

Risk Assessment Highway Garden Site Inspections

Company name: Claygate Parish Council

Assessment carried out by: Sally Harman

Date of next review: 1st March 2023

Date assessment was carried out: 1st March 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls e.g. uneven surface	Councillors/Co-opted Members may suffer injuries such as fractures or bruising if they slip or trip over objects.	We ask Councillors/Co-opted Members to wear suitable clothing and shoes If injury occurs we ask those effected to call 101 or 999.	Reminder of requirement to Councillors/Co-opted Members	Clerk	April	

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Vehicle movement	Councillors/Co-opted Members by being knocked over by traffic whilst inspecting site.	Parish Council provide high-visibility tabards for Councillors/Co-opted members to wear. If injury occurs we ask those effected to call 101 or 999.	Reminder to Cllrs/Co-opted members of tabard availability.	Clerk	April	
Road Traffic Accidents	Councillors/Co-opted Members injured when travelling from one site to another by car, bicycle or foot.	Car-The person driving should be a competent driver with the correct driving license, using a suitable vehicle and be fully insured. Bicycle- the person cycling should be a competent rider using a	Reminder to Cllrs/Co-opted members of travel guidelines	Clerk	April	

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		<p>correctly maintained cycle.</p> <p>Foot- the person walking should be aware of normal traffic hazards</p> <p>If injury occurs we ask those effected to call 101 or 999.</p>				