facilities Officer visually inspects the trees as required.</p> <p>The significant oak at Earles Meadow is monitored by an Arboricultural expert to an agreed maintenance schedule.</p> <p>Work undertaken to trees is performed by a contractor which transfers the risk. Public liability insurance is in place.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Slips, trips or falls from uneven, wet ground	Unlikely	Moderate	Low	Members of the public and staff.	The risk is treated as much as possible by regular grass cutting and maintenance by a contractor. The area is visually inspected periodically. Public liability insurance is in place	
Splinters or harm caused by street furniture, seats, litter bins.	Unlikely	Negligible	Low	Members of the public, staff	The risk is mitigated. Work has been done to identify fences in the ownership of the Parish Council and, if required, remedial work has been undertaken. The Facilities Officer inspects fences as required. Public liability insurance is in place.	
Harm to people working on land and open space owned by or for which the Parish Council is responsible for.	Possible	Negligible	Low	Staff, Contractors, Earles Meadow Conservation Group, volunteers	The risk is treated as those working on land owned by the Council must have authorisation to undertake the activity. The activity will have been subject to them conducting a risk assessment. The Parish Council insurance company are notified of volunteers who undertake regular activities if requested. Earles Meadow Conservation Group has their own insurance in place. The Council has public liability insurance. Contractors have their own public liability insurance and this is checked to make sure it is current and appropriate.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Animal fouling giving rise to toxicaria	Possible	Severe	High	Members of public especially children	The risk is treated as much as possible by the provision of dog bins which are emptied by Horsham District Council thus transferring the risk.	
					There is signage to indicate that dog bins should be used. The Council has public liability insurance.	
Train line with crossing running adjacent to open space at Amberley Close – causing harm.	Unlikely	Severe	Medium	Members of public especially children	The risk is treated by the use of stile with fencing and hedging. Danger is highlighted by signage. The area is owned by Network Rail.	

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ALLOTMENTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Injury from falling branches from trees.	Possible	Severe	High	Hirers, public, staff	See entry in Open Spaces above.	
Slips, trips or falls from uneven, wet ground	Unlikely	Moderate	Low	Hirers, public, staff	The risk is treated through regular grass cutting by a contractor. The area is visually inspected to a schedule. The conditions of hire for allotment holders gives them responsibility for cutting areas around the allotments. Public liability insurance is in place.	
Animal fouling giving rise to toxicaria.	Possible	Severe	High	Hirers, public, staff	The Council has public liability insurance.	
Injury from falling into brick culvert	Possible	Moderate	Medium	Public	The culverts are covered in brambles which would cushion a fall, but they do obscure the culvert. The culvert is brick lined, but not very deep. The Property Committee considered the risks and arranged for signage to be installed.	

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STREET FURNITURE

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
<p>Injury caused as a result of damage or lack of care of street furniture which includes seats, litter bins, notice boards, bus shelters and street lighting.</p>	<p>Unlikely</p>	<p>Negligible</p>	<p>Low</p>	<p>Members of the public, staff</p>	<p>The risk is treated through regular visual inspections of bus shelters, notice boards, litter bins and dog bins.</p> <p>Streetlights are visually inspected monthly by a qualified electrician.</p> <p>Work undertaken to street furniture is undertaken by contractors who have appropriate insurance.</p> <p>Bus shelters and noticeboards are cleaned by a contractor on a six-weekly basis. Any damage is reported back to the Parish Council.</p> <p>There is a rolling maintenance programme for the bus shelters.</p> <p>Public liability insurance is in place. Contractors have their own public liability insurance.</p>	

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LITTER PICKING

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Injury from sharp objects/ needles/ sticks, twigs/ cans/ glass.	Possible	Moderate	Medium	Litter wardens/ Caretakers	<p>Litter wardens/caretakers are issued with gloves and a sharps container for needles. Protective eye wear has been made available.</p> <p>Those collecting glass are advised to use a brush and dustpan or litter picker if possible, rather than to pick things up by hand.</p> <p>Public liability insurance is in place.</p>	
Extreme weather conditions	Possible	Moderate	Medium	Litter wardens/ Caretakers	<p>Litter wardens/ caretakers are advised to wear suitable clothing and footwear for the conditions. Uniform is provided which includes appropriate footwear, waterproof jackets and trousers for litter wardens.</p> <p>They are advised to use sunscreen/wear a hat/ carry water / wear waterproof clothing and layers as appropriate.</p> <p>In extremes of weather, litter wardens are advised to stay out for limited time periods only and alternative indoor work is organised.</p>	

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MISCELLANEOUS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Existing Controls	Actions
Lifting	Possible	Moderate	Medium	Facilities Officer/ volunteers	Those attending the North Horsham Friendship Club should be relatively mobile and not need to be lifted.	
Sudden feelings of being unwell	Possible	Moderate	Medium	Those who attend the Friendship Club	The Facilities Officer has undergone a two day First Aid course (April 2022) to enable a better understanding of what could be done in an emergency. An ambulance will be called in any situation where basic first aid isn't appropriate.	