General Risk Assessment

Highcliffe & Walkford Parish Council

Highcliffe & Walkford Parish Council, 254 Lymington Road, Highcliffe, Dorset, BH23 5ET

06 Jul 2026

Ian Jones



worknest

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Section 1 - Executive Summary

1 Executive Summary

Organisation Description	Highcliffe & Walkford Parish Council is a small parish council based in a one room office located in the Old School House which is run by Highcliffe Communicity Assocation. The parish council and the community centre are in negotiations for the Old School House building to be the responsiblity of the Highcliffe Parish Council from September. To aid this changeover I have asked some questions as if they were in control of it now. The Old School House is a single storey Grade 2 listed building of Brick and Tiled roof with a large and small meeting room, a small kitchen (used for tea and sandwiches only) storage rooms and toilets. There is a small car park to the rear. There is an adjacent pre school buildling and derelict building which is owned and managed by other tenants and has no link to The Old School House The Parish Council is also responsbile for a number of other areas, which were visited on the day of my aivist by myslf, Vanessa and Nicki Lea Meadows which has a Bowling club green and Bowling club meeting house (A single storey brick and tile building) with a medium size meeting room, a small kitchen and a small bar of bottled drinks only The area is surrounded by fencing and hedges The surrounding area is the Natural Park area There is Wingfield Park area which contains the Recreation ground a large open playing field boarded by trees and hedges and residential housing on all 4 sides There is a recreation building a one storey brick building with 2 changing rooms and toilets and a small meeting room. There is a small car park behind the building. The building is kept locked when not in use There are 2 allotments areas with gated vehicle and pedestrian access and an allotment committee in charge of operations Roeshott Allotments has 280 allotments Wakefield Allotments has 80 allotments Lakewood nature reserve area has a large lake with a lake which is managed by a fishing club and natural open spaces for dog walkers and walkers etc There is a small fenced playpark called Highcliffe Playpark which is under the control of Highcliffe parish council
Organisation Category	Town Council
Enforcement History / Significant Incidents	None known
Areas Assessed	The Old School Building Lea Meadows and Bowling Club Wingfield Park and REcreation Ground

	Roeshott and Walkfield Allotments Lakewood nature reservce Highcliffe Playpark
Areas Not Assessed	Other areas under the control of Highcliffe parish council
Visit Attendance	Ian Jones HS Consultant for WorkNest Vanessa Ricketts Parish Clerk and RFO Nicki France Acting Clerk and Proper Officer
Overall People At Risk	All employees, Contractors, Members of the public, Visitors, Residents, Lone workers.
Scope	The purpose of this report is to provide a general assessment of the health and safety risks arising from the premises and activities of Highcliffe & Walkford Parish Council to determine the adequacy of existing controls and to provide information on further action required to reduce risk in line with current legal requirements and best practice. A fire safety overview is included, but this does not constitute a fire risk assessment as required by relevant legislation. The information used to prepare this report was gathered from discussion with Vanessa Ricketts Parish Clerk and RFO, Nicki France Acting Clerk and Proper Officer And an inspection made during the tour of the premises and from inspection of supporting documentary evidence.
Other Comments	Thankyou to Vanessa and Nicki for their support on my visit on what was a very warm day.

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Asbestos Management	20			
Contractor Management				15
Display Screens				15
Electrical Safety				15
Fire Safety Overview				15
First Aid At Work	20			
Gas Safety	20			
Legionella Management	20			
Lone Work	20			
Management of H and S				15
Managing Manual Handling Operations	20			
Outside Work				15
Personal Protective Equipment				15
Recreation and Play Areas				15
Safeguarding				15
Stress Management				15
Tree Management	20			
Vehicle Use (Non-Goods)				15
Workplace H and S	20			
Workplace Transport				15
Sub Total	**160**	**0**	**0**	**180**
Total	**340**			
Available Score	**400**			
Score	**85%**			



Intolerable	< 65%
Substantial	65-74%
Moderate	75-84%
Tolerable	85-94%
Trivial	95% >

1.4 Calculated Overall Risk Rating



Tolerable

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

Priority 1	0
Priority 2	6
Priority 3	14
Priority 4	5

2.2 General Risk Assessment action plan

Contractor Management

Observation	Action Required: Contractor Management- Competence
Recommendation	Suitable arrangements to ensure Contractor competence should be put implemented. This may include: seeking evidence of contractor's safety management arrangements, skills, experience and knowledge, SSIP pre-qualification, plant and equipment maintenance and inspection arrangements, relevant professional memberships etc}. A list of approved contractors should be created.
Priority	3
Complete By	04/10/2026

Display Screens

Observation	Action Required: Display Screens - User Identification
Recommendation	Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.
Priority	3
Complete By	04/10/2026

Electrical Safety

Observation	Action Required: Electrical Safety- Fixed Wiring
Recommendation	Records show that fixed wiring tests were last completed. The Old School Not in place The Bowling Club by Fixed Connection Ltd on 06/02/2026

	Winfield Green Footaball club by Evemy Electrical on 21/01/2026 and EICR on 21/01/2026 by Evemy Electrical and is satisfactory
Priority	2
Complete By	04/09/2026

Electrical Safety

Observation	Action Required: Electrical Safety- Portable Appliances
Recommendation	Portable appliance testing, as appropriate to the equipment, is up to date. Old School This is not in place in the office, plan for this to be done across the whole Bowling green is the responisblity of the Bowling club
Priority	2
Complete By	04/09/2026

Fire Safety Overview

Observation	Action Required: Fire Safety Overview - Risk Assessment
Recommendation	A fire risk assessment should be completed for the property as a matter of urgency. The Old School Not done Bowling Green Not done Winfield football pavilion Not done
Priority	2
Complete By	04/09/2026

Fire Safety Overview

Observation	Pallets stacked close to the allotment committee meeting shed
Recommendation	Please dipose of these or move these away from the shed and find a new storage location for them
Priority	3
Complete By	04/10/2026



First Aid At Work

Observation	Action Required: First Aid At Work- Equipment
Recommendation	Regularly check all first aid kits to ensure they are in date and fully stocked. Ensure all checks are recorded
Priority	4
Complete By	02/01/2027

Management of H and S

Observation	Action Required: Management of H&S - Training
Recommendation	Provide all new staff with health and safety instruction as part of their inductior training.
Priority	4
Complete By	02/01/2027

Management of H and S

Observation	Action Required: Management of H&S - Training
Recommendation	Develop a programme of basic Health and Safety training for staff.
Priority	3
Complete By	04/10/2026

Management of H and S

Observation	Action Required: Management of H&S - Training
Recommendation	There is E Learning in place with Astute but it has not been delivered yet to all staff.
Priority	3
Complete By	04/10/2026

Management of H and S

Observation	Action Required: Management of H&S - Accidents Etc
Recommendation	Provide an Accident Book for the recording of accidents.
Priority	4
Complete By	02/01/2027

Outside Work

Observation	Action Required: Outside Work- Weather
Recommendation	Provide suitable gritting materials for treating the roadways and pathways in icy weather.
Priority	3
Complete By	04/10/2026



Outside Work

Observation	Action Required: Outside Work- Biological Hazards
Recommendation	If working near or on water, that is untreated e.g. rivers, canals, flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in risk area, use of rodent control measures, protective clothing, coverings cuts etc. Add this to the risk assessments for the two areas that include the lakes
Priority	3
Complete By	04/10/2026





Personal Protective Equipment

Observation	Action Required: Personal Protective Equipment- Controls
Recommendation	Additional PPE is advised : When purchasing PPE you should verify with your supplier that it is CE marked.

	Facilities need to purchase external boots (He uses his own) Council should supply all PPE free of charge to their employees
Priority	3
Complete By	04/10/2026

Recreation and Play Areas

Observation	Action Required: Recreation & Play Areas- Controls
Recommendation	Adequate and appropriately displayed safety awareness and information signs should be installed to warn of the following: Place a warning sign on the fence line "Persons use at own risk"
Priority	3
Complete By	04/10/2026

Safeguarding

Observation	Action Required: Safeguarding Measures
Recommendation	Implement policies and procedures consistent with the requirements of the Child Protection Act.
Priority	2
Complete By	04/09/2026

Safeguarding

Observation	Action Required: Safeguarding Measures
Recommendation	Provide staff training on the procedures to be followed and ensure that all training provided is documented and recorded. This is for both child abuse and abuse of vulnerable adults
Priority	2
Complete By	04/09/2026

Safeguarding

Observation	Action Required: Safeguarding Measures
Recommendation	Carry out checks for all employees with the Disclosure and Barring Service (DBS), keep full records. Do not allow anyone who has not been vetted to be left alone to supervise any child or vunerable adult Whlie the Clerk and Parish clerk has DBS checks in place other staff at Highcliffe parish council do not Put a safeguarding policy in place and act on its findings.

Priority	2
Complete By	04/09/2026

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.
Priority	4
Complete By	02/01/2027

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	A stress policy and plan should be implemented and clear responsibilities assigned. Thereafter periodic checks should be made to monitor it's effectiveness by assessing new risks, consulting with employees and reviewing employee absence and turnover data.
Priority	4
Complete By	02/01/2027

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	Introduce a process to ensure employees who may require an individual assessment for stress or related mental health issues are performed.
Priority	3
Complete By	04/10/2026

Vehicle Use (Non-Goods)

Observation	Action Required: Vehicle Use (Non-Goods)- Controls
Recommendation	Carry out a risk assessment of vehicle use.
Priority	3
Complete By	04/10/2026

Vehicle Use (Non-Goods)

Observation	Action Required: Vehicle Use (Non-Goods)- Controls
Recommendation	Instruct drivers who use their own vehicles to travel on company business that they must ensure that their vehicle is safe to be used on the public highway.

Priority	3
Complete By	04/10/2026

Vehicle Use (Non-Goods)

Observation	Action Required: Vehicle Use (Non-Goods)- Controls
Recommendation	Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.
Priority	3
Complete By	04/10/2026

Workplace Transport

Observation	Action Required: Workplace Transport- Car Parks And Access
Recommendation	Ensure appropriate speed restrictions and warning signage are put in place. This is on all allotments at 10 mph
Priority	3
Complete By	04/10/2026





Section 3 - Report Index

3.1 Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Asbestos Management
3.2.2	Contractor Management
3.2.3	Display Screens
3.2.4	Electrical Safety
3.2.5	Fire Safety Overview
3.2.6	First Aid At Work
3.2.7	Gas Safety
3.2.8	Legionella Management
3.2.9	Lone Work
3.2.10	Management of H and S
3.2.11	Managing Manual Handling Operations
3.2.12	Outside Work
3.2.13	Personal Protective Equipment
3.2.14	Recreation and Play Areas
3.2.15	Safeguarding
3.2.16	Stress Management
3.2.17	Tree Management
3.2.18	Vehicle Use (Non-Goods)
3.2.19	Workplace H and S
3.2.20	Workplace Transport

3.2 Risk Assessments and Audits

3.2.1 Asbestos Management

Hazard	Inhalation of asbestos fibres
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.1.1 Asbestos Management

Compliance with standard - **YES**

The building was constructed before the year 2000 and an asbestos survey has confirmed that no asbestos containing materials are present
Old School was ACL Ltd on 23/01/2026 no asbestos found
Leigh Meadows Argus Laboratories Ltd 4/4/2011 No asbestos found (Bowling Green pavilion)
Windfield pavilion by 02/02/26 by ACL LTd no asbestos found

3.2.1.2 Asbestos Training

Compliance with standard - **NA**

3.2.2 Contractor Management

Hazard	Injury to contractors, Injury to staff, Injury to public
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.2.1 Contractor Management- Competence

Compliance with standard - **NO**

Action Required: Contractor Management- Competence Suitable arrangements to ensure Contractor competence should be put implemented.
This may include: seeking evidence of contractor's safety management arrangements, skills, experience and knowledge, SSIP pre-qualification, plant and equipment maintenance and inspection arrangements, relevant professional memberships etc}. A list of approved contractors should be created.

3.2.2.2 Contractor Management- Checks/Supervision

Compliance with standard - **YES**

Checks on the installation and working practices of the contractor are carried out by the client at intervals proportionate to the risks presented and these are recorded.

3.2.3 Display Screens

Hazard	Musculoskeletal injuries due to poor posture, Unsuitable furniture/bad workstation design, RSI due to heavy workload using the keyboard/mouse, Eyestrain due to poor lighting, Unsuitable computer screen, Incorrectly positioned screen
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.3.1 Display Screens- User Identification

Compliance with standard - **NO**

Action Required: Display Screens - User Identification Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.

3.2.3.2 Display Screens- Information Etc

Compliance with standard - **NA**

3.2.3.3 Display Screens- Workstations

Compliance with standard - **NA**

3.2.3.4 Display Screens- Eye Tests

Compliance with standard - **YES**

Users of DSE equipment have been offered eye tests

Records have been kept of those users taking up the eye test.

3.2.3.5 Display Screens- Corrective Appliances

Compliance with standard - **NA**

3.2.4 Electrical Safety

Hazard	Electric shock, Fire, Explosion
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.4.1 Electrical Safety- Fixed Wiring

Compliance with standard - **NO**

Action Required: Electrical Safety- Fixed Wiring Records show that fixed wiring tests were last completed.

The Old School Not in place
The Bowling Club by Fixed Connection Ltd on 06/02/2026
Winfield Green Footaball club by Evemy Electrical on 21/01/2026 and EICR on 21/01/2026 by Evemy Electrical and is satisfactory

3.2.4.2 Electrical Safety- Portable Appliances

Compliance with standard - **NO**

Action Required: Electrical Safety- Portable Appliances Portable appliance testing, as appropriate to the equipment, is up to date.
Old School This is not in place in the office, plan for this to be done across the whole
Bowling green is the responisblity of the Bowling club

3.2.4.3 Electrical Safety- Other Controls

Compliance with standard - **YES**

Electrical switchgear areas were free from storage of combustible materials and access to the switchgear was free of obstructions.

All electric cupboards and switch rooms were observed to be secured to prevent unauthorised access.

Adequate electrical sockets were observed to be available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

3.2.5 Fire Safety Overview

Hazard	Sources of Ignition, Combustible material, Inadequate means of detection/ alarm systems, Inadequate controls, emergency procedures, training, drills etc, Inadequate access and arrangements for emergency services
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.5.1 Fire Safety Overview - Risk Assessment

Compliance with standard - **NO**

Action Required: Fire Safety Overview - Risk Assessment A fire risk assessment should be completed for the property as a matter of urgency.

The Old School Not done
Bowling Green Not done
Winfield football pavilion Not done

3.2.5.2 Fire Safety Overview - Additional Observations

Compliance with standard - **NO**

Pallets stacked close to the allotment committee meeting shed Please dipose of these or move these away from the shed and find a new storage location for them

3.2.6 First Aid At Work

Hazard	Delayed response leading to injuries/ill health being exacerbated.
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.6.1 First Aid At Work- Needs Assessment

Compliance with standard - **NA**

There are 3 staff on the Parish council with no first aiders on site and there are no plans to put them in place.

3.2.6.2 First Aid At Work- Personnel

Compliance with standard - **NA**

3.2.6.3 First Aid At Work- Equipment

Compliance with standard - **NO**

First aid kits were provided at key locations and were accessible to all employees. Kits were checked to ensure they are fully stocked and in date with suitable records kept.

Action Required: First Aid At Work- Equipment Regularly check all first aid kits to ensure they are in date and fully stocked. Ensure all checks are recorded

3.2.6.4 First Aid At Work- Other

Compliance with standard - **NA**

3.2.7 Gas Safety

Hazard	Fire, Explosion, Asphyxiation
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.7.1 Gas- Controls

Compliance with standard **- YES**

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained. The last inspection was conducted on

The Old School Atom No
Lea Meadows No Gas Bowling green
Winfield 11/052026

Gas pipework was viewed at the time to be protected from damage, by vehicles, by the provision of robust barriers or is safe by position.

A suitable gas leak procedure is in place informing of the relevant steps to take in the event of a leak.

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

The gas supply isolators are readily identifiable and their location known.

3.2.8 Legionella Management

Hazard	Inhalation of Legionella bacteria
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.8.1 Legionella Management - General Controls

Compliance with standard - **YES**

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination.

Winfield by Aqua care on 05/03/2026

Cold water entering the building and stored in tanks is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.
Aqua care have been appointed to carry out maintenance checks
The facility man does weekly flushing checks

There is nothing in place for the Old school but when it is taken over by the Parish council Aqua Care will be instructed to carry out a Legionella survey and maintenance checks

Hot water temperature is monitored to ensure that it is at a temperature to prevent the growth of Legionella bacteria.

The hot water boiler stores water at a sufficiently high temperature to prevent the growth of Legionella bacteria.

An outbreak procedure has been developed.

Appropriate training of building services personnel is carried out.

Infrequently used outlets have been identified and are flushed on a weekly basis.
This is done by the facilities manager and recorded

The domestic water system is subject to routine maintenance by a competent person.

All checks and sampling are recorded.

3.2.8.2 Legionella Management - Cooling Towers

Compliance with standard - **NA**

3.2.9 Lone Work

Hazard	Delayed access to first aid/emergency services etc., Unsafe use of work equipment, Manual handling activities, Lack of supervision, Violence / Aggression
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.9.1 Lone Work - Prohibitions
Compliance with standard - **YES**

No prohibitions are required to be put in place for lone workers.

3.2.9.2 Lone Work - Monitoring/Supervision
Compliance with standard - **YES**

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.).
Facilites Mgr has regular contact by mobile phone, start and end time and location is known.
Reccomend that What 3 Words is used voer a Whats Ap chat

Lone workers are periodically supervised to ensure that safe practices are being adhered to.

3.2.9.3 Lone Work - Emergencies
Compliance with standard - **YES**

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Lone workers have access to mobile communications e.g. mobile phone.

CCTV monitoring is in place - external only

Suitable first aid provision is in place for lone workers, which covers access to supplies and treatment.

3.2.9.4 Lone Work - Miscellaneous
Compliance with standard - **YES**

Risk assessments cover the work undertaken by lone workers.

Staff have been consulted on lone working either directly or via representatives.

Limits have been set on what work can be done alone.

Items can be lifted safely by lone workers.

3.2.10 Management of H and S

Hazard	Inadequate safety management system
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.10.1 Management of H and S - Policy

Compliance with standard - **YES**

The Health and Safety Policy is current and up to date. (Jan 2026)

The Health and Safety Policy has been brought to the attention of staff and a record of this has been made to demonstrate compliance.

The Health and Safety Policy is made available to all staff.

3.2.10.2 Management of H and S - Comms & Consultation

Compliance with standard - **YES**

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

Health and Safety is a regular agenda item on meetings that are held with staff.

Since the organisation does not recognise a trade union (or there is no Trade Union in place) the consultation takes place with staff and their elected representatives.

3.2.10.3 Management of H and S - Training

Compliance with standard - **NO**

Action Required: Management of H&S - Training Provide all new staff with health and safety instruction as part of their induction training.

Action Required: Management of H&S - Training Develop a programme of basic Health and Safety training for staff.

Accurate records of the training provided are maintained.

Training needs are re-assessed and reviewed:

- As jobs change;
- As a result of health and safety monitoring;
- As a result of accidents, incidents and cases of ill-health;
- Where risk assessments identify a need.

And refresher training is carried out as and when needed.

Action Required: Management of H&S - Training There is E Learning in place with Astute but it has not been delivered yet to all staff.

3.2.10.4 Management of H and S - Risk Assessment

Compliance with standard - **YES**

Risk assessments are in place for the organisation's activities.

Risk assessments are carried out by suitably competent persons.

A programme of risk assessment review is established and risk assessment reviews are recorded.
This is annual

Staff are informed of the risks and precautions established in the risk assessments. There is also a record of when employees have been informed of the contents of the Risk Assessments
These are printed off and signed and kept

3.2.10.5 Management of H and S - Accidents Etc

Compliance with standard - **NO**

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Action Required: Management of H&S - Accidents Etc Provide an Accident Book for the recording of accidents.

There are arrangements in place to report any work-related ill-health.

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

3.2.10.6 Management of H and S - Emergency Plans
Compliance with standard - **YES**

Procedures for serious or imminent danger are established.

Staff are provided with suitable training in emergency plans and understand their role within them.

There are suitable arrangements with external emergency services or utility companies in the event of an emergency.

3.2.10.7 Management of H and S - Notices
Compliance with standard - **YES**

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.
This is in the porch way

A copy of the employers liability insurance certificate is displayed or is available in electronic form to all employees.
This is by Zurich dated 01/04/2026

3.2.10.8 Management of H and S - Organisation
Compliance with standard - **YES**

The organisation has an effective structure in place for the management of health and safety.

The most senior member of the management team has accepted that they have overall and final responsibility for the safe running of the business.

Those managers to whom specific responsibilities have been allocated have had those responsibilities issued to them.

Training has been provided to ensure that key persons at senior levels, middle management, supervisory positions and general workforce, are competent to undertake their health and safety responsibilities.
IOSH managing safety in place for Vanessa approx 2021

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

3.2.10.9 Management of H and S - Monitoring Etc
Compliance with standard - **YES**

Monitoring of health and safety controls and standards is carried out and recorded.
These are being done by the facilities manager
There is a folder for each site done every week which appears to cover off all the elements i.e. fences, equipment etc

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

The company has established performance criteria for health and safety.

Performance for health and safety is fed back to the most senior level of the organisation.

3.2.11 Managing Manual Handling Operations

Hazard	Musculoskeletal injuries
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.11.1 Managing Manual Handling Operations

Compliance with standard - **YES**

So far as is reasonably practicable the manual handling of loads likely to result in a risk of injury is avoided.

Manual handling assessments have been completed for operations which are likely to cause a risk of injury and it is not reasonably practicable to avoid. These assessments take into account Task, Load, Environment and Individual Capability and other factors.
This is part of general risk assessments

See training and E Learning questions

As identified in the manual handling assessments, suitable personal protective clothing is provided. The clothing does not impede the wearers ability to safely undertake manual handling duties.

3.2.12 Outside Work

Hazard	Mechanical failure of playground equipment, Falling from equipment, Slips, trips, and falls, Immersion in water & drowning, Frostbite, Trench Foot, Heatstroke, Sunburn, Slips, Trips, Falls, Drowning, Infection, HIV, Hepatitis B or C, Leptospirosis, Tetanus, Electric shock
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.12.1 Outside Work- Hot and Cold Environments

Compliance with standard - **YES**

A risk assessment has been carried out prior to work and considers susceptibility of individuals' health / fitness.
There is a risk assessment for the faiilicty manager role

Suitable personal protective clothing has been provided for workers exposed to cold or excessive
Staff wear their own wet weather gear

Workers are encouraged to cover up when working outdoors to avoid exposure to UV radiation.

Workers are given advice of the effects of heat stress and cold stress, and effects of UV radiation.

3.2.12.2 Outside Work- Weather

Compliance with standard - **NO**

A risk assessment has been carried out prior to work and covers the effects adverse weather conditions e.g. ice, wind, snow.

Action Required: Outside Work- Weather Provide suitable gritting materials for treating the roadways and pathways in icy weather.

Suitable clothing / equipment is provided for those having to work in wet, windy, icy, wintry, fogging conditions.

3.2.12.3 Outside Work- Water (Risk Assessment)

Compliance with standard - **YES**

A risk assessment has been completed for working on or near water.

3.2.12.4 Outside Work- Water (Communications)

Compliance with standard - **NA**

3.2.12.5 Outside Work- Water (Work Platforms)
Compliance with standard - **NA**

3.2.12.6 Outside Work- Water (Rescue)
Compliance with standard - **NA**

3.2.12.7 Outside Work- Water (PPE)
Compliance with standard - **NA**

3.2.12.8 Outside Work- Water (Buoyancy Aids)
Compliance with standard - **NA**

3.2.12.9 Outside Work- Water (Other Controls)
Compliance with standard - **NA**

All staff have been briefed thoroughly wash their hands before eating food, drinking, smoking.

3.2.12.10 Outside Work- Biological Hazards
Compliance with standard - **NO**

Action Required: Outside Work- Biological Hazards If working near or on water, that is untreated e.g. rivers, canals, flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in risk area, use of rodent control measures, protective clothing, coverings cuts etc.

Add this to the risk assessments for the two areas that include the lakes

This is voluntary only

3.2.12.11 Outside Work- Overhead Power
Compliance with standard - **NA**

3.2.12.12 Outside Work- Buried Services
Compliance with standard - **NA**

3.2.13 Personal Protective Equipment

Hazard	Failure to provide the correct PPE for the risks involved, Worn, damaged or ineffective PPE
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.13.1 Personal Protective Equipment- Controls

Compliance with standard - **NO**

Risk assessments have been carried out to determine the need for PPE.

Action Required: Personal Protective Equipment- Controls Additional PPE is advised : When purchasing PPE you should verify with your supplier that it is CE marked.

Facilities need to purchase external boots (He uses his own)
Council should supply all PPE free of charge to their employees

Records are kept of PPE issued.

Employees receive instruction and training in the wearing of PPE.

A procedure has been established to enable employees to report defective PPE.

Supervisors enforce the wearing of PPE.

Appropriate accommodation is provided for the storage of PPE when it is not in use.

PPE is issued on a personal basis where sharing may result in hygiene issues.

The PPE does not increase the overall risk to the employee.

Where different items of PPE are required to be worn they are compatible with each other.

PPE is periodically checked to ensure it remains effective against the risk for which it is designed.

3.2.14 Recreation and Play Areas

Hazard	Mechanical failure of equipment, Falling from equipment, Slips, trips, and falls, Immersion in water & drowning
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.14.1 Recreation and Play Areas- Controls

Compliance with standard - **NO**

The grounds and equipment are inspected regularly for defects.
There is a regular recorded check by the parish facility manager

Records of periodic checks are completed.

Gates and fences are maintained properly to prevent young children from running into danger, e.g. roads.

Gates are capable of being locked.

Notices are displayed requiring the gates to be kept closed/locked when not in use.

Dangerous items are removed from use once a hazard has been identified.

Maintenance work is carried out so to prevent injuries to people using playground areas.

All playground equipment has safety flooring beneath to reduce the severity of injuries from falling.

The ground in and around playground areas is free from holes, cracks and trip hazards.

Waste is regularly removed from site including (e.g. bottles, cans, hypodermic needles).

Signs are displayed to inform users where to report defects or hazards, as well as general complaints or enquiries.

Action Required: Recreation & Play Areas- Controls Adequate and appropriately displayed safety awareness and information signs should be installed to warn of the following:

Place a warning sign on the fence line "Persons use at own risk"

Buildings such as pavilions and storage areas are secure from unauthorised access.

3.2.15 Safeguarding

Hazard	Abuse of children, Kidnap/ snatching of children, Injury to children
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.15.1 Safeguarding Measures

Compliance with standard **- NO**

Action Required: Safeguarding Measures Implement policies and procedures consistent with the requirements of the Child Protection Act.

Action Required: Safeguarding Measures Provide staff training on the procedures to be followed and ensure that all training provided is documented and recorded.
This is for both child abuse and abuse of vulnerable adults

Action Required: Safeguarding Measures Carry out checks for all employees with the Disclosure and Barring Service (DBS), keep full records. Do not allow anyone who has not been vetted to be left alone to supervise any child or vunerable adult
Whlie the Clerk and Parish clerk has DBS checks in place other staff at Highcliffe parish council do not
Put a safeguarding policy in place and act on its findings.

3.2.16 Stress Management

Hazard	Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.16.1 Stress Management- Controls

Compliance with standard - **NO**

Action Required: Stress Management- Controls The organisation should assess the risks of stress in the workplace taking into consideration the areas advocated by the HSE in it's Management Standards i.e. demands, control, support, relationships, role and change.

Action Required: Stress Management- Controls A stress policy and plan should be implemented and clear responsibilities assigned. Thereafter periodic checks should be made to monitor it's effectiveness by assessing new risks, consulting with employees and reviewing employee absence and turnover data.

Information on stress is made available to employees and a support system is in place for employees should the need arise e.g. contact telephone numbers, employee assistance programme, counselling.
This is in place through WorkNest

Training for managers was provided in relation to the management of stress.
This is in place for both managers.

Action Required: Stress Management- Controls Introduce a process to ensure employees who may require an individual assessment for stress or related mental health issues are performed.

3.2.17 Tree Management

Hazard	Trip hazards by root and buttress damage to footpath surfaces., Broken branches, Severe weather damage, Collapsing trees, Falling branches, Dead or diseased material
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Tolerable
Residual Risk	Tolerable

Not defined

3.2.17.1 Tree Management - Location

Compliance with standard - **YES**

The zoning of trees is current and up to date

The Arboriculture officer (Contractor) is aware of frequently visited areas

3.2.17.2 Tree Management - Inspection

Compliance with standard - **YES**

Trees are regularly inspected on their structure and health
The last inspection was done by an contractor on the councils behalf and a copy of their report is on file (seen)
This was done by ACS Ltd in July 2025 and was done on all 4 sites.

Damage to trees is appropriately recorded and dealt with

3.2.17.3 Tree Management - Reporting

Compliance with standard - **YES**

A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities is in place.

A system to enable people to report damage by trees is in place

3.2.17.4 Tree Management - Maintenance

Compliance with standard - **YES**

Trees are being properly maintained and looked after

Serious structural faults are dealt with quickly to prevent an accident happening

Structural or formative pruning to improve crown shape and branch structure is being undertaken when necessary. Pruning for purely aesthetic reasons such as to balance the shape of the crown and should only be a very light removal of the crown area.

3.2.17.5 Tree Management - General/Legal Nuisance
Compliance with standard - **YES**

General checks are in place to tree branches that obstruct or become entangled with utility services equipment such as electricity lines, telephone cables or street lighting and signage.

General checks are in place to any sign of tree roots proliferating drains and causing blockages and or damaging any underground services such as drains, electricity, telephone cables and gas mains

3.2.17.6 Tree Management - Damage Prevention
Compliance with standard - **YES**

The appropriate action (pruning/felling) of trees is being undertaken when there is the potential of damage to surrounding structures such as buildings, walls and fencing.

3.2.17.7 Tree Management - Disease Prevention & Control
Compliance with standard - **YES**

A procedure for Removal of infected limbs or Felling of diseased trees as appropriate and in accordance with guidance is in place

3.2.17.8 Tree Management - Highway Safety
Compliance with standard - **NA**

3.2.17.9 Tree Management - Monitoring
Compliance with standard - **YES**

Monitoring to ensure that the arrangements are implemented in practice
This is done by the facility manager

3.2.17.10 Tree Management - Notices
Compliance with standard - **NA**

3.2.17.11 Tree Management - Competence
Compliance with standard - **YES**

All the above are being surveyed & undertaken by a competent and qualified person

3.2.18 Vehicle Use (Non-Goods)

Hazard	Use on the public highway, Long hours of work, Breakdown
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.18.1 Vehicle Use (Non-Goods)- Controls

Compliance with standard - **NO**

Written instruction is given to all drivers regarding maximum working and driving hours and the taking of regular breaks away from the vehicle.

Action Required: Vehicle Use (Non-Goods)- Controls Carry out a risk assessment of vehicle use.

Action Required: Vehicle Use (Non-Goods)- Controls Instruct drivers who use their own vehicles to travel on company business that they must ensure that their vehicle is safe to be used on the public highway.

Specific procedures have been communicated to all drivers regarding fire, accidents, breakdown and personal safety.

Action Required: Vehicle Use (Non-Goods)- Controls Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.

Clear written instructions are given on the safe use of mobile phones in vehicles.

3.2.19 Workplace H and S

Hazard	Not defined
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.19.1 Workplace - Cleanliness & Waste

Compliance with standard - **YES**

The furniture, walls and floors are kept clean and in good decorative order.

General housekeeping is adequate and the accommodation is tidy and free from any waste build-up and any slipping or tripping hazards.

Adequate and suitable waste receptacles are provided throughout the workplace.

3.2.19.2 Workplace - Doors & Gates

Compliance with standard - **NA**

3.2.19.3 Workplace - Falls/Falling Objects

Compliance with standard - **YES**

Stored materials and objects are stable.

Shelving is strong and secure and suitable for the materials stored on it.

3.2.19.4 Workplace - Floors & Traffic Routes

Compliance with standard - **YES**

The floors are free from slipping and tripping hazards.

The floors/floor coverings are in good condition.

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Suitable handrails are fitted to stairs/steps.

Access steps into the premises are in good condition.

3.2.19.5 Workplace - Lighting
Compliance with standard - **YES**

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Adequate lighting is provided to all of the external areas.

3.2.19.6 Workplace - Room Dimensions/Space
Compliance with standard - **YES**

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

3.2.19.7 Workplace - Smoking
Compliance with standard - **YES**

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

3.2.19.8 Workplace - Temperature
Compliance with standard - **YES**

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Rest areas, toilets, showers, and changing rooms are maintained at a comfortable level.

3.2.19.9 Workplace - Ventilation
Compliance with standard - **YES**

An adequate supply of air is provided either through mechanical ventilation or openings /windows, such that stale air / fumes are removed.

3.2.19.10 Workplace - Welfare
Compliance with standard - **YES**

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Sanitary conveniences have warm/hot water, soap and means of drying.

Sanitary conveniences are suitably ventilated, lit and kept clean.

An adequate supply of water is readily available and cups provided.

Drinking water is marked where significant risk of drinking non-drinking water exists.

An adequate, suitable and secure space is provided to store workers' belongings.

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Suitable changing facilities are provided with storage for work clothing.

The rest area includes the facility to prepare or obtain a hot drink.

A means of heating food is provided where hot food cannot be obtained nearby.

3.2.19.11 Workplace - Transparent/Translucent Surfaces
Compliance with standard - **YES**

Transparent or translucent surfaces are apparent or suitably marked.

3.2.19.12 Workplace - Window Restrictors
Compliance with standard - **YES**

The premises are not accessible by children or vulnerable adults. There is therefore no requirement for window restrictors to be fitted.

3.2.19.13 Workplace - Workstations & Seating
Compliance with standard - **YES**

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

3.2.19.14 Workplace - Pest Control
Compliance with standard - **YES**

A pest control regime is in place.
Walkford Road this is by SPC control Ltd
There is an risk assessment and a copy of her public liability.

Safety data sheets have been obtained for any hazardous substances used for pest control.

The pest control log book is up to date and includes a floor plan showing the location of all pest control devices.

3.2.20 Workplace Transport

Hazard	Injury/ death of pedestrians, Injury/ death of drivers, Damage to buildings, Vehicle collisions, Unstable loads
People Exposed To Hazard	As defined in Executive Summary
Area Where Hazard Present	As defined in Executive Summary
Current Risk	Moderate
Residual Risk	Tolerable

Not defined

3.2.20.1 Workplace Transport- Risk Assessment
Compliance with standard - **YES**

Traffic Management Risk Assessment has been undertaken to protect pedestrians on-site.

3.2.20.2 Workplace Transport- Car Parks And Access
Compliance with standard - **NO**

The car park is considered low risk to pedestrians due to the size and low level vehicle movements.

The control measures within the car park are considered satisfactory to protection of pedestrians.

Action Required: Workplace Transport- Car Parks And Access Ensure appropriate speed restrictions and warning signage are put in place.
This is on all allotments at 10 mph

3.2.20.3 Workplace Transport- Commerical Vehicle Movements
Compliance with standard - **NA**

3.2.20.4 Workplace Transport- Loading/Unloading
Compliance with standard - **NA**

3.2.20.5 Workplace Transport- Additional Considerations
Compliance with standard - **NA**

3.2.20.6 Workplace Transport- Temporary Arrangements
Compliance with standard - **NA**

Section 4 - Supporting Photographs









Section 5 - Protocol and Disclaimer / Limit of Advice

5.1 Protocol

Introduction / Process

This report is a General Risk Assessment of the significant health and safety issues within your organisation and been prepared by a your Consultant following an inspection of your premises, an examination of documentation and discussions with relevant persons. The primary purpose of this report is to comment on the adequacy of existing risk controls and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Implementing these improvements will help prevent accidents or ill health to those who may be affected by your undertaking.

This report reflects the situation found at the premises at the time of the visit and is based upon the information and evidence provided to the Consultant. If evidence was not available to corroborate an action the Consultant is likely to have raised an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the Consultant.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Prioritising Health and Safety Actions

All health and safety actions identified by the Consultant are shown in Section 2 of this report - 'General Risk Assessment Action Plan' and are prioritised as follows:

Priority	Complete By	Definition
1	Immediate (But within 30 days).	**Requires Immediate Remedial Action - (For Intolerable / Substantial Risks)** The safety or fire issue has been assessed as having a high likelihood of causing serious harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified. Likely regulatory enforcement action: Prohibition Notice.
2	Within 60 days.	**Requires Remedial Action (For Moderate Risks)** Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. Likely enforcement action: Improvement Notice.
3	Within 90 days.	**Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks).** Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential. Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.
4	Within 180 days.	**Improvements should be carried out as advised.** These may be best practice or industry standard and may require long-term investment.

It is strongly advised that you complete the actions within the recommended timeframes shown. This will help to improve health and safety conditions within your workplace and reduce the likelihood of an accident occurring and/or any legal action being taken against your company in the criminal or civil courts. To help manage risks and actions identified in this report please refer to the library of information held in the Worknest portal.

5.2 Disclaimer / Limit of Advice

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation. It is based on a combination of observations made by the Consultant at the time of the visit, examination of relevant documents and information provided by your representatives which is accepted in good faith as being factual, accurate and valid. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

This report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded against hence it is incumbent on you to compile an individual assessment on each machine.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which you are responsible, there may be some areas that are inaccessible, or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage or are outside of the scope of the works requested. Any such areas which were not accessed during this risk assessment have been detailed in the Executive Summary.

It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered and that safe, appropriate and legal implementation of any remedial action is made. It is recommended that this assessment is reviewed at least annually and/or whenever there is a significant change within your business and that you continue to apply regular general risk reducing control measures as defined by your policies and procedures.

This report becomes uncontrolled when printed