

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 17 March 2025** at **7.30pm** in **Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
11/3/2025**

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**AGENDA**

**25.20 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

**25.21 CHAIRMAN'S ANNOUNCEMENTS**

**25.22 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

**25.23 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 20 JANUARY 2025.**

**25.24 COUNCILLOR CO-OPTION AND VACANCIES**

To consider co-option to fill vacancies on the Council.

**25.25 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**

To note the update report.

**25.26 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

**25.27 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

**25.28 GRANT APPLICATIONS**

To consider any grant applications received.

**25.29 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**

- a) Open Spaces Working Group
- b) Trees Working Group
- c) Allotment Gardens (including plot rental review)

- d) Village Hall Trust
- e) Community Resilience Plan (appoint Lead Cllr)
- f) Parking/Village Signage Working Group
- g) Assets of Community Value
- h) Wattle House Feasibility Study Working Group
- i) Findon Village Pre-School Portacabin Working Group
- j) Community Infrastructure Levy (CIL) Working Group

**25.30 POLICY & STRATEGY**

- a) to approve the FPC Risk Register
- b) to approve the Volunteer Groups Risk Assessment
- c) to consider a response to the Devolution and Local Government Reorganisation consultation – Sussex and Brighton Devolution

**25.31 MEMORIAL BENCH FOR POND GREEN**

To consider the design etc for a new memorial bench.

**25.32 NEPCOTE GREEN**

To consider a request to develop a Boules area on Nepcote Green.

**25.33 COMMUNITY ORCHARD FOR FINDON VILLAGE**

To note progress.

**25.34 GRASS CUTTING TENDER PROCESS AND GREENS MOWER RESEARCH**

To note progress and consider any items for ratification/approval.

**25.35 CLERKS REPORT**

To note the report and consider any items for ratification/approval.

**25.36 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**

- a) Planning.
- b) Finance & Governance.

**25.37 FINANCE**

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.

**25.38 ITEMS TO BE REFERRED TO NEXT AGENDA**

		Risk Assessment Matrix				
		1	2	3	4	5
Likelihood ↑	5	Medium/High	Medium/High	High	High	High
	4	Low / Medium	Medium/High	Medium/High	High	High
	3	Low / Medium	Low / Medium	Medium/High	Medium/High	High
	2	Low	Low	Low / Medium	Low / Medium	Medium/High
	1	Low	Low	Low	Low / Medium	Medium/High
		1	2	3	4	5
		Effect →				

- The five rows represent the likelihood or probability of the risk occurring, while the columns represent the severity (effect) of the consequences.
- Each cell in the matrix represents a level of risk, with the highest risk in the top-right corner and the lowest risk in the bottom-left corner.
- The likelihood and severity of a risk occurring are usually rated as low, low/medium, medium/high, or high.
- These ratings are assigned based on the knowledge of the risk assessor

**Likelihood**

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Certain

**Effect**

1. Insignificant
2. Minor Injury
3. Moderate Injury
4. Major Injury
5. Death

## Findon Parish Council (FPC) Risk Register and Management 2025

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>ACTION</b>
<b>Finance</b>	Banking	<b>M</b>	Financial Regulations in place. Online Payments Policy approved by Findon Parish Council 11 September 2023.
	Risk of consequential loss of income	<b>L</b>	Insurance cover. Laptop uses Cloud technology for secure file storage.
	Loss of cash through theft or dishonesty	<b>L</b>	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	<b>L</b>	Monthly reconciliation prepared by Clerk, regular report to Council and published on FPC website. Two signatories on cheques if needed. Bank reconciliations checked. Online Payments Policy approved by Findon Parish Council 11 September 2023.
	Comply with Customs & Excise Regulations	<b>L</b>	Use VAT helpline when necessary. VAT claims claimed electronically via secure HMRC web site by Clerk. Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	<b>L</b>	Council receives detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this and approved by full council. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	<b>L</b>	Confirmation with WSALC on current legislation prior to any resolution to borrow monies. Public Works Loan Board approval and payment of £90k for Findon Village Hall extension August 2023.
<b>Liability</b>	Risks to third party, individuals or property	<b>M</b>	Insurance in place. Regular inspections and asset inspections. Risk assessments to be carried out as required. Formal Risk Assessment policy in place, PPE, first aid kit/accident book for councillors and volunteers.
<b>Employment Liability</b>	Comply with Employment Law	<b>L</b>	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue reqs	<b>L</b>	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	<b>L</b>	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
<b>Legal Liability</b>	Ensuring Activities are within legal powers	<b>L</b>	Legal advice sought where necessary. Clerk clarifies legal position. SOs and Committee Terms of Reference including delegations revised and approved by full council. To be reviewed 2025.
	Proper & timely reporting via Minutes	<b>L</b>	Council and Committee meeting Agendas on Notice Boards and published on Parish Council web site to meet any statutory deadlines. Unconfirmed/approved Minutes circulated to councillors and published on Parish Council web site.
	Proper document control	<b>L</b>	Data storage to comply with GDPR. Document Retention Policy to be formalised.
	General Data Protection Regulations	<b>L</b>	FPC web site, laptop, email provider are compliant. Relevant policy documents have

## Findon Parish Council (FPC) Risk Register and Management 2025

	(GDPR)		been reviewed/written/in development. Data Protection Officer in place.
<b>Council Propriety</b>	Code of Conduct	L	Signed by all councillors. New Model Code of Conduct adopted full council on 4 May 2021.
	Register of Interests (Pecuniary)	L	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	L	Register in place.

For approval by Findon Parish Council 17 March 2025

Signed

Dated

**FINDON PARISH COUNCIL  
SUPPLEMENTARY RISK ASSESSMENTS FOR FINDON PARISH COUNCILLORS/TEAM LEADS/VOLUNTEERS OPEN SPACES WORKING PARTY**

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. <b>RISK Rating before Control Measures</b>	Precautions and Controls	Risk Rating after Controls
<p>Powered tools – i.e. strimmer’s, brush cutters, hedge trimmers, leaf blower, leaf sucker, lawn mower</p>	<p>Injury to Team Leads/Volunteers/Councillors/Others. Amputation. Excessive blood loss. Eye injuries. Cuts/grazes/bruises. Noise/vibration associated injury. <b>Likelihood: 3</b> <b>Effect: 4</b> <b>Risk: Medium to High</b></p>	<ul style="list-style-type: none"> <li>• Powered tools only to be used by those qualified/trained, and <b>AUTHORISED</b> by the Team Lead to do so.</li> <li>• No lone working permitted.</li> <li>• Volunteers to be responsible for their own safety and that of others when using their own power tools.</li> <li>• Team Leads are to ensure that Council owned power tools are checked and maintained by a professional once annually to ensure they are in good working order. Powered items should be used in accordance with manufacturer safety instructions.</li> <li>• Volunteers are to follow manufacturer safety and maintenance instructions for their own power tools.</li> <li>• Volunteer owned power tools must not be shared.</li> <li>• A visual inspection of power tools and strimmer harnesses must be made before use. Checks to be made for signs of leaks or damage. Blades must be kept sharp.</li> <li>• A visual inspection must be made of the site before work starts to identify hazards, with particular attention being</li> </ul>	<p><b>Likelihood: 2</b> <b>Effect: 4</b> <b>Risk: Low to Medium</b></p>

**Agenda item 25.30 b supplementary RA**

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		<p>paid to any barbed/wire fencing and glass.</p> <ul style="list-style-type: none"> <li>• Immediate and surrounding working areas to be cordoned off with cones.</li> <li>• Those using strimmer's/brush cutters must keep a distance of 50ft/15 metres away from other persons.</li> <li>• Appropriate PPE <b>MUST</b> be worn at all times i.e. Hi-Viz jacket/visors/goggles/gloves/ear defenders/safety helmets.</li> <li>• Safety helmets <b>MUST</b> be worn for all work to be completed at, or above, shoulder height.</li> <li>• Footwear with good ankle support, non-slip tread, and toe protection should be worn.</li> <li>• Long sleeve tops and full-length trousers must be worn when cutting/trimming vegetation.</li> <li>• Regular rest breaks should be taken to avoid the effects of vibration and fatigue.</li> <li>• Whilst being transported, and when not in use, power tools must have their guards fitted.</li> <li>• When not in use, Parish Council owned equipment is to be stored away safely in a locked shed/unit.</li> </ul>	
Use of ladders	Injury to Team Leads/Volunteers/Councillors/Others. Head injury, Slips, falls. Bone fractures.	<ul style="list-style-type: none"> <li>• No lone working permitted.</li> <li>• Ladders, (other than step ladders) are only to be used by suitably trained users. The user must have <b>AUTHORISATION</b> from the</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 4</b> <b>Risk: Low to</b>

**Agenda item 25.30 b supplementary RA**

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
	<p><b>Likelihood: 3</b>  <b>Effect: 4</b>  <b>Risk: Medium to High</b></p>	<p>Team Lead.</p> <ul style="list-style-type: none"> <li>• Ladders must be checked over visually for any damage before use.</li> <li>• Appropriate PPE <b>MUST</b> be worn at all times i.e. Hi-Viz jacket/visors/goggles/gloves.</li> <li>• Safety helmets <b>MUST</b> be worn.</li> <li>• Non-slip, protective footwear should be worn.</li> <li>• Ladders only to be used for low-risk work and for a short duration of time (maximum of 30 minutes).</li> <li>• Ladders to be made secure by tying at the top and bottom, and to be footed by a person at the base of the ladder. Step ladders do not need to be tied, but must be footed by another, at the base.</li> <li>• Ladders are to be placed on a suitable firm and level base.</li> <li>• Ladder users are not to work off the top three rungs, unless it is a step ladder.</li> <li>• If the ladder has locking pins/devices, they must be engaged before climbing.</li> <li>• Ladders are not to be balanced on gutters.</li> <li>• Users must not overreach or carry heavy loads on the ladder.</li> <li>• Ladders are not to be used if a user is affected by vertigo or dizziness.</li> <li>• Ladders are not to be used in high winds, storms, or very wet weather.</li> <li>• Aluminium/metal ladders are not to be</li> </ul>	<p><b>Medium</b></p>



**Agenda item 25.30 b supplementary RA**

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. <b>RISK Rating before Control Measures</b>	Precautions and Controls	Risk Rating after Controls
		used where there are electrical hazards such as electrical cables.	
Use of chemicals – Petrol/diesel/engine oil filled equipment. Paint. Bitumen. Weedkiller	Injury to Team Leads/Volunteers/Councillors/Others. Burns. Difficulty breathing. Inhalation. Skin irritations. Eye irritations. Allergic reactions. <b>Likelihood: 3</b> <b>Effect: 4</b> <b>Risk: Medium to High</b>	<ul style="list-style-type: none"> <li>• Volunteers filling machinery with petrol/diesel/oil must be trained to do so.</li> <li>• Petrol, diesel, and chemicals must be stored away in a locked location, in their original containers, or containers clearly labelled with its contents. Containers, (other than original containers) will also be clearly labelled if they hold flammable liquids.</li> <li>• An appropriate Fire Extinguisher must be kept where petrol is stored. The extinguisher will be inspected once annually.</li> <li>• No one is permitted to smoke, or use ignitors, around flammable liquids.</li> <li>• Appropriate PPE gloves <b>MUST</b> be worn for the substance being handled.</li> <li>• Individuals known to have allergic reactions, or breathing issues to a substance, should wear a face mask.</li> <li>• If using chemicals or paint indoors, windows/doors must be kept open at all times.</li> <li>• Outdoor sprays must be used in calm and non-windy conditions to avoid inhalation.</li> <li>• Any spillages must be cleaned up and dealt with appropriately, straightaway.</li> <li>• Any contact made with skin or eyes, should be immediately treated according to</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 2</b> <b>Risk: Low</b>

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SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. <b>RISK Rating before Control Measures</b>	Precautions and Controls	Risk Rating after Controls
		container instructions. <ul style="list-style-type: none"> <li>• Petrol spills/splashes: Remove affected clothing and wash skin/eyes for 10-15 mins with water. Seek medical advice.</li> </ul>	
Working in or around Ponds/Water	Injury to Team Leads/Volunteers/Councillors. Loss of Life – Drowning. Slips, trips, or falls. Cuts/grazes/bruises. Sprains. Bone fractures. Bites/stings. Infections. Vomiting, diarrhoea, fever, cough, shortness of breath. Skin/ear/eye problems. <b>Likelihood: 3</b> <b>Effect: 5</b> <b>Risk: High</b>	<ul style="list-style-type: none"> <li>• No lone working permitted.</li> <li>• Team Lead to check the depth of the water volunteers may be working in. <b>Do not work</b> in water above knee height.</li> <li>• Visual inspection to be made of the site before work starts in order to identify hazards.</li> <li>• Ensure pond/lake has a lifebelt available.</li> <li>• Waterproof trousers and appropriate PPE <b>MUST</b> be worn for the location concerned. i.e. Hi-Viz jacket, protective waterproof footwear/wellingtons/protective gloves.</li> <li>• Do not attempt to work on, or walk on, a pond/water that is iced, or partially iced over.</li> <li>• Use of hand sanitiser is recommended.</li> <li>• Ensure any cuts are cleaned and covered with waterproof plasters prior to working in water.</li> <li>• Carefully clean and cover any cuts or grazes that occur whilst working in water.</li> <li>• Avoid ingestion of pond water or contaminated water.</li> <li>• Ensure hands are washed after contact with pond water, especially before eating.</li> <li>• Have a shower or bath after working in pond water, or possible contaminated</li> </ul>	<b>Likelihood: 3</b> <b>Effect: 3</b> <b>Risk: Medium to High</b>

**Agenda item 25.30 b supplementary RA**

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		water.	

**Risk Levels: 1 to 5. Attached. Likelihood x Effect Matrix to Determine Level of Risk**

**Likelihood:**

- 1. Being a rare likelihood**
- 5. Being certain likelihood**

**Effect:**

- 1. Being an insignificant effect**
- 5. Being loss of life**

**FINDON PARISH COUNCIL**  
**RISK ASSESSMENT FOR FINDON PARISH COUNCILLORS/VOLUNTEER TEAM**  
**LEADS. THIS ASSESSMENT IS RELEVANT TO OPEN SPACES VOLUNTEERS, WHICH**  
**INCLUDES THE WORKING PARTY, LITTER CLEARANCE GROUP, WILDFLOWER**  
**GROUP and TREE GROUP**

- Prior to any work being completed a visual inspection should be made of the area where work is to be undertaken. This is to ensure that there are no obvious hazards that would put volunteers or anyone else at risk. A safety discussion should be completed by the Team Lead/Councillor prior to the start of any volunteer session.
- Volunteers should not undertake the work defined if they have either an injury or illness that could increase risk of further injury or illness, either to themselves, or fellow volunteers.
- Volunteers will not be expected to work at height.
- Jewellery, necklaces, watches, ideally should not be worn. They could present as a risk of injury.
- Long hair must be tied up to avoid it getting caught in the activity.
- Appropriate Personal Protective Equipment (PPE) must be worn for the task involved. i.e. protective gloves, face masks, safety visors/goggles, ear defenders/safety helmets. **“Findon Volunteer” high visibility jackets (Hi-Viz) are to be worn by Team Leads/Councillors and volunteers, at all times.** Findon Parish Council will make sure that appropriate PPE is always available.
- It is advisable to wear long trousers and long sleeve tops to protect from scratches, bruises, nettle stings, and the risk of being stung by tics or other insects.
- Suitable footwear, ideally boots, should be worn to protect the sole, top of the foot, and toes, and should also provide a suitable grip for the proposed working conditions. Open-toe shoes, sandals, and trainers **must not** be worn. Doing so increases risk significantly.
- Findon Parish Council Team Leads/Councillors must always carry a charged mobile phone for emergencies.
- All work to stop immediately if members of the public enter a workable area, or if an unexpected danger/hazard is identified.
- A First-Aid kit must be available at all work sessions. The Team Lead/Councillor will carry this, or they will let volunteers know of its readily available location. All accidents/wounds must be reported immediately to the Team Lead/Councillor.

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SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. <b>RISK Rating before Control Measures</b>	Precautions and Controls	Risk Rating after Controls
Manual Handling – i.e. moving large/heavy objects, by reaching, lifting, bending, or twisting.	Injury to Team Leads/Volunteers/Councillors. Strained or pulled muscles, general backache. Foot or toe injuries/bone fractures. <b>Likelihood: 3</b> <b>Effect: 3</b> <b>Risk: Medium to High</b>	<ul style="list-style-type: none"> <li>• Assess items prior to movement. Assess area where item is to be moved from, and to. Check that there are no hazards in the way.</li> <li>• Lift and move items using your legs/knees to bend, not your back.</li> <li>• Do not handle very large/heavy items without assistance, or a trolley.</li> <li>• Use appropriate equipment to lift drain/gulley covers. i.e. crowbars/wrecking bars.</li> <li>• Appropriate footwear that has a non-slip tread, ankle support, and toe protection, should be worn.</li> <li>• PPE gloves are to be worn where appropriate i.e. for grip.</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 3</b> <b>Risk: Low to Medium</b>
Manual Handling – Sharp Objects, Hazardous/Contaminated items. Hazardous/Clinical/Human/Unbagged Animal Waste	Injury to Team Leads/Volunteers/Councillors. Cuts/grazes from sharp objects. Infections. Penetration wounds by needles, syringes, or glass. <b>Likelihood: 3</b> <b>Effect: 4</b> <b>Risk: Medium to High</b>	<ul style="list-style-type: none"> <li>• Do not handle needles, syringes, glass, condoms, hazardous items, dangerous substances or hazardous/clinical/human/unbagged animal waste. Report these items to the Team Lead and Arun District Council.</li> <li>• Assess items before you move them.</li> <li>• Appropriate PPE gloves <b>MUST</b> be worn at all times. For litter picking, litter pickers/grabber equipment <b>MUST</b> be used.</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 4</b> <b>Risk: Low to Medium</b>

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SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		<ul style="list-style-type: none"> <li>• Suitable footwear with a thick sole should be worn.</li> <li>• Use of hand sanitiser is recommended.</li> <li>• Ensure any cuts are cleaned and covered with waterproof plasters prior to working.</li> <li>• Wash hands following a clean-up session, or more often as considered appropriate by the individual.</li> <li>• Penetration wounds must be reported immediately to the Team Lead.</li> </ul>	
<p>Environmental – uneven/poor/slippery ground surfaces, steep banks, shrubs, brambles, tree branches. Concealed holes/ditches/warrens.</p>	<p>Injury to Team Leads/Volunteers/Councillors. Slips, trips, falls. Bone fractures. Bruises/sprains/cuts/grazes. <b>Likelihood: 3</b> <b>Effect: 3</b> <b>Risk: Medium to High</b></p>	<ul style="list-style-type: none"> <li>• Appropriate clothing and PPE gloves are to be worn.</li> <li>• Footwear with good ankle support and non-slip tread, appropriate for the environment, should be worn.</li> <li>• Visual inspection to be made of the site before work starts to identify hazards.</li> <li>• Stop work if conditions are considered dangerous and report to the Team Lead.</li> </ul>	<p><b>Likelihood: 2</b> <b>Effect: 3</b> <b>Risk: Low to Medium</b></p>
<p>Weather - Sun and hot temperatures</p>	<p>Injury to Team Leads/Volunteers/Councillors. Dehydration, exhaustion, sunburn/sunstroke. <b>Likelihood: 3</b> <b>Effect: 3</b> <b>Risk: Medium to High</b></p>	<ul style="list-style-type: none"> <li>• Avoid mid-day sun.</li> <li>• Take regular breaks out of the sun (at least every 2hours) and more frequently in extreme temperatures.</li> <li>• Wear appropriate headwear such as a sun hat.</li> <li>• Use sun cream.</li> <li>• Water should be carried and drunk regularly.</li> </ul>	<p><b>Likelihood: 2</b> <b>Effect: 2</b> <b>Risk: Low</b></p>

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SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		<ul style="list-style-type: none"> <li>Avoid or abandon work and report to the Team Lead if conditions are considered to be a possible risk to health.</li> </ul>	
Weather - Wet and/or cold conditions	Injury to Team Leads/Volunteers/Councillors. General ill health. Hypothermia <b>Likelihood: 2</b> <b>Effect: 2</b> <b>Risk: Low</b>	<ul style="list-style-type: none"> <li>Suitable waterproof and/or warm clothing should be worn.</li> <li>Avoid or abandon work and report to Team Lead if conditions are considered to be a possible risk to health.</li> </ul>	<b>Likelihood: 1</b> <b>Effect: 2</b> <b>Risk: Low</b>
Soil and Dusts	Injury to Team Leads/Volunteers/Councillors. Infection. Allergic reaction. Breathing issues. <b>Likelihood: 2</b> <b>Effect: 2</b> <b>Risk: Low</b>	<ul style="list-style-type: none"> <li>Volunteers <b>MUST</b> wear appropriate PPE gloves.</li> <li>Individuals known to have allergic reactions or breathing issues may wish to wear a face mask.</li> <li>Use of hand sanitiser is recommended.</li> <li>Ensure any cuts are cleaned and covered with plasters prior to working with soil/dusts.</li> <li>Carefully clean and cover any cuts or grazes with plasters that occur whilst working with soil/dusts.</li> <li>Hand washing advisable at end of, and during sessions, as considered appropriate by the individual.</li> </ul>	<b>Likelihood: 1</b> <b>Effect: 2</b> <b>Risk: Low</b>
Use of Hand tools	Injury to Team Leads/Volunteers/Councillors/Others. Cuts/grazes/bruises. <b>Likelihood: 3</b> <b>Effect: 3</b>	<ul style="list-style-type: none"> <li>Volunteers to be responsible for their own safety and that of others when using their own hand tools.</li> <li>Team Leads are to ensure that Parish Council owned tools are checked regularly</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 3</b> <b>Risk: Low to medium</b>

Agenda item 25.30 b

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
	Risk: Medium to High	<p>to ensure they are in good working order.</p> <ul style="list-style-type: none"> <li>• Volunteers are to follow manufacturer safety and maintenance instructions for their own hand tools.</li> <li>• Volunteer owned hand tools must not be shared.</li> <li>• Appropriate PPE <b>MUST</b> be worn at all times i.e. Hi-Viz jacket/visors/goggles/gloves/safety helmets.</li> <li>• Appropriate footwear with good ankle support and non-slip tread, should be worn.</li> <li>• Parish Council owned hand tools are to be stored away safely at all times when work isn't in progress, in a locked shed/unit.</li> </ul>	
Working - On or near roads. Driving vehicles.	Loss of life, or serious bodily injury by road accident to Team Leads/Volunteers/Councillors/Others. <b>Likelihood: 3</b> <b>Effect: 5</b> <b>Risk: High</b>	<ul style="list-style-type: none"> <li>• Hi-Viz jackets <b>MUST</b> be worn at all times.</li> <li>• No lone working permitted on, or near, any roads.</li> <li>• If working on or near roads, one volunteer must be on "look out" at all times.</li> <li>• Volunteers must not clear, or work on, any drains/gullies on the A24 or A280.</li> <li>• Clearing of drains/gullies in the Village on a 20mph road</li> </ul>	<b>Likelihood: 2</b> <b>Effect: 5</b> <b>Risk: Medium to High</b>



Agenda item 25.30 b

SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		<p>will be permitted. Road signs and cones alerting the public/other road users, to work being carried out on the road must be used. Extra care/vigilance to be taken when working on a bend or corner.</p> <ul style="list-style-type: none"> <li>• For all other work around roads, i.e. path clearing, litter picking; volunteers must keep 0.5 metres clear/away of 20mph roads. Volunteers must keep a distance of 1.0 metre clear/away from stretches of road with a 40mph speed limit.</li> <li>On a road with a speed limit of 50 mph or more, volunteers must keep clear/away from the road by a distance of 1.2 metres. If a litter picker volunteer walks on a verge to reach the first layby on the A280, the volunteer must keep a distance on the verge of 1.2 metres from the road.</li> <li>• Visual inspection to be made of the site before work starts</li> </ul>	

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SPECIFIC HAZARD	RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures	Precautions and Controls	Risk Rating after Controls
		<p>in order to identify hazards.</p> <ul style="list-style-type: none"> <li>• Drivers of on-site vehicles are to be aware of members of the public/road users and other volunteers in the vicinity. A maximum speed limit of 10mph is to be adopted.</li> <li>• Driver of vehicles are to adhere to Highway Code at all times.</li> <li>• Volunteers with cars should park in an appropriate space on the same side of the road on which they are working.</li> <li>• Work should be completed outside of rush hour periods. Rush hours are considered to be 8am - 9.30am and 4pm - 6.00 pm.</li> <li>• Volunteers must not cross dual carriageways or central reservations carrying any tools/equipment.</li> <li>• Volunteers should try to work wherever possible, by facing oncoming traffic.</li> </ul>	
<p>Dangerous weeds and plants. Giant Hogweed, also known as Wild Parsnip or Hemlock</p>	<p>Injury to Team Leads/Volunteers/Councillors. Burns/ blisters/skin damage/skin inflammation/rash/itchiness/ vision problems. <b>Likelihood: 3</b> <b>Effect: 3</b> <b>Risk: Medium to High</b></p>	<ul style="list-style-type: none"> <li>• Appropriate PPE <b>MUST</b> be worn at all times. i.e. protective gloves.</li> <li>• Protective sturdy footwear is recommended.</li> <li>• Long sleeve tops and full-length trousers must be worn when cutting/strimming vegetation.</li> <li>• Use of hand sanitiser is recommended.</li> </ul>	<p><b>Likelihood: 2</b> <b>Effect: 2</b> <b>Risk: Low</b></p>

**Agenda item 25.30 b**

<b>SPECIFIC HAZARD</b>	<b>RISKS to Volunteers, Team Leads, Parish Councillors, and Others. RISK Rating before Control Measures</b>	<b>Precautions and Controls</b>	<b>Risk Rating after Controls</b>
		<ul style="list-style-type: none"><li>• Giant hogweed/hemlock must not be touched.</li><li>• Sites of giant hogweed should be reported to the Team Lead.</li></ul>	

**Risk Levels: 1 to 5.**

**Attached. Likelihood x Effect Matrix to Determine Level of Risk**

**Likelihood:**

- 1. Being a rare likelihood**
- 5. Being certain likelihood**

**Effect:**

- 1. Being an insignificant effect**
- 5. Being loss of life**