

Coffee Mornings Risk Assessment for – Broomfield and Kingswood Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants	8	6	48	Briefing at the start of the Litter Pick by the Organiser. Participants access restricted to pavement and footpaths. Traffic warning / controls to be utilised. Litter picking signs and cones to be used in areas where no pavement present.	8	2	16 (A)
2	Hygiene	Cuts, grazes, germs	Participants	4	4	16	Briefing at the start of the Litter Pick by the Organiser. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc Warn re avoiding rubbing mouth and eyes whilst working Wash hands and forearms before eating and drinking, etc or going to the toilet	2	2	4 (A)
3	Slips, Trips, and falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs	Participants	6	4	24	Briefing at the start of the Litter Pick by the Organiser Heavy items will not be moved but will be identified and details of location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department	6	2	12 (A)

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
4	Hazardous waste	Syringes, liquids in bottles gas canisters etc	Participants	6	4	24	Briefing at the start of the Litter Pick by the Organiser and any items to be identified and details of location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department Gloves will be issued to participants	4	2	8 (A)
5	Fly tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants	4	3	12	Briefing at the start of the Litter Pick by the Organiser and any items to be identified and details of location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department	4	1	4 (T)
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants	3	3	9	Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear Drink plenty of water. Take suitable rest breaks.	2	1	2 (A)
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants	2	6	12	Briefing at the start of the Litter Pick by the Organiser a photograph shown of the plant and any plants identified, details of the location to be recorded then reported by the Organiser/Clerk to the correct Unitary Council Department	1	2	2 (A)

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RISK ASSESSMENT CARRIED OUT BY:

DATE:

Signature:

RISK ASSESSMENT VALIDATED BY: MEMBERS OF BROOMFIELD AND *KINGSWOOD PARISH COUNCIL* DATE:

Signatures:

1.....

2.....

3.....

4.....

5.....

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7.....

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Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority.				
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.				
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required				

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