

RISK ASSESSMENT FORM

Workplace	Rye Town Council	Likelihood (L)	X	Severity (S)
Department	Rye Town Steward	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	N.Ledger	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Rye	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Use of work vehicle, equipment, mowing machinery and power tools	Likely	4	Major (death or serious injury)
Date	19/04/2023	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure the safe use of work with equipment, mowing machinery and power tools	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (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		
			L	S	R		L	S	R

1.	Slips, trips and falls	Staff	Separate slips, trips and falls risk assessment in place. Guidelines in place for clearing up spillages and moving/picking up litter and obstructions. Working at height policy and risk assessments in place. First aid kit in work vehicle. Any equipment used to be used on secure, level ground. Work area to be coned/fenced off or have clear signage placed out. Suitable PPE to be worn (eg suitable footwear, gloves, eye protection and hardhat) Work area to be cleared of obstructions/litter before work begins. Spills to be cleared up promptly	2	3	6			
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2.	Electric shock	Annual PAT testing of tools and electrical equipment carried out where applicable Machinery serviced regularly and any issues found with machinery are reported and items not used. Report any defects/faults found with equipment or tools. Use only RTC owned electrical tools and equipment, do not use borrowed/donated tools or equipment.	3	3	9			
3.	Injury eg. Cuts, bruises, hard impact, repetitive strain, vibration.	Suitable PPE to be worn while working First aid kit in the vehicle. Follow manufacturer's instructions on any tools and equipment to reduce risk of injury. Visually inspection of tools, machinery and equipment before use. Report faulty/damaged tools and equipment. Risk assessments in place to ensure safe and correct working procedures to reduce risk of injury. Take regular breaks to reduce risk of RSI and hand-arm vibration syndrome.	2	3	6			

4.	Lone working		Lone working policy and risk assessments in place. Where required - Carry out a dynamic risk assessment before carrying out any works that require the use of work equipment, machinery and power tools. If the risks are high then carry out the works when any hazards can be removed and the risk lowered.	2	3	6				
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5.	Correct use of equipment, mowing machine and power tools		Work equipment, machinery and power tools only to be used by staff trained in house or who have had additional training given. Full PPE to be worn. Strimmer and hedge cutter - not to be used in confined areas or areas close to vehicles or pedestrians. Close off work area or keep a distance of at least 5 meters where possible. Mowing machines – Not to be used in confined areas or within 3 meters of pedestrians where possible. Ensure signage is placed out or area is closed off during mowers use Power tools that require the generator for power should not be used before 8am in built up urban areas. Vehicle and generator to be positioned in a safe place while power tools are being used. Close off area with signs and barriers. Do not leave trailing cables where pedestrians could trip. Follow manufacturer's instructions. Visual inspection of all equipment, tools and machinery before use Wear ear defenders When using drills, ensure drill bits are new. Do not use blunt drill bits.	3	3	9			
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			Angle grinders not to be used unless user undertakes abrasive wheel course. Machinery not to be used in bad weather where visibility can be reduced. Machinery only to be used in daylight hours to ensure good visibility. Beacon light to be on when ride on mower is being used. Ride on mower to be used within view of the parked work vehicle and trailer where possible. Mower to be put on trailer and moved to next location when being used, to reduce time mower is being driven on the highway. Take regular breaks to prevent RSI and vibration injury							
6.	Faulty tools/equipment		Use only RTC owned electrical tools and equipment, do not use borrowed/donated tools or equipment. Annual PAT testing of tools and electrical equipment carried out. Visually inspection of tools and equipment before use. Report any faulty equipment or tools.	2	3	6				

7.	Noise		When using high Db equipment or tools, ensure ear defenders/ear protection is worn.	2	2	4			
8.	Use of work vehicle		Full, clean UK driver's license of staff required. 360-degree beacon light fitted to vehicle for increased visibility while in use on roadside. Regular checks/maintenance, annual service and MOT of vehicle Adhere to speed limits, highway code and park safely. Do not drive on to or across verges/footways for access to works while pedestrians are in the area.	2	3	6			
9.									
10.									

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

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	R.Farhall	Signature of Manager:		Date:	19/04/2023
1 st review undertaken on:		Signature of Manager:		Date:	
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	