



RISK MANAGEMENT

Contents

Introduction

Risk Management	Page 4
Risk Management Policy Statement	Page 4

Section One: Risk Register

1.1 Finance	Page 6
1.2 Management	Page 10
1.3 Assets	Page 12
1.4 Liability	Page 14
1.5 Councillors Propriety	Page 15

Section Two: Risk Assessments

2.1 Assessing Risk	Page 16
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2.2 Events

General event management	Page 18
Terrorism	Page 24
Food and Drink	Page 25
Bonfire and fireworks	Page 26
Processions	Page 28
Beacons	Page 30
Fetes and fairs	Page 31
Litter picks	Page 32
Toasting marshmallows	Page 37

2.3 Estates

Allotments	Page 39
Conservation work parties	Page 41
Wildfires	Page 45
Pond and waterways	Page 46
Height barriers	Page 47

Christmas Tree

Page 48

Playgrounds

Page 49

2.4 HR

Sexual Harassment

Page 50

2.5 Office tasks

Staple Gun

Page 52

Introduction

Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified evaluated and controlled. It is a key element of the framework of governance together with community focus structures and processes standards of conduct and service delivery arrangements.

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

This risk assessment pack includes both the risk register and risk assessments for Normandy Parish Council. Each serve a different purpose but are both essential for effective risk management. This is pack can be used as a proactive tool that enables The council to foresee, address, and manage risks effectively. The pack is divided into two sections; section one focuses on the organisation's risk register and section two on risk assessments. The risk register provides a broad overview of risks to the council as an organisation, while risk assessments for activities focus on specific, localised risks associated with particular tasks or events. Findings from activity risk assessments can inform updates to the risk register.

Risk Register:

- This is a comprehensive document that identifies and evaluates risks affecting the council's overall operations, governance, and assets.
- It includes risks related to finances, governance, public liability, and compliance with regulations.
- The register is reviewed regularly to ensure all risks are managed effectively and updated as new risks emerge.
- It focuses on the council's ability to achieve its objectives and maintain its services.

Risk Assessments:

- These are specific evaluations conducted for individual activities or events, such as litter picking, playground maintenance, or community events.
- They identify hazards associated with the activity, assess the likelihood and impact of those hazards, and outline measures to mitigate risks.
- These assessments are tailored to the unique risks of each activity and are often shared with participants or organizers to ensure safety.

Risk Management Policy Statement

Normandy Parish Council is committed to identifying, assessing, and managing risks to ensure that its services and activities are delivered effectively, safely, and in compliance with its statutory duties. The Council recognises that proactive risk management is essential for maintaining public trust, achieving strategic objectives, and ensuring the well-being of the community it serves.

Policy Objectives:

1. To safeguard the Council's assets, resources, and reputation through effective risk identification and mitigation.
2. To ensure the continued delivery of essential services to the community, even in the face of potential disruptions.
3. To comply with all relevant legislation and good governance practices.
4. To promote a culture of risk awareness and responsibility within the Council.

Commitments:

- The Council will maintain a comprehensive Risk Register that identifies, evaluates, and monitors potential risks across all areas of operation.
- Regular risk assessments will be conducted for individual activities, events, and assets managed by the Council to ensure the safety and well-being of the community and staff.
- Risk management practices will be integrated into the Council's decision-making processes, including financial planning, project management, and service delivery.
- The Council will allocate appropriate resources to address identified risks, including training, insurance coverage, and contingency planning.
- The Council will periodically review its risk management approach to adapt to changing circumstances and emerging threats.

Section One: Risk Register

The council have broken down the organisational risks into 5 main areas which have been further broken down into individually identifiable risks, each one been rated as high (H), medium (M) or low (L) and control measures noted: (1) Finance (2) Management (3) Assets (4) Liability (5) Councillors Propriety

1. FINANCE

Subject	Risk(s) Identified	H/M/L	Management /Control of Risk	Review/Assess/Revise
Annual return	<ul style="list-style-type: none"> ▪ Not submitted within time limit ▪ Not published in compliance with regulations 	L L	<p>Year-end accounts are submitted to the Internal Auditor then approved by the Council.</p> <p>Annual return is completed in accordance with the regulations and set to the External Auditor within the time limit. Dates for the deadline are stated by external auditor. Accounts are published as stated on auditor notices.</p>	Existing procedure adequate.
Bank and Banking	<ul style="list-style-type: none"> ▪ Inadequate checks ▪ Bank mistakes ▪ Bank charges ▪ Internet hacking ▪ FSCS limits exceeded 	L L L M L	<p>The Council have Financial Regulations (FRs) that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts monthly when the statements are received. Any errors would be communicated to the bank and Chairman immediately. The banking procedures are regularly reviewed.</p> <p>Two signatures are required for every cheque issued.</p> <p>FSCS (financial services compensation scheme) covers deposits to £85k; if funds held near this limit accounts would be reviewed, and money moved accordingly.</p> <p>Internet Banking procedure established requiring dual authorisation for every transaction. Antivirus software on Clerk's and every signatory's computer to be kept updated.</p>	<p>Existing procedure adequate.</p> <p>FRs reviewed annually. Bank signatories reviewed annually and with personnel</p> <p>Bank statements and reconciliation checked monthly.</p>
Investments	<ul style="list-style-type: none"> • Loss of surplus funds due to bad 	M	The risk will be directly in line with the type of scheme invested in and aligned to the Council's Investment Policy.	Investments are reviewed annually.

	investments			
Best Value Accountability	<ul style="list-style-type: none"> ▪ Work awarded incorrectly ▪ Overspend on services 	L L	<p>As per FRs normal practice would be to seek whenever possible at least three quotations for work over £100.00.</p> <p>For major contract services formal competitive tenders will be sought. If problem is encountered with a contract the Clerk would investigate, check quote/tender, research problem and report to Council.</p>	<p>Existing procedure adequate.</p> <p>Review FR regularly.</p>
Councillor allowances / expenses	Councillors over-paid	L	<p>No allowances are allocated to Councillors or the Chairman from The Council.</p> <p>Any expenses are claimed by presenting the relevant receipt to the Clerk for approval/payment in the same manner as other payments. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council</p>	Existing procedure adequate.
Election costs	Unexpected election cost	L	Sufficient monies in reserve are budgeted to be available should the need arise.	Reviewed in budget.
Financial Records	<ul style="list-style-type: none"> ▪ Inadequate records ▪ Financial irregularities 	L L	<p>The Council FRs set out requirements.</p> <p>The Clerk receives training to ensure knowledge is up to date. The accounts system includes reconciliations and cross-casting to reduce arithmetical mistakes.</p> <p>The Internal Auditor checks all records.</p> <p>Review of income & expenditure is provided monthly to The council.</p>	<p>Existing procedure adequate.</p> <p>Review the FRs annually</p>
Grants payable	No power to pay or authorisation of Council to pay	L	<p>The Council has a Grant Funding Policy that sets out the requirements.</p> <p>All such expenditure goes through The Council required process of approval and is minuted.</p> <p>Any grants awarded have the terms and conditions satisfied before money is released.</p>	Existing procedure adequate.
Grants receivable	Incorrect amount received or paid in	L	<p>Grants received are checked as being due by the Clerk.</p> <p>All receipts are reported to the Council and recorded in the minutes.</p>	Existing procedure adequate.
Invoices	<ul style="list-style-type: none"> ▪ Goods not supplied but billed 	L	The council's FRs set out the requirements. Invoices are only submitted	Existing procedure adequate.

	<ul style="list-style-type: none"> ▪ Incorrect invoicing ▪ Errors in authorisation ▪ Unpaid invoices 	L L	<p>for approval once the Clerk has inspected the goods/services received.</p> <p>Spreadsheet kept to monitor invoices anticipated, received and further updated when payment sent.</p> <p>Two councillors to authorise the release of payments once approved by Clerk / RFO</p> <p>Schedule of completed payments is produced for approval at each Council meeting and minuted accordingly.</p>	Review FR annually
Legal powers	Illegal or unlawful activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Full Council meetings.	All activities and payments minuted.
Precept	<ul style="list-style-type: none"> ▪ Adequacy of precept ▪ Requirements not submitted to Guildford Borough Council (GBC) ▪ Amount not received from GBC 	L L L	<p>The council commences the review of the precept requirement annually in September/October when the Finance and Governance Committee consider a first draft based on known income and expenditure. The presented budget will include actual position and projected position to year end and estimated figures for the next financial year. With this information a first draft overall figure is considered with a further Finance committee meeting to agree amounts set for specific budget headings for the following year. Final budget figures to be formally resolved at the December full Council Meeting; the total of which is resolved to be the precept amount to be sent to Guildford Borough Council for collection through the Council Tax. This figure is submitted by the Clerk (and the Responsible Financial Officer, where different) in writing to GBC. Clerk informs the Council when precept is received.</p>	Existing procedure adequate.
Reporting and Auditing	<ul style="list-style-type: none"> ▪ Information communication ▪ Compliance 	L L	Budget monitoring statement is produced each month and provided for members for information purposes. A full list of receipts, transfers and cheques to be signed is provided at the meeting and the full detail balanced against the bank statement and checked by a Councillor monthly.	Existing communication procedures adequate. Councillor to be appointed to check financial records for fidelity compliance.

Salaries and associated costs	<ul style="list-style-type: none"> ▪ Salary paid incorrectly ▪ Wrong deductions of NI or Tax ▪ Unpaid Tax & NI contributions to the HMRC. ▪ Incorrect time or holiday paid. ▪ Pension ▪ Expenses paid correctly 	L L L L L L	<p>The Council authorises the appointment of all employees through a recruitment process.</p> <p>Clerk keeps a record of hours worked and has a contract of employment and job description. Salary based according to NALC/SLCC national pay scales.</p> <p>Salaries and pension contributions are paid by online. Payroll is completed by an outside body and overseen by the Finance & Governance Committee.</p> <p>The Clerk's expenses accompanied by appropriate receipts and checked by Chairman.</p>	<p>Existing procedures adequate.</p> <p>Recommend timesheets are submitted monthly to the Chairman and Finance Committee Chairman.</p>
VAT	Failure to reclaim	L	<p>FRs set out the requirements.</p> <p>Clerk adopts a system to diarise reminders.</p> <p>Reclaims are reconciled with cash book.</p>	Existing procedure to be reviewed.

2. MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management /Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business owing to unexpected circumstances	M	The councils everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with The Council's retention policy as well as on the website. Clerk has copy of all access passwords. In the event of the Clerk being indisposed the Assistant Clerk will step in or a locum will be arranged. Alternative meeting rooms are available in the village. Contingency, when legislation permits, use of 'zoom' video conference facilities.	Review procedures annual
Council records – electronic	Loss through <ul style="list-style-type: none"> ▪ theft or fire ▪ damage corruption or loss of laptop 	L M	The Council's electronic records are stored on a password protected council owned laptop at the Clerks home. New laptop/updated software to be secured at least five-yearly.	Existing procedure adequate.
Cyber Security	<ul style="list-style-type: none"> • Loss of sensitive information and / or funds. • Lack of confidence in The council. • Disruption of services. 	M	Use a good quality, paid for, anti-virus. Full firewalls in place.	Encryption on the hard drives in place, to prevent access if the computers are stolen Review annually
Council records - paper	Loss through <ul style="list-style-type: none"> ▪ theft ▪ fire ▪ damage 	L L L	The Council's everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with The Council's retention policy and on the website. Old files stored in a locked storage container at Manor Fruit Farm and covered by our insurance. The Clerk's home office has dedicated storage with appropriate insurance.	Existing procedure adequate.
Data protection GDPR	<ul style="list-style-type: none"> ▪ Policy provision ▪ Non-compliance with GDPR 	L L	Data protection requirements stated in The Council's Standing Orders. Ensure employees and councillors receive training and are aware of their responsibilities. Annual registration of Information Commissioner's Office maintained.	Existing procedure adequate. Provide training where necessary.

Employees	<ul style="list-style-type: none"> ▪ Loss of key personnel ▪ Fraud by staff ▪ Unlawful action taken by staff ▪ Breach of Health & Safety 	<p>M</p> <p>L</p> <p>L</p> <p>M</p>	<p>Proactive management to ensure employees are well motivated and respected. Contingency arrangements and funding in place to provide adequate cover in the event of employee absence.</p> <p>Policies in place to address staff grievances and annual appraisals taking place. The Council employees to be included in a suitable fidelity guarantee insurance in accordance with the FRs.</p> <p>Employees made aware of their responsibilities for health and safety, The Council H&S policy and training provided as required. Clerk provided with relevant training, reference books, access to assistance and legal advice require to undertake the role. Regular contact with Chairman.</p> <p>All activity and payments within the powers of the Council to be resolved and minuted at Full Council meetings.</p>	<p>Existing procedure adequate</p> <p>Chairman to maintain regular contact with all employees. Monitor working condition safety requirements and insurance regularly. Training provided.</p>
Freedom of information Act	<ul style="list-style-type: none"> ▪ Failure to recognise requests and/or comply adequate 	<p>L</p> <p>L</p>	<p>Provide support to Clerk in provision of information if FOI request received.</p>	<p>Monitor and report any impacts of request made under the FOI Act</p>
Insurance	<ul style="list-style-type: none"> ▪ Inadequate cover ▪ Expensive policy ▪ Lack of compliance ▪ Fidelity guarantee compromised 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>An annual review is undertaken (before policy renewal) of all insurance arrangements in place:</p> <p>Ensure asset register is up to date.</p> <p>Ensure compliance measures are in place.</p> <p>Ensure fidelity checks are in place.</p>	<p>Existing procedure adequate.</p> <p>Asset register to be fully reviewed.</p>
Legal powers	<p>Illegal or unlawful activity or payments</p>	<p>L</p>	<p>All activity and payments within the powers of the Council to be resolved and minuted at Full Council meetings.</p>	<p>All activities and payments minuted.</p>
Meeting location	<ul style="list-style-type: none"> ▪ Inadequate ▪ Breach of H&S 	<p>L</p> <p>L</p>	<p>The Council meetings are held in Royal British Legion Hall. Premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend from H&S and comfort aspects. The venue is managed by Royal British Legion Committee who are responsible for its insurance and risk assessments.</p>	<p>Existing location adequate.</p>

3. ASSETS

Subject	Risk(s) Identified	H/M/L	Management /Control of Risk	Review/Assess/Revise
Maintenance	Poor performance of assets or amenities	M	An asset register is kept up-to-date and insurance is held at the appropriate level for all items. All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for repair is actioned/authorised in accordance with the correct Council procedures. Weekly inspections of play area and trim trail are carried out aswell as quarterly operational inspections and annual inspections by a RoSPA registered company. Any defects highlighted actioned accordingly.	Existing procedure adequate.
Street furniture Noticeboards/ Bus shelters/ SIDs/ Finger posts etc	<ul style="list-style-type: none"> ▪ Risk/damage/injury to third parties ▪ Road safety ▪ Need for replacement ▪ Deployment of SIDs 	L	The Council has ten notice boards sited around the village which are looked after by Councillors or volunteers. All locations have approval by relevant parties and insurance cover is in place. Speed Indicator Device (SID) operating instructions and appropriate training provided for volunteer operators as determined by specific SID H&S risk assessment.	Existing procedure adequate. Review adequacy at least every five years. SID and Vehicle Activated Sign (VAS) currently operated and managed by separate Speedwatch group.
War memorial	<ul style="list-style-type: none"> ▪ Risk/damage/injury to third parties ▪ Road safety 	L	Condition Assessments are carried out in order to effectively maintain and repair assets	Full Risk Assessment undertaken and regularly reviewed
The pond	<ul style="list-style-type: none"> ▪ Danger of falling into water ▪ Trees overhanging the pond causing pollution 	L	Informative / warning signs to educate the public Trees around the pond regularly surveyed and maintained RoSPA report	Full Risk Assessment undertaken and regularly reviewed
Playgrounds	<ul style="list-style-type: none"> ▪ Harm or accident to 	M	Insurance cover in place	Full Risk Assessment

and recreation facilities	<p>users</p> <ul style="list-style-type: none"> ▪ Vandalism 		<p>Annual inspection of play equipment by specialist company. Quarterly inspections by specialist company. Weekly inspection by qualified or trained volunteers. Records kept by Clerk. Defective items to be cordoned off and repairs made as necessary by specialist company.</p>	undertaken and regularly reviewed
Trees	<ul style="list-style-type: none"> ▪ Harm or damage to people & property by falling branches 	H	<p>Regular inspection by arboriculturist with professional indemnity. Removal of dead branches and other safety work to be done as required by professional tree surgeon, also with professional indemnity.</p>	

4. LIABILITY

Subject	Risk(s) Identified	H/M/L	Management /Control of Risk	Review/Assess/Revise
Employer Liability	Non-compliance with employment law	L	Insurance in place. Undertaken adequate training and seek advice from NALC/SLCC as appropriate. Seek professional support for specialist areas of responsibility.	Existing procedures adequate.
Legal liability	<ul style="list-style-type: none"> ▪ Lack of clarity of legality of activities ▪ Inaccurate reporting via Minutes ▪ Lack of document control 	L L L	<p>Clerk to clarify legal position on proposals and to seek advice if necessary.</p> <p>Parish Council always receives and approves Minutes at monthly meetings.</p> <p>Retention of document policy in place. Seek professional support for specialist areas of responsibility.</p>	Existing procedures adequate.
Legal powers	<ul style="list-style-type: none"> ▪ Illegal activity or payments ▪ Working parties taking decisions 	L L	<p>All activity and payments made within the powers of the Council and not ultra vires, and to be resolved and clearly minuted.</p> <p>Ensure working parties understand only the Parish Council can make decisions.</p>	Existing procedures adequate.
Minutes/Agenda/ Notices/Statutory documents	<ul style="list-style-type: none"> ▪ Inaccurate minutes ▪ Unlawful actions ▪ Public not given sufficient notice ▪ Retention of documents not inline with policy ▪ Missing documents ▪ Business not conducted correctly 	L L L L L L	<p>Minutes and agenda are produced in the prescribed manner by the Clerk according to legal requirements.</p> <p>Minutes are approved and signed at the following Council meeting.</p> <p>Minutes and agenda are displayed according to legal requirements, on noticeboards and the Council website.</p> <p>Retention of documents is aligned to policy.</p> <p>Business conducted at Council meetings is managed by the Chair and advised by the Clerk.</p>	<p>Agenda and minutes regularly posted on the Council website.</p> <p>Members adhere to Code of Conduct.</p>
Public liability	<ul style="list-style-type: none"> ▪ Risk to third party, property or individuals 	L L	<p>Insurance is in place.</p> <p>Risk assessments regularly carried out to comply with requirements if necessary.</p>	Existing procedures adequate.

5. COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management /Control of Risk	Review/Assess/Revise
Members Interest	<ul style="list-style-type: none"> ▪ Conflict of interest not declared ▪ Register of Members interests 	<p>M</p> <p>M</p>	<p>Councillors are solely responsible for the completion and submission of their Register of Members Interests and that it is a legal requirement; it is not the Council's responsibility.</p> <p>Councillors have a duty to declare any interests at the start of the meeting, reminder on the agenda.</p> <p>It is not the responsibility of members or the Clerk to cajole a member with a potential interest to actually declare it; it is the sole responsibility of the councillor concerned.</p> <p>Register of Members Interest forms to be reviewed regularly by Councillors.</p>	<p>Check understanding of requirements as new councillors are appointed.</p> <p>Members to take responsibility themselves to update the Register.</p>

Section Two: Risk Assessments

2.1 Assessing risk

The Parish Clerk is IOSH (Institution of Occupational Safety and Health) qualified and leads on risk assessment for the Council. An IOSH qualification equips individuals with the knowledge and skills to identify, evaluate, and manage workplace risks effectively. An IOSH qualification is internationally recognised, demonstrating a commitment to high safety standards and a robust understanding of legal requirements.

As an employer the Council is required by law to protect its employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum that must be undertaken is:

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

The Council uses a 5x5 matrix to aid in the assessment of risks, it combines quantitative and qualitative assessments, making it a versatile tool for prioritizing and managing risks.

Probability: Also called likelihood, the Probability (x-axis) pertains to the extent of how likely it is for the risk to occur. The 5 risk rating levels under this component are as follows:

1. Rare – unlikely to happen and/or have minor or negligible consequences
2. Unlikely – possible to happen and/or to have moderate consequences
3. Possible – likely to happen and/or to have serious consequences
4. Likely – almost sure to happen and/or to have major consequences
5. Almost certain – sure to happen and/or have major consequences

Impact: Also called severity or consequences, the Impact (y-axis) aims to determine the level of effects that the hazard can cause to workplace health and safety. While a 5x5 risk matrix can be tailored to the needs of an organization, the following represent the general terms used to describe the 5 levels to determine the risk's impact:

1. Insignificant – won't cause serious injuries or illnesses
2. Minor – can cause injuries or illnesses, only to a mild extent
3. Moderate – can cause injuries or illnesses that may require medical attention but limited treatment
4. Major – can cause irreversible injuries or illnesses that require constant medical attention

5. Severe – can result in fatality

	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Severe
1. Rare	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Almost certain	5	10	15	20	25

Green (Low risk): Scores 1-3

Amber (Moderate risk): Scores 4-9

Red (High risk): Scores 10-25

In assessing each of the risks, Normandy Parish Council have determined the inherent risk, considered the impact of the listed controls and published the residual risk.

2.2 Community Events Risk Assessment

Assessments carried out by: Cllr Jane Hill, Lead Councillor for Events
 Assessment checked by: Amanda Pick, Parish Clerk (IOSH)

Date assessment was carried out: 10/05/2025
 Date of next review: Annually

GENERAL EVENT MANAGEMENT

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Crowds and overcrowding	<ul style="list-style-type: none"> Crushing and Stampedes: High-density crowds can lead to dangerous pressure, causing injuries or fatalities. Restricted Movement: Overcrowding can make it difficult for people to move freely, increasing the risk of panic. Emergency Access Issues: If exits or emergency routes are blocked, it can delay medical assistance in case of an incident. Psychological Stress: Crowds can trigger anxiety, especially in vulnerable individuals. 	<ul style="list-style-type: none"> Full safety briefing to be given to marshals to advise how to assess crowd dynamics Implement controlled entry points Ensure clear evacuation routes Do not exceed venue capacity PA system and loud hailers available 	2	3	6
Electrical equipment failure	<p>Anyone attending the event or in the vicinity.</p> <ul style="list-style-type: none"> Overloading of the electrical phasing power outage electric shock electrical fire 	<ul style="list-style-type: none"> PAT certificates for all electrical portable equipment to be achieved Event organisers to familiarise themselves with the locations of; <ul style="list-style-type: none"> Fire exit points Co2 fire extinguishing equipment within the venue, as well as the fire alarms. Only Co2 extinguishers should be used when seeking to extinguish a fire from an electrical source. Location of fuse box 	1	5	5

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Overcrowded parking	<p>Anyone accessing the car park and the surrounding vicinity</p> <p>Collision between vehicles and pedestrians</p>	<p>Council to consider robust traffic management measures, including to</p> <ul style="list-style-type: none"> • spread the arrival of traffic across a number of hours for large events • Reserved parking for specific groups (these may include disabled attendees, stall holders, invited guests) • Share details of all available parking within Normandy village: <ul style="list-style-type: none"> ○ 145 spaces on site at MFF ○ 20 spaces at GP surgery ○ 30 spaces at Hunts Hill Road car park ○ 40 spaces at Royal British Legion car park ○ 50 spaces at Normandy Cricket Club ○ 5 spaces at the Scout Hut ○ 5 spaces at Willey Green ○ 10 spaces at the football club. • Parking wardens will assist attendees in locating suitable parking. • For large event the council will consider use of 'no waiting' cones to stop parking at entrance / exit points of car parks • Stewards will assist in controlling traffic flow into the main car park • All stewards to wear high visibility jackets • Stewards to ensure access maintained for emergency vehicles 	4	4	16
Extreme weather	<p>Extreme, heat, rain and wind can pose a multitude of risks to all attendees</p>	<p>A plan for each circumstance of weather is included in each events management plan.</p>	4	2	8

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Working at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	<ul style="list-style-type: none"> • Safe systems of work to be put in place before the event. • All work at height assessed on an individual task basis. • Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them. 	3	4	12
Slips, trips and falls	Staff, volunteers and customers	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitably etc. • Kitchen equipment maintained to prevent leaks onto floor. • Any spillages are cleaned immediately using suitable methods and leave the floor dry • Walkway around the equipment is kept clear from toys and equipment as far as is reasonably practicable • Suitable cleaning materials available. • Good lighting in all areas • No trailing cables 	3	3	9
Manual handling	<p>Staff and volunteers handling the equipment</p> <p>Short-term injuries such as cuts, sprains and bruises.</p> <p>Long-term injuries such as broken bones and musculoskeletal injuries and health conditions.</p> <p>Mental health problems such as stress, depression and anxiety.</p>	<ul style="list-style-type: none"> • Handling aids provided for movement of large / heavy items • Ingredients bought in package sizes that are light enough for easy handling • Staff given training and guidance on how to lift safely 	3	2	6

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<ul style="list-style-type: none"> Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Drinks not served to people obviously under the influence. 	3	3	9
Medical emergency	Accidents, injuries and ill health occurring at the event	The number of first aiders required for an event depends on several factors, including event size, risk level, and attendee demographics. The Council will use an first aid event calculator to determine the level of cover required.	3	3	9
Collapse of structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Frequent checks made on all structures by a competent person.	3	5	15
Lost children / vulnerable adult	Children and parents or VA and carer can become separated	<ul style="list-style-type: none"> Parents / carers remain in charge of their children at all times Announcements to be made periodically throughout the day that the 'lost children' point will be the bar area, where a member of staff will alert the event organisers so an announcement can be made. Volunteers manning the ingress and egress points to be alert to children entering and exiting alone. If, following the announcement, the child has not been found within 10 minutes then we will recommend parents contact the police. 	3	4	12

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Fire	Anyone at the event or in the vicinity of it	<p>Events at the village hall</p> <ul style="list-style-type: none"> • In the event of a fire, the alarm will sound. This will automatically trigger on the phones of the Hall Manager and the Chair who will attend immediately to support. • Alarm sounding triggers all present to leave the building and everyone must be requested to leave by their nearest exit and make their way to the external Fire Evacuation Point in a calm manner. • All Councillors in attendance to be given specific areas within the venue to check and clear and doors are closed before making their way to the Fire Safety Point. • The Clerk will advise the alarm point triggered and call the emergency services. Emergency services have the code for the height barrier key for MFF (2848) but Clerk will arrange to unlock the barrier in preparation. <p>For outdoor events where an evacuation is required, the Clerk and/or Lead Councillor will use the Event Stop procedure to alert those present to leave the venue via the nearest exit point and to meet at the designated meeting point which will have been agreed ahead of the event.</p> <ul style="list-style-type: none"> • Loud hailer located in the control room / tent for use in crowd management and incident control. • All Councillors in attendance to wear their ID lanyards during the event. 	3	3	6

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<ul style="list-style-type: none"> • check food vendors are complying with gas safety requirements • Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall. 	2	5	10
Any public safety incident	General public	<ul style="list-style-type: none"> • Event to be dynamically risk assessed throughout by event organisers • Appropriate number of first aider present at each event • Surrey Police are pre advised of large events 	3	3	9
Dogs	Non-friendly dogs	<ul style="list-style-type: none"> • All dogs to be kept on a lead • Owners encouraged to pick up after their dogs. 	3	2	6
Lack of hygiene facilities	Access for all abilities and dependencies	<p>Events held at the village hall have enough onsite toilets including accessible/disabled cubicle and baby changing facilities</p> <p>Events held in parks and open spaces must hire in portable toilets or hire building where toilets are available, appropriate for the anticipated number of attendees</p>	2	1	2

TERRORISM

Each of these attack types could cause death or injury to participants, volunteers and staff. In all cases the event would be cancelled which would have a financial impact on the council. Failure to properly identify risks and mitigating measures could lead to reputational damage and possibly prosecution.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Marauding Terrorist Attack	An attack by an individual or group of individuals using a gun or a bladed or blunt force weapon	<ul style="list-style-type: none"> All volunteer staff are briefed on security awareness and evacuation procedures. Use of the tannoy system in emergency situations. Clerk has specific anti-terrorism training. Key locations on site are monitored by CCTV and patrolled throughout the event. There is an ambulance and paramedic team on site throughout with facilities for a triage site at large events. 	2	5	10
Improvised Explosive Device	A bomb that can be placed, posted or carried into or close to the site	As above, plus waste bins are only put out immediately ahead of the event	1	5	5
Vehicle as a weapon	Deliberate use of a vehicle to kill, maim or injure people	As above, plus hedging and swales over the majority of Manor Fruit Farm restrict vehicular access to green and back field	2	5	10
Fire as a Weapon	Deliberate use of fire to kill, maim or injure people, or to cause damage to the site	As above	1	5	5
CBRN (chemical, biological, radiological or nuclear)	Use of CBRN by means to poison or otherwise cause harm to people	As above	1	5	5

FOOD AND DRINK

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Hot urn	Staff and volunteers in the kitchen <ul style="list-style-type: none"> Burns from the outside of the urn Scalds from the boiling water 	<ul style="list-style-type: none"> Urn away from the reach of customers Urn located at the back of the counter Staff and volunteers to wear closed toe footwear 	2	4	8
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	<ul style="list-style-type: none"> Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event. All food traders are to be 5* rated 	2	4	8
Allergic reactions to consumables	Anyone with a known or unknown food allergy or intolerance	<ul style="list-style-type: none"> Allergy and intolerance training provided from FSA as part of the induction process Staff trained not to advise on content but to hand the packet to the consumer for them to make their own decision Allergy and intolerance FSA poster displayed 	2	5	10
Serving alcohol	Intoxication and Overconsumption Underage Drinking Aggressive or Disorderly Behaviour Legal and Licensing Issues	<ul style="list-style-type: none"> Monitoring consumption ID Checks using 'Challenge 25' protocols Ceasing to serve those displaying signs of excessive consumption Council to ensure licences are in place 	4	2	8

BONFIRE AND FIREWORK EVENTS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Wildlife hiding in bonfire structure	Death or serious burns to wildlife	<ul style="list-style-type: none"> Check the bonfire area using a broom or a pole, use a torch to look inside and listen for a hissing sound – the sound a hedgehog makes when it is disturbed or distressed. Marshal to work their way around the bonfire, making sure to lift and check deep in the centre. 	3	1	3
Bonfire structure collapsing	Tower or material could fall, injuring people	<ul style="list-style-type: none"> Add stabilising elements to the bonfire construction to make it secure. Verify structure is generally of a sound nature. Safety barrier in place to create space between fire and the spectators. All safety staff made aware of emergency water supply location. Water buckets available for emergency use. Allocated person to be responsible for bonfire all night. 	2	4	8
Stray Fireworks	Volunteers and public attending the event can receive serious injuries, burns or death	<ul style="list-style-type: none"> Professional contractor engaged to minimise any risk Contractor to adhere to national guidance Fireworks lit behind bund Event organisers to have read an understood contactors risk assessment 	2	5	10
Pets disturbed by loud firework bangs	Local animals upset by loud bangs and flashing lights might escape fields, cause damage to themselves or property	<ul style="list-style-type: none"> Give plenty of warning via social media and website of the event so owners can minimise risk to their pet 	4	2	8

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
		<ul style="list-style-type: none"> Minimise the impact by delivering a proportion of the event as 'low bang' fireworks 			
Sparklers	<ul style="list-style-type: none"> Extreme Heat: Sparklers burn at temperatures of up to 2000 degrees Fahrenheit, which is 20 times hotter than boiling water. Burns and Injuries: Holding sparklers too close to the body or waving them near others can cause serious burns. Fire Risk: Sparks can ignite clothing, hair, or nearby flammable materials. Residual Heat: Even after burning out, sparklers remain hot and can cause burns if touched. Children's Safety: Sparklers should never be given to children under five years old, as they may not understand how to use them safely. Improper Disposal: Used sparklers should be placed in water or sand immediately to prevent accidental burns. 	<ul style="list-style-type: none"> Sparklers are banned from the event, but often still brought in by residents for use A minimum of 2 First Aiders in attendance St John's Ambulance in attendance Fire/water buckets available for burning embers caused by dropped sparklers 	3	2	6

PROCESSIONS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Slips, trips and falls	<p>Any participants including volunteers, attendees, staff and councillors</p> <ul style="list-style-type: none"> • Uneven or icy pavements • Pavement cambers • Trip hazards on the route • Traffic safety 	<ul style="list-style-type: none"> • Marshalls to accompany participants, one leading, one following on behind. • Marshalls to be provided with contact numbers of event organiser and a First Aider. • No unaccompanied children; it is strongly recommended children under 12 years of age to be accompanied by an adult. • A pre-run of the route to be conducted twice prior to the event: a week in advance, then again on the morning of the event. The aim is to highlighting any issues such as broken glass, the camber of the pavement, muddy areas of the pavement, tree roots, low hanging branches. • Any issues as highlighted during the morning walkthrough to, to be addressed. • Marshalls to be carry torches and walkie talkies or a or mobile phones, and to wear hi-vis jackets. • All to make their way at their own pace. • All usual highway traffic / pedestrian rules apply. 	2	3	6
Collision between vehicles and pedestrians	<p>Crossing a busy road</p> <p>Large amount of people using same pavements including children and young people.</p>	<ul style="list-style-type: none"> • Awareness of the hazard of traffic on Glaziers Lane, Guildford Road and MFF to be given by marshals during safety briefing. • Participants to cross the road at their own pace having checked for oncoming traffic. 	3	3	6

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
		<ul style="list-style-type: none"> Marshals to then lead the participants at a steady pace along the MFF pathway All to make their way onto the village green at their own pace. All usual highway traffic / pedestrian rules apply. 			
<p>Naked flames;</p> <ul style="list-style-type: none"> Christingle candles Flame torches 	<p>Burns from naked flames or dripping wax</p>	<ul style="list-style-type: none"> Marshals and/or adults to light the torches or candles, children not to handle matches or lighters. Non drip candles, torches or battery candles to be used. Awareness of injury risk to be given by marshal during safety briefing. For young children, battery operated candles are strongly recommended. No torches given to children. All naked flames to be extinguished at the end of the event. Burn plunge water buckets to be available for first aid. Water buckets available to extinguish any uncontrolled flames. 	<p>3</p>	<p>3</p>	<p>6</p>

BEACONS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Unstable structure	<p>The approved person for lighting the beacon.</p> <p>Loosening of surrounding soil or general degradation of beacon structure</p>	Verify structure is generally of a sound nature and able to withstand ladder erection, fire construction & lighting	2	3	6
Burning embers	Event attendees, local residential property, vegetation, trees and fields	<ul style="list-style-type: none"> Local residents informed of the time and date of the lighting event. Water supply and hose established and charged throughout the event All event volunteers to be made aware of emergency water supply location. Water buckets available for emergency use Beacon positioned with consideration to distances from residential property, vegetation and trees. 	1	3	3
Falling debris from beacon	Event officials close to the beacon	<ul style="list-style-type: none"> Paving slab on covering the base of the basket Chicken wire over the walls of the basket 	2	3	6

FETES OR FAIRS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood / Probability	Consequence / Severity	Overall score
Accessibility, particularly for the disabled	Any participants including volunteers, guests, staff and councillors by: <ul style="list-style-type: none"> • Uneven undulation of the land • trip hazards • icy pavements • wet floors • pavement cambers 	<ul style="list-style-type: none"> • Full check of all land including pavements and access points to be carried out 2 weeks ahead of the event date. • A further inspection to be carried out on the morning of the event, with warning notices to be displayed if necessary. • For indoor events in wet weather, rubber or non-slip mats to be placed at all entry and exit points. • Disabled access to be kept clear at all times. • Event to be set up to allow adequate space for all activities, e.g. table 1 m apart for craft fair, allowing access for traders to and from the front/rear of their table. 	2	3	6
Over-hanging table dressings	Low hanging tablecloths, trip or fall hazard	<ul style="list-style-type: none"> • Prior to the event opening to the public, a check of all pitches/tables to be conducted to ensure that any table dressing materials are not touching the floor/ground. • With regards cabling from any portable equipment, this should not overhang the front of any pitch/table. A full check of this to be done prior to the event opening to the public. 	2	2	4
Failure of an activity/exhibit	Accidental knocks and bruises caused by objects falling	<ul style="list-style-type: none"> • Full check of all activities and exhibits to be undertaken once set up of the event is complete 	3	2	6

LITTER PICKS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	Likelihood / Probability	Consequence /Severity	Overall rating
Manual handling	Staff, volunteers, contractors Carrying bags, moving bins, moving large and heavy objects, reaching, bending and twisting	<ul style="list-style-type: none"> Litter picker sticks and bag hoops provided to avoid bending and ease debris transferral Workers to be aware to lift and move items by using their leg muscles to bend – not their backs! Regular breaks are recommended and can be taken at anytime Workers are made aware to wear suitable footwear that have good tread such as hiking boots or study trainers Workers are made aware not to lift or move anything above their own capability. Report any issues such as moving heavy hazardous items to us. Workers are aware to only collect litter that can be transferred easily into black bags 	3	3	6
Slips, trips and falls	Staff, volunteers, contractors Uneven or slippery ground surfaces, steep banks, shrubs, brambles, tree branches, debris, and dark areas	<ul style="list-style-type: none"> Workers should stay within the pathway boundary and not to venture into banked up areas Workers are made aware to wear suitable footwear that have good tread such as hiking boots or study trainers – no open toed shoes Workers to be aware of the surface they are walking on and the current weather conditions Litter picking should only take place during daylight hours 	2	4	8
Adverse weather	Staff, volunteers, contractors Heavy rain; flood, deep puddles Ice/snow; difficult walking conditions High winds; trees to bend/break Extreme heat; over exposure to	<ul style="list-style-type: none"> Workers should be aware of the local weather reports and assess if it is suitable to carry out the litter picking. Be further aware of changing conditions during their litter pick Do not litter pick in extreme weather Clothing worn should be appropriate to the weather conditions i.e. sun hat and sun screen during hot weather, waterproof and warm clothing in cold weather 	3	3	9

	UV rays	<ul style="list-style-type: none"> Regular breaks are recommended 			
Biological hazards	Staff, volunteers, contractors Infections and diseases caused by dirty water, faeces, vomit, used condoms, used syringes	<ul style="list-style-type: none"> Suitable clothing and sturdy footwear to be worn at all times Use litter pickers at all times – do not use hands Workers are recommended to use gloves of at least EN388 standard to ensure they are puncture and tear resistant. Any existing cuts/grazes should be covered with surgical tape or waterproof plaster before starting activity Do not touch any unidentified and potentially hazardous waste and report it to Guildford BC Be aware of personal hygiene and wash hands before eating, drinking or smoking, going to the toilet and handling children. Do not touch your own face prior to washing your hands 	3	4	12
Sharp objects	Staff, volunteers, contractors Broken glass, syringes, nails, cans sharp twigs	<ul style="list-style-type: none"> Suitable clothing and sturdy footwear to be worn at all times Workers are recommended to wear gloves of at least standard EN388 and EN374 protect themselves against micro-organisms and be adequately puncture and tear resistant Use litter pickers at all times – do not use hands Do not touch any sharp objects and report it to Guildford BC online. 	3	4	12
Contaminated waste	Staff, volunteers, contractors Litter contaminated by hazardous substances Chemical burns, skin irritation, sickness, diarrhoea, infections and diseases	<ul style="list-style-type: none"> Do not handle any can, canister, oil drum, poisons, insecticides, clinical waste, hazardous substances, dead animals, broken glass, condoms, syringes, needles or sharp objects – report it to Guildford BC online. Suitable clothing and sturdy footwear to be worn at all times Be aware of personal hygiene and wash hands before eating, drinking or smoking, going to the toilet and handling children. Do not touch your own face prior to washing your hands 	2	4	8
Collisions	Staff, volunteers, contractors	<ul style="list-style-type: none"> Workers are advised to be fully aware of their surroundings and be considerate of other using the route and look before 	2	5	10

	Vehicles, cyclists, joggers, dogs, other pedestrians	<p>making abrupt changes in direction</p> <ul style="list-style-type: none"> • Follow the highway code at all times • Don't work on the roadside if the speed limit is 40mph or over • Don't litter pick on the highway, roundabout, central reservation or in the road • Children should not litter pick beside a road 			
Lone working Violence/abuse	Staff, volunteers, contractors Stress	<ul style="list-style-type: none"> • Fully charged mobile phone to be carried at all times by workers • Ensure you inform someone of your whereabouts when out litter picking and an agreed timescale • Litter picking should only be carried out during daylight hours • Anyone under the age of 16 needs to be supervised by an appropriate adult. 	1	4	4
Undisclosed health issues: Diabetes, epilepsy, hay fever and adverse reactions to stings, bites, nettles	Staff, volunteers, contractors Stress, ill health and allergies	<ul style="list-style-type: none"> • Workers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity bearing in mind the environment they will be surrounded by • Carry appropriate equipment and medication if required • Do not approach any domestic pets unless agreed by the owner. Try not to disturb any wildlife that you may come across • Be aware of your nearest defibrillator such as the one located at Normandy Village Hall, Normandy Royal British Legion or Wanborough Station - you can see these at www.defibfinder.uk • Consider taking a first aid kit 	2	4	8
Watercourses	Staff, volunteers, contractors plus rescuers Drowning, waterborne illnesses	<ul style="list-style-type: none"> • Don't enter any rivers, ponds, lake or canals. • River banks can be steep and unstable • Do not enter into floodwater or pick litter from floodwater as it may be contaminated. 	2	5	10

<p>Children and young people Lack of awareness of hazards and ability to risk assess</p>	<p>Children and young people participating in the activity</p>	<ul style="list-style-type: none"> • Young people may be less aware of sharp objects, broken glass, or hazardous waste. • Ensure they know to avoid these and report them to an adult. • Young participants might not dress appropriately for weather conditions. • Ensure they are prepared for rain, cold, or heat. • Young people might be more susceptible to bacteria and allergens. • Emphasize the importance of not touching their face and washing hands regularly. • Young people might be more prone to accidents due to inexperience. Assess the likelihood of incidents and their potential severity. • Consider the physical and cognitive development stages of the young participants. Younger children might need more direct supervision and simpler instructions. • Use age-appropriate language to explain safety rules. • Demonstrate how to use equipment and what to do if they find something dangerous. • For children maintain an age appropriate adult-to-child ratio. • Adults should be vigilant and ready to intervene if necessary • Obtain signed consent forms from parents or guardians, clearly outlining the risks and safety measures in place. • Ensure the activity is covered by appropriate insurance, specifically considering the involvement of young people. • If children are not parentally supervised <ul style="list-style-type: none"> (i) equip supervisors with mobile phones and establish a clear plan for contacting parents or guardians in case of an emergency. DBSs must be in place at the appropriate level of disclosure. (ii) Keep a list of emergency contacts for each young participant, including parents or guardians. (iii) Have first aid kits readily available and ensure 	<p>3</p>	<p>4</p>	<p>12</p>
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		<p>adults are trained in first aid, especially for common injuries among young people</p> <p>(iv) Provide hand sanitizers and encourage regular hand washing, especially before eating or drinking.</p> <p>(v) Ensure young participants have access to water and are reminded to drink regularly.</p> <p>(vi) Provide sunscreen and encourage its use.</p>			
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TOASTING MARSHMALLOWS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	Likelihood/Probability	Consequence/severity	Overall Score
Participants being burnt by flames, hot wood, or the hot fire bowl	Councillors, staff volunteers and those participating in the activity could receive burns. Could apply to all site users to a lesser degree	<ul style="list-style-type: none"> staff and supervision levels have been adjusted to take into account any specific needs of the participants. Ground rules to be set. Qualified first aiders and first aid box are to always be available Burn/first aid bucket must always be readily available Additional water to put out the fire must be readily available A constant flat level ground is needed for the site of the fire Fire to be supervised by staff at all times Highly recommended that a staff member / volunteer to be level 3 qualified Forest School Instructor 	2	4	8
Burning of combustible materials by flames / embers	As above	<ul style="list-style-type: none"> Supervision over the fire and participants at all times. Hair and clothing to be kept clear of fire. Burn/first aid bucket must always be readily available Additional water to put out the fire must be readily available 	1	4	4
Allergic reaction to the ingredients in the food	Those participating in the activity could have an allergic reaction.	<ul style="list-style-type: none"> Foods not likely to cause allergic reactions being offered Staff to ascertain if any of any allergies 	1	2	2
Hot, flaming marshmallows	Councillors, staff volunteers and those participating in the activity could receive burns.	<ul style="list-style-type: none"> People encouraged to keep their hot marshmallows where they won't burn others Children reminded before eating that the marshmallow will be hot 	3	2	6

<p>People behaving dangerously or irresponsibly around the fire</p>	<p>Councillors, staff volunteers and those participating in the activity could receive burns. Could apply to all site users to a lesser degree.</p>	<ul style="list-style-type: none"> • Fire circle rules to be briefed at the start of the activity and continuously reminded throughout • Staff to intervene if the participants cannot use the equipment safely and responsibly 	<p>2</p>	<p>3</p>	<p>6</p>
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2.3 Estates

Assessment carried out by: Philippa Mitchell, Chair of Estates

Assessment reviewed by: Amanda Pick; Parish Clerk (IOSH)

Date Assessment carried was out: 15/04/25

Date reviewed: Annually

ALLOTMENTS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	Likelihood/Probability	Consequence/severity	Overall Score
Inadequate security of site	Allotment holders, visitors, staff Reputational damage	<ul style="list-style-type: none"> Allotment holders are required to do everything they can to prevent theft, unwanted access or illegal encampments. Tools and other equipment are not to be left on unattended allotments (see Section 1t) Allotment holders are advised to lock any sheds Allotments holders are advised to shut the entrance gate and lock it where possible Boundary hedges and fencing are kept in good condition 	1	1	1
Uneven ground/Paths	Allotment holders, visitors, staff slip, trip, falls	<ul style="list-style-type: none"> Allotment holders are not allowed to plant any trees, apart from fruit trees, on their plots Allotment holders are advised not to obstruct or encroach any path or roadway set out by the Parish Council within the allotment site Inspection of the allotment sites is carried out by the Clerk and one councillor. Remedial action is carried out as appropriate 	3	2	6
Hazardous Substances	Allotment holders, visitors, staff illness, disease, burns	<ul style="list-style-type: none"> Allotments holders must not keep or store any noxious, deleterious, explosive, inflammable or volatile substances. Allotment holders are prohibited from storing gas cylinders at the allotments 	1	4	4
Bonfires	Allotment holders, visitors, staff burns	<ul style="list-style-type: none"> Agreements give allotment holders permission to light bonfires providing that they ensure the prevailing wind carries the smoke away from local houses and roads Bonfires are not left unattended The burning of waste not from the allotment is forbidden 	2	4	8

Water sources	Allotment holders, visitors, staff Illness, legionella, drowning	<ul style="list-style-type: none"> • Taps must be turned off when not in use • Water butts are allowed, and allotment holders are aware they must not drink from them • Allotment holders encouraged to empty hose pipe 	1	4	4
Vermin, other animals	Allotment holders, visitors, staff Illness, disease	<ul style="list-style-type: none"> • Allotment holders report to the Council any issues with rats, mice, other vermin, which need attention 	1	2	2
Untidy Plots	Allotment holders, visitors, staff Slip, trip, falls	<ul style="list-style-type: none"> • Agreements require holders to keep plots free from weeds and maintained in a good state of cultivation, with paths kept clean, edged and well defined • Inspection of the allotment plots is carried out by the Clerk and one councillor. Follow up action is carried out as appropriate 	2	1	2

CONSERVATION WORK PARTIES

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	Likelihood/Probability	Consequence/severity	Overall Score
Manual handling	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Carrying equipment or natural materials, moving equipment or natural materials, moving large and heavy objects, reaching, bending and twisting</p>	<ul style="list-style-type: none"> Advise to lift or manoeuvre heavier items with more than one person and to use wheelbarrows/similar where possible rather than carry items over a long distance Workers to be aware to lift and move items by using their leg muscles to bend – not their backs! Regular breaks are recommended and can be taken at anytime Workers are made aware to wear suitable footwear that have good tread such as hiking boots, gumboots, outdoor work boots or study trainers Workers are made aware not to lift or move anything above their own capability. Report any issues such as moving heavy hazardous items to us. 	3	3	9
Hand Tool Use	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Injuries caused by tools including but not limited to rakes, saws, loppers, spades, forks, shovels</p>	<ul style="list-style-type: none"> Ensure all using hand tools are suitably dressed and wearing gloves Remind participants to keep their distance from each other, to be outside each others' work zone. Participants asked to ensure those around them know if they are about to move or if something they are working on is going to fall/move. 	3	2	5
Motor Driven Tools	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Injuries caused by power tools including, but not limited to, strimmers,</p>	<ul style="list-style-type: none"> All using these tools must be suitably dressed with protective clothing, gloves and goggles where required. Also ear defenders when appropriate. Anyone using a chainsaw must show the Clerk evidence that they have the appropriate training to do the work required (as needed by Law - https://www.hse.gov.uk/treework/safety-topics/chainsaw-operator.htm) 	3	5	15

	hedge cutters and chainsaws	<ul style="list-style-type: none"> All those using machines must ensure that other people are sufficiently far enough away from them to prevent accidental injury. People not using machines will be told to keep a good distance away from those working with machines. 			
Slips, trips and falls	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Uneven or slippery ground surfaces, steep banks, shrubs, brambles, tree branches, debris, and dark areas</p>	<ul style="list-style-type: none"> Workers advised that terrain can be uneven and to take care, to not carry items across uneven terrain and to ask for help when required. Workers are made aware to wear suitable footwear that have good tread such as hiking boots or study trainers – no open toed shoes Workers to be aware of the surface they are walking on and the current weather conditions Conservation work parties should only take place during daylight hours 	4	3	12
Adverse weather	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Heavy rain; flood, deep puddles or fast flowing water</p> <p>Ice/snow; difficult walking and grounds work conditions</p> <p>High winds; trees to bend/break</p> <p>Extreme heat; over exposure to UV rays</p>	<ul style="list-style-type: none"> Volunteers and other workers should be aware of the local weather reports and the lead counsellor/Clerk will assess if it is suitable to carry out the conservation work party. Workers to be aware of changing weather conditions during the Conservation Work Party. Conservation Work Parties will not go ahead in extreme weather or will be stopped if weather becomes extreme. Clothing worn should be appropriate to the weather conditions i.e. sun hat and sun screen during hot weather, waterproof and warm clothing in cold weather Regular breaks are recommended 	3	3	9
Burning Unwanted Vegetation	<p>Anyone taking part in the activity or homes in the immediate vicinity</p> <p>Burns or smoke inhalation caused by fire out of</p>	<ul style="list-style-type: none"> Only burn if the surrounding vegetation is sufficiently damp to prevent it from catching fire and if winds are low to non-existent. Do not burn in dry weather or if the ground vegetation/leaf-litter/peaty soil/surrounding vegetation is very dry. Keep the bonfire size small and away from other vegetation, including any vegetation to be burnt to reduce the possibility of the 	2	4	8

	control, fire left without being put out	<p>fire jumping.</p> <ul style="list-style-type: none"> Ensure the fire is completely out (using water) before leaving the site. 			
Biological hazards	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Infections and diseases caused by dirty water, faeces, vomit, used condoms, used syringes, dead animals</p>	<ul style="list-style-type: none"> Suitable clothing and sturdy footwear to be worn at all times Gloves should be worn at all times to protect hands Any existing cuts/grazes should be covered with surgical tape or waterproof plaster before starting activity Do not touch any unidentified and potentially hazardous waste and report it to Guildford BC Be aware of personal hygiene and wash/clean hands before eating, drinking or smoking, going to the toilet and handling children. Do not touch your own face prior to washing your hands Parish Council will provide wipes and clean (tap water) at outside events along with sanitising gel for participants to use as required. Litter will only be collected with a litter picker. 	2	4	8
Sharp objects	<p>Anyone taking part in the activity or in the immediate vicinity</p> <p>Splinters, cuts and abrasions caused by sharp twigs or branches, brambles, gorse and other spiky plants and sharp man-made items e.g. needles, cans and glass.</p>	<ul style="list-style-type: none"> Suitable clothing and sturdy footwear to be worn at all times All participants should wear gloves at all times when working. These should be thick gardening/work gloves and be adequately puncture and tear resistant. Any litter should be only collected with a litter picker. Do not touch any sharp objects and report it to Guildford BC online. 	2	3	6
Insects, animals and plant allergies	<p>Anyone taking part in the activity</p> <p>Allergic reaction to stings, bites, scratches</p>	<ul style="list-style-type: none"> Advise participants of likely plants/insects that may sting, bite or scratch and to be extra careful around these. Ask if there are any allergies in the group and that if so, the person(s) concerned have the appropriate medicines. If people are stung/bitten/scratched, advise to wash the area with clean water as quickly as possible. If scratches, cover with a suitable dressing. 	3	4	5

Collisions with vehicles, cyclists, joggers, pedestrians	Anyone taking part in the activity or in the immediate vicinity Head injuries, fractures, dislocations, sprains, cuts and bruises	<ul style="list-style-type: none"> Workers are advised to be fully aware of their surroundings and be considerate of others using the paths and other areas on the common, especially others in the Conservation Work Party. All to look and warn before making abrupt changes in direction or movements that might impact others. 	2	4	8
Herbicide Use Poisoning	Licensed volunteers only	<ul style="list-style-type: none"> Only volunteers who have the relevant licence to use the required herbicide in the required manner will be able to undertake herbicide work on THE COUNCIL owned/managed land. They will need to show the Clerk evidence of their licence ahead of doing the work. They will need to wear the appropriate safety clothing and work as per the manner in which they have been trained. 	2	4	6

WILDFIRES

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood/probability	Consequence /Severity	Overall risk rating
Wildfires from bonfires and BBQs, particularly at visitor honeypots	Risk of wildfire ignition and fire damage to property, habitat, wildlife and the public	Awareness raising through summer months	2	3	6
Poor land management	Risk of wildfire ignition and fire damage to property, habitat, wildlife and the public	Conservation working groups Planned management of brash	1	1	1
Neighbours' flammable habitat	Risk of wildfire ignition and fire damage to property, habitat, wildlife and the public	Observe local social media platforms throughout summer. Share the Wildfire RA with local community groups. Surrey Fire and Rescue given gate code to MFF.	2	3	6
Electrocution by overhead powerlines during response to wildfire due to smoke and water media firefighting techniques	Risk of wildfire ignition and fire damage to property, habitat, wildlife and the public	Firefighters are made aware of the risk	1	3	3
Traffic congestion	Fire or smoke impacting roads within 500m of the site causing	Engage with Surrey Police for traffic management support Use of social media platforms to warn the public	2	2	6

POND AND WATERWAYS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks	Likelihood/probability	Consequence /severity	Overall rating
Working in close proximity to a pond or waterway in extreme weather, cold water	Anyone taking part in the activity	<ul style="list-style-type: none"> Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast, strength of water and conditions on day Consideration of forecast and conditions of day, provision of suitable clothing, footwear and equipment, dry spare clothing and emergency equipment. 	2	4	8
Planned activity in the water (for field studies, etc)	Staff, councillors, volunteers, contractors	<ul style="list-style-type: none"> Each location must be individually risk assessed before work is undertaken Use sites where: - <ul style="list-style-type: none"> easy access and exit from water no significant hazards on banks e.g. (water flowing onto overhanging trees) no immediate significant downstream hazards (waterfalls etc) Never work in water alone Planned activity should only take place during daylight hours 	2	2	4
Weil's disease pollution	Staff, volunteers, contractors	<ul style="list-style-type: none"> Do not use obviously contaminated sites Follow LEA guidelines re Weil's Disease and take sensible hygiene precautions: cover wounds grazes etc, do not drink river water, wash hands before eating 	2	4	8
Accidental fall into the water	Residents, staff, councillors, volunteers, contractors	<ul style="list-style-type: none"> Life rings available at the pond Advice signs around the pond Confirm all workers can swim 	1	5	10

HEIGHT BARRIERS

What are the Hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood/probability	Consequence /severity	Overall Score
Incorrect operation of barrier	Anyone operating the barrier and those in the immediate surroundings Finger entrapment, cuts, bruises and sprains to wrists and hands, rust and paint particulates into eyes	<ul style="list-style-type: none"> Ensure all users are fully appraised of how to operate the barrier correctly including ensuring that the barrier is <u>never</u> left unclosed/unlocked following its use, and that during its use, that it is hooked back/open correctly Advise on best way to avoid injury when opening/unlocking the barrier 	2	3	6
Ladder usage to operate barrier	Anyone operating the barrier may fall causing broken bones, bumps, bruises.	<ul style="list-style-type: none"> If a ladder is being used to aid the user in opening the lock, then a second user must be present Any ladder used to aid in the opening of the lock must be of A-frame design and comply with 'LA455 Safe Use of Ladders and Stepladders – a brief guide' is a guidance document jointly produced by the Ladder Association and the Health and Safety Executive (HSE). 	2	4	8
Adverse weather (high wind, lightning)	Anyone operating the barrier and those in the immediate surroundings if barrier arm is swung open by the wind or is hit by lightning.	Unless in an emergency, opening/unlocking of the barrier is prohibited during severe weather events; and then the barrier is <u>only</u> to be operated by a member of the Parish Council, Police or Emergency services	1	4	4
Vehicle crashing into height barrier	Anyone in the vehicle or in the immediate vicinity	Height of barrier is clearly shown and is brightly painted	5	2	10
Financial risk of it being left open	Financial liability for the Parish Council should owners of vehicles other than those permitted to use the car park, make use of the area for their own benefit.		4	3	12

CHRISTMAS TREE

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood/probability	Consequence/severity	Overall Score
Erecting and decorating the tree	Participants and passer by injured by: <ul style="list-style-type: none"> • fall from height • falling branches • dropped tools 	<ul style="list-style-type: none"> • Proper PPE to be worn • Clear safe work area • Suitable A-frame ladders to be used. • Suitable flat shoes preferably with steel toe caps to be worn by those erecting and decorating the tree. • Decorations to be passed to those on the ladder to decorate the tree from the top down • Ladders to be sited on flat boards rather than directly into the grass • Christmas tree lights should carry an up-to-date PAT test label if plugged in to an electricity supply 	2	4	8
Unstable Tree Structure	Tree falling over; damage to property or injury to passersby	Secure tree with heavy-duty base and guy wires; inspect regularly	2	3	6

PLAYGROUNDS

What are the hazards	Who might be harmed and how?	What are you already doing to control the risks	Likelihood/Probability	Consequence/severity	Overall Score
Equipment failure;	All site users, particularly those using the equipment may be injured by broken equipment, sharp edges, loose fittings.	<ul style="list-style-type: none"> Regular maintenance and inspections of equipment by suitably qualified personnel or contractors Clear signage and guidelines for safe use of the playground. 	2	4	8
Wear and tear of surfacing	All site users at risk of slips, trips and falls	<ul style="list-style-type: none"> Install non-slip surfaces, ensure proper drainage Regular maintenance and inspections of surfaces. 	3	3	9
Failure of the safety of fences, gates, and access points	<p>Children and young people</p> <p>Escape of children on to roadways</p>	<ul style="list-style-type: none"> Installation of appropriate fencing and gates. Regular maintenance and inspections of equipment. Speed ramps and 5 mph signs on the surrounding roads Maintenance gates to be kept locked 	2	5	10

2.4 HR

SEXUAL HARASSMENT

Assessments carried out by: Cllr Jane Hill

Date assessment was carried out: 10/05/2025

Assessments checked by: Amanda Pick, Parish Clerk (IOSH)

Date of next review: Annually

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Likelihood/Probability	Consequence/severity	Overall Score
Lone working	Meeting clients or service users alone has potential to lead to: <ul style="list-style-type: none"> • Unsolicited approaches • Abusive language and tone • Anatomical anecdotes 	<ul style="list-style-type: none"> • No councillor or staff to meet with external parties, groups or organisations alone where possible • Where feasible both male and female Councillors to attend 	2	2	4
Witnessing sexual harassment, lodging a complaint and handling a complaint	<ul style="list-style-type: none"> • Abusive language and tone from the perpetrator against the witness • Physical violence from the perpetrator against the witness 	<ul style="list-style-type: none"> • Support a complaint made by the person who experienced the sexual harassment • Witnesses to report what they have seen or experienced to the Council • Witnesses to be given assistance to enable them to give evidence as and when needed or requested by a tribunal or the Police • Complaints by those to whom the sexual harassment was aimed, to be made in writing to the Council • Complaints from either the witness or the person to whom the sexual harassment was aimed to be treated fairly and in a prompt manner • The Council will seek expert advise in the case of a complaint • Where the person to whom the sexual 	2	2	4

		harassment was aimed is classed as a minor, the Police will be contacted immediately as well as the young persons parents			
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2.5 Office tasks

Assessments carried out by: Amanda Pick, Parish Clerk (IOSH)

Assessments checked by: Paul Chillman, Chairman of the Council

Date assessment was carried out: 10/05/2025

Date of next review: Annually

STAPLE GUN

What are the Hazards	Who might be harmed and how	What are you already doing to control the risks	Likelihood/Probability	Consequence/severity	Overall Score
Misfire of staple gun	Person using the staple gun	<ul style="list-style-type: none"> Ensure welder is concentrating, and has read safety instructions 	2	1	2
Stapling your hand or other body part	Person using the staple gun	<ul style="list-style-type: none"> Make sure hands are well away from the intended stapling site Ensure first aid kit is nearby, in case of injury 	1	1	1
Eye injuries from splinters	Person using the staple gun and those near by	<ul style="list-style-type: none"> Wear eye protection 	1	2	2
Injury whilst loading staples	Person using the staple gun	<ul style="list-style-type: none"> Ensure safety mechanisms are in place before loading staples 	2	2	4
Recoil	Person using the staple gun	<ul style="list-style-type: none"> Ensure full training as to how to handle the staple gun is given prior to use 	1	1	1
Anti-social use	Both the user, others nearby and depending on the area in which the staple gun is being used, wildlife and pets	<ul style="list-style-type: none"> Staff to assess the person they are asking to use the staple gun to assess their capabilities and responsibility 	1	3	3