

## RISK ASSESSMENT FORM

|                            |                                                                                      |                       |                      |                                                |
|----------------------------|--------------------------------------------------------------------------------------|-----------------------|----------------------|------------------------------------------------|
| <b>Workplace</b>           | Rye Town Council                                                                     | <b>Likelihood (L)</b> | <b>X</b>             | <b>Severity (S)</b>                            |
| <b>Department</b>          | Rye Town Steward Team                                                                | Almost Impossible     | 1                    | Insignificant (minor injury, no time off)      |
| <b>Risk Assessor</b>       | N. Ledger                                                                            | Unlikely              | 2                    | Minor (injury and up to 7 days off)            |
| <b>Room/Area</b>           | Rye                                                                                  | Possible              | 3                    | Moderate (injury causing more than 7 days off) |
| <b>Activity/Task</b>       | <b>Slips, trips and falls</b>                                                        | Likely                | 4                    | Major (death or serious injury)                |
| <b>Date</b>                | 19/04/2023                                                                           | Almost Certain        | 5                    | Catastrophic (multiple deaths)                 |
| <b>Benefit of activity</b> | To highlight the risks of potential slip, trips and fall hazards to the town steward | <b>Low = 1-8</b>      | <b>Medium = 9-14</b> | <b>High = 15-25</b>                            |

| What are the significant, foreseeable, hazards?<br>(the dangers that can cause harm) | Who is at Risk? | Current control measures<br>(What is already in place/done) | Risk Rating |   |   | What additional control measures can be put in place to reduce the risk further? | Revised Risk Rating |   |   |
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|                                                                                      |                 |                                                             | L           | S | R |                                                                                  | L                   | S | R |

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| 1. | Damaged floors/surfaces;<br>loose/uneven drain covers;<br>step nosing's hard to see,<br>rounded, damaged or<br>slippery steps etc. | Staff | <p>Regular reporting to Line Manager or ESCC Highways for repairs and maintenance of highways/footways/stairways</p> <p>Ground floor of storage unit painted with anti-slip paint.</p> <p>Appropriate safety footwear to be worn while at work.</p> <p>Use handrails when going up/down steps.</p> <p>Avoid steep slopes in poor weather</p> | 3 | 2 | 6 |  |  |  |
| 2. | Icy surfaces outside                                                                                                               |       | <p>Gritting of footways in colder winter months.</p> <p>ESCC also grit main routes.</p> <p>Fence off, or place out of bounds non gritted areas that could be dangerous in icy/snowy weather</p> <p>Suitable footwear worn at all times</p> <p>No working on slopes or icy area's that can't be gritted or that could cause injury.</p>       | 3 | 3 | 9 |  |  |  |

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| 3. | Walking on; rain/leaves/wet grass/mud                                                                          | <p>Use public footways where possible.</p> <p>Avoid walking on area's with wet mud/grass/leaves where possible.</p> <p>If mowing grass during wet weather check ground is not too soft to walk on and mow before starting.</p> <p>Standing water/leaf build up swept away before carrying out works in area.</p> <p>Wear appropriate footwear at all times.</p>                                                                                                 | 3 | 3 | 9 |  |  |  |
| 4. | Changes in floor level e.g. slopes, small steps; abrupt changes from one type of flooring material to another. | <p>Report any defects seen to Line Manager or ESCC Highways for repair.</p> <p>Where possible ensure adequate lighting of working area when working (daylight or street lights).</p> <p>Do not carry out works in an area where the ground is not stable/safe to do so. Eg. Do not mow grass of steep grass banks.</p> <p>Wear appropriate footwear at all times while working as well as PPE (eg. Hard hat) to prevent injury if working on uneven ground.</p> | 2 | 3 | 6 |  |  |  |

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| 5. | Holes, potholes or uneven paving on footpaths                                 |  | <p>Regular reporting to ESCC Highways of any defects found.</p> <p>Inspect ground where working to ensure no holes/damage to grounds before starting works. Eg. Holes hidden by long grass.</p>                                                                                                                                                                 | 3 | 2 | 6 |  |  |  |
| 6. | Inappropriate footwear; leaks; spillages; litter/food on ground, broken glass |  | <p>Ensure good lighting conditions, eg day time or adequate street lighting in place in the area</p> <p>Standing water/wet leaves/litter/broken glass swept from working area before works begin.</p> <p>Wear appropriate footwear suitable for the job role and working environment at all times.</p> <p>Clear up any accidental spills from the work area</p> | 3 | 2 | 6 |  |  |  |

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| 7. | Littered footways; rushing; carrying large objects and obscuring vision ahead; being distracted e.g. using mobile phone or being spoken to by members of the public | <p>Litter is cleared from walkways if seen. Any fly tipping on footways or public spaces reported to Line Manager or RDC.</p> <p>Only carry large objects in work area once area has been inspected/cleared of potential hazards.</p> <p>Mobile phone used to take photos of works required and after works are carried out once area has been inspected.</p> <p>Calls not to be taken while moving/carrying objects.</p> <p>Stop and to one side of an area/footway when speaking to members of the public. Do not try to carry large objects or carry on working while speaking.</p> <p>Ensure there is plenty of time to complete a task before starting to prevent the need to rush.</p> <p>Plan for any large loads that need to be moved for days when it's dry or when working with Asst. Town Steward etc.</p> | 3 | 2 | 6 |  |  |  |  |
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| 8. | vandalism damage |  | Regular inspections of main working areas to monitor existing conditions.<br><br>Works to be rescheduled if vandalism has taken place that could cause an injury.<br><br>Report any damage seen/found to Line Manager. | 2 | 2 | 4 |  |  |  |
| 9. |                  |  |                                                                                                                                                                                                                        |   |   |   |  |  |  |

**Action Plan (when will the above additional control measures be implemented and by whom?)**

| Action | By Whom? | Deadline | Date Completed |
|--------|----------|----------|----------------|
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**Signature and review**

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|---------------------------------------------|------------|------------------------------|--|--------------|------------|
| <b>Name of Manager:</b>                     | R. Farhall | <b>Signature of Manager:</b> |  | <b>Date:</b> | 19/04/2023 |
| <b>1<sup>st</sup> review undertaken on:</b> |            | <b>Signature of Manager:</b> |  | <b>Date:</b> |            |
| <b>2<sup>nd</sup> review undertaken on:</b> |            | <b>Signature of Manager:</b> |  | <b>Date:</b> |            |
| <b>3<sup>rd</sup> review undertaken on:</b> |            | <b>Signature of Manager:</b> |  | <b>Date:</b> |            |