

WEST SWINDON PARISH COUNCIL

Risk Assessments

1. Background

- 1.1 The Parish Council has had a range of risk assessments and safe systems of working to cover its office employees and volunteers. It now needs to ensure that it has a relevant set of risk assessments to cover the new roles and responsibilities of staff transferring to the Parish Council.
- 1.2 All staff transferring to the Parish Council will take part in an induction where they will familiarize themselves with the risk assessments. Copies will also be included in each employee's Staff Handbook which they will have for their own reference.

2. Detail:

- 2.1 A draft risk assessment has been prepared for the following duties and completed example attached as **Appendix A:**

<ul style="list-style-type: none"> • Manual hedge cutting • Grass cutting • 180 front loader machine • 360 machine • Litter picking • Installing new bins • Use of ladders • Bedding plants • Fuel • Jet washing • Needle sticks • Leaf clearing • Ride on mower • Emptying litter bins 	<ul style="list-style-type: none"> • Bodily fluids • Flytipping • Leaf blower • Graffiti removal • Pigeon mess • Removal of dead animals • Shrub beds • Strimming • Pond work • Wood chipper • Weedkiller • Lone working • Pedestrian mower • Emptying dog bins
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3. Recommendation:

- 3.1 For this Committee considers the format of the risk assessment and considers the appointment a small working group to review the individual risk assessments and then make recommendations to Full Council to approve and adopt.

Paula Harrison
Parish Manager