

## The Dell – Working Parties Risk Assessment



This Risk Assessment addresses the health, safety and welfare of participants, both members of the Parish Council and public, taking part in working parties organised by the Parish Council at The Dell.

Any person with a known medical or other condition that may affect their own welfare or that of others should discuss with the organiser any special requirements they may have prior to the activity taking place.

<b>Event organised by Framingham Earl Parish Council</b>		<b>Contact Number</b>	
<b>Location, date and time of event</b>			
<b>Emergency contact name/s and numbers for group</b>			
<b>Risk assessment carried out by</b>		<b>Date</b>	
<b>Volunteers involved, number, ages, any special considerations.</b>			
<b>Main tasks and duties</b>	<p>To undertake a working party/community event.</p> <p>Children and vulnerable adults must be accompanied by a parent, guardian or carer. All participants need to be briefed on the day of the activity to ensure they keep to areas identified and wear appropriate clothing.</p>		

<b>Activity</b>	<b>Hazards</b>	<b>Additional controls for volunteer groups to make sure the risk is adequately controlled</b>	<b>Tick the controls that apply to this job</b>
General Conservation Activities	<p><b>Typical uncontrolled outcomes</b> Minor cuts, bruises, burns, lower back pain, verbal abuse, contracting disease, blisters, sunburn</p> <p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Contact with plant sap</li> <li>• Weather conditions</li> <li>• Contact with tools</li> <li>• Contact with micro-organisms such as tetanus</li> <li>• Slip, trips and falls</li> <li>• Manual handling</li> <li>• Abuse/attack from member of the public</li> </ul>	<p><b>Typical groups at risk</b> Volunteers, workers, members of the public</p> <p><b>Controls</b></p> <ul style="list-style-type: none"> <li>• Keep area and materials tidy</li> <li>• Plan any lifting</li> <li>• Wear sturdy footwear/appropriate PPE</li> <li>• Wash hands before eating/drinking</li> <li>• Protect any cuts and avoid contact with water</li> <li>• Advise participants to keep skin covered, use high factor sun cream if required. Stop work when weather conditions deteriorate</li> <li>• Park vehicles to enable quick access in case of emergency</li> </ul>	

General Conservation Activities continued	<b>Hazards</b> <ul style="list-style-type: none"> <li>• Broken glass, sharp objects</li> <li>• Sharps, used personal waste items</li> <li>• Dog faeces</li> <li>• Injury through incorrect use of equipment</li> </ul>	<b>Controls</b> <ul style="list-style-type: none"> <li>• Sharps should only be removed by trained adults using appropriate PPE or equipment – inform organiser of location if found – encourage participants to take photos of items to help identify locations</li> <li>• Provide hi-visibility vests if needed and tools</li> <li>• Avoid contact with dog faeces</li> <li>• Ensure participants have been briefed, have appropriate PPE and are comfortable/confident with the use of any equipment. Ensure participants have right tools for the job. Adequately stocked basic first aid kit to be available on site and participants to be aware of nearby defibrillator locations.</li> </ul>	
People	<ul style="list-style-type: none"> <li>• Children and vulnerable adults may not be able to adequately assess risks associated with the activity</li> </ul>	<ul style="list-style-type: none"> <li>• All children and vulnerable adults must be accompanied by a parent, guardian or carer at all times – provide suitable equipment for children</li> </ul>	
Vehicles on roads	<ul style="list-style-type: none"> <li>• Contact with moving traffic</li> <li>• Being hit by flying objects from moving vehicles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prior to the event the organiser should assess the level of risk associated with any road or areas where vehicle movements are likely</li> <li>▪ Advise participants of the risks associated with this hazard and inform them of areas which should not be accessed</li> <li>▪ Consider the need for supervisors to monitor participants</li> <li>▪ Hi-visibility vests to be provided if required</li> </ul>	
Use of Vehicles	<ul style="list-style-type: none"> <li>• Any vehicles used by participants are at the risk of the car driver</li> </ul>	<ul style="list-style-type: none"> <li>• Explain that vehicles are used at own risk. Give sensible advice on where to park during event</li> </ul>	
Local/Site specific	<ul style="list-style-type: none"> <li>• Uneven land causing trips, slips or falls</li> <li>• Potential water</li> </ul>	<ul style="list-style-type: none"> <li>• Organiser to identify any ground/water hazards prior to the event taking place and advise participants to avoid</li> <li>• Provide participants with mobile phone number of organiser</li> </ul>	

It's a nice idea to organise refreshments to thank the participants after this event. Once event is complete, Parish Council to ensure all tools/equipment is collected, cleaned and stored away correctly. Parish Council to undertake an internal review of event.

### Activity planning checklist

	<b>Activity</b>	<b>Notes</b>
<b>1</b>	Advertise event (date, time, place, how long it will be for) – use social media, local newsletters, word of mouth, email councillors and local groups	
<b>2</b>	Complete risk assessment	
<b>3</b>	Check weather forecast prior to event – if going to be wet consider postponing event	
<b>4</b>	Encourage volunteers to bring their own tools/gloves or borrow equipment prior to event where applicable	
<b>5</b>	Give each participant a contact number of the organiser. Be organised and give clear instructions	
<b>6</b>	On day of event Brief participants, distribute any equipment, time/where to return, etc.	
<b>7</b>	Emergency and contingency plans (i.e. what happens if a coordinator has to accompany a volunteer for medical attention, how to raise alarm if group does not return to meeting point on time)	

Adopted at Parish Council meeting 3<sup>rd</sup> December 2024.