

RISK ASSESSMENT FORM

Workplace	Rye Town Council	Likelihood (L)			X	Severity (S)		
Department	Rye Town Steward Team	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	Working Outdoors	Likely			4	Major (death or serious injury)		
Date	19/04/2023	Almost Certain			5	Catastrophic (multiple deaths)		
Benefit of activity	To ensure the safety of staff when working outside on the public highway	Low = 1-8		Medium = 9-14		High = 15-25		

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	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.	Use of flammable/Harmful liquids (petrol fuel. oil based paints), Chemicals (graffiti remover)	Staff and public	PPE when handling any flammable/harmful liquids/items Items/liquids stored in metal, lockable cabinet in storage unit. Suitable container used for fuel and amount kept to a minimum when transported in the work vehicle (5ltrs). Fire extinguisher in vehicle. Staff fire safety trained First aid kit in vehicle Signage and barriers when using paints and chemicals in a public area. Only use in a well-ventilated area. Use water-based paints where possible. Any fuel, paints or chemicals to be locked in the work vehicle when not in use while working in the public domain.	4	3	12			
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2.	Carrying out highway maintenance/other tasks on the roadside and public highway	PPE to be worn when working on the public highway (gloves, ear defenders, helmet, eye protection, appropriate footwear, hi-vis jacket or bib) Suitable work wear to be worn at all times when outside in the public domain (always have on a Hi-vis jacket/bib) Signage and barriers to be used when working on public areas and highway (footway, verges and carriageway). In house training for use of all equipment and machinery (see separate risk assessment for full details). NRSWA Signage, Lighting and Guarding training undertaken by N. Ledger, S. Lipross, K. Smith and J. Neame and R. Farhall (supervisors) Dynamic risk assessment upon arrival of each task. Full written on-site risk assessment to be completed if considered necessary. Monitor training dates and any additional training needed. Work in daylight hours only where absolutely possible.	4	3	12				
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3.	Working outdoors – poor weather conditions, hot, cold, rain etc	Appropriate PPE to be worn when working in extreme weather conditions Wear seasonal hi-vis uniform provided. Take regular breaks in heat, drink plenty of water and apply sunscreen regularly. Regular breaks in cold/wet weather, use vehicle to warm up/dry off if in a remote area or return to the Town Hall if close by. Work inside during adverse weather.	3	2	6			
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4.	Vehicles/Traffic	Use of barriers and signage if undertaking any works on the carriageway or any verges where vehicles can travel across eg grass verge with access to a driveway or entrance. Staff not to direct traffic. Traffic can be stopped for short periods of time when using the stop/go sign, when approved by supervisor beforehand. Ensure you can be clearly seen by drivers before crossing roads or when walking along verges or the side of the carriageway where there is no footway. Wear hi-vis uniform at all times Only carry out works within town area with 30mph or less speed limit. Permission required and separate risk assessment to be completed if working outside of that zone. Use public crossings when crossing the road where they are available.	3	4	12			
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5.	General public – risk of violence, verbal abuse		If threatened with violence or if receiving verbal abuse, leave area immediately if safe to do so and report to line manager or the police if necessary. If in a situation where leaving the area is not possible and you feel under threat, immediately phone 999.	3	3	9			
6.	Use of equipment/machinery and power tools		See separate risk assessment						
7.	Slips, trips and falls		Follow guidance in separate risk assessment						
8.	Working at heights		Follow guidance in separate risk assessment						
9.	Manual handling		Follow guidance in separate risk assessment						
10.	Lone working		Follow guidance in separate risk assessment						

11	Physical Injury/First Aid	PPE to be worn at all times when working and handling equipment, tools and machinery. First aid kit provided in work vehicle Minor injuries to be treated with use of the first aid kit or by seeking medical assistance if required. Then to be reported in the accident book located in the Town Hall office. Dynamic risk assessment to be carried out by staff before undertaking any works that could lead to serious injury to themselves or anyone else. They should then contact their line manager to confirm the task/works would be too dangerous to attempt. Lone working risk assessment in place Training and guidance will be given to all staff to make them aware of scenarios they should absolutely avoid. In the event that serious injury does occur dial 999 immediately	3	4	12			
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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
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	