

General Risk Assessment Form		RA ref number:	BTC003	Principal Objectives As appropriate to the task the work activity must be carried out in accordance with the Procedures and Safe Systems of Work.											
Risk Level: Medium Activity: Risk Assessment for Town Council Ranger Responsibilities include: General maintenance, bridge inspections, play area remedial actions, clearing green waste, handling hazardous materials, lone working, and use of power tools. Site/ Specific Location(s): Beccles, including parks areas, play areas, and marsh land, common and Waveney Meadow. Lone working.				Date of assessment: 17 October 2024 Approved by full council: 1 April 2025 Review date: 17 October 2026 Assessment completed by: (list all names & job titles) – Becky Battledore – Health and Safety Consultant Remedial actions required? Yes											
People Exposed to Risk (mark 'x' in boxes that apply)															
Employee	x	Public		Contractor		Volunteer		N/E Mother		Young People		Disabled People		Lone Worker	x
Minimum PPE required for activity (mark 'x' in boxes that apply) (depending on activity being done)															
Face Mask	x	Respirator	x	Gloves	x	Protective Footwear	x								
Type (please specify)		Type (please specify)		Type (please specify)		Type (please specify)									
Hearing Protection	x	Eye Protection	x	Overalls	x	Other									
Type (please specify)		Type (please specify)		Type (please specify)		Type (please specify)									

Associated hazards 1. Water-related incidents 2. Slips, Trips & Falls 3. Weather conditions 4. Manual Handling of Tools and Green Waste 5. Working at Height (Ladder Safety)	6. Working near the water's edge 7. Electricity 8. First Aid 9. Rescue Protocols 10. Handling Hazardous Materials 11. Lone Working 12. Security Threats	Associated hazards continued:	13. Incident reporting 14. Use of Strimmer and Chainsaw 15. COSHH 16. Bridge Inspections and Maintenance 17. Repairing and Maintaining Children's Play Areas
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Risk Matrix

Likelihood (The measure of likelihood (probability of something happening))

1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances
2	Unlikely	21 to 40%	The event could occur at some time
3	Moderate	41 to 60%	The event will occur at some time
4	Likely	61 to 80%	The event could occur in most circumstances
5	Very likely	81 to 100%	The event will occur in most circumstances

Severity (consequence of something happening)

1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Minor	Injury requiring first aider treatment causing inability to continue with current work activity for 7 days or less. Minimal financial loss or damage
3	Serious	Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption
5	Fatalities	Single or multiple deaths

Risk assessment matrix

Likelihood x Severity = Risk Rating

Level of risk		Likelihood				
5 Fatalities	Severity	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

	Hazard Type E.g. Slips/ Trips/Falls	Hazard Description How will people be harmed? E.g. Staff may fall over delivery boxes left in walkways within the office.	Controls in place to mitigate risk	Likelihood rating	Severity rating	Risk Rating
1	Water-related incidents	Drowning, slips, trips, and falls	Life buoys and safety signage at regular intervals. Proper footwear and clothing guidelines. All lifesaving equipment is checked regularly and documented by harbour master Lone working should be avoided near water.	1 (Very unlikely)	5 (Fatality)	5 Low
2	Slips, trips, and falls	Injury from uneven surfaces or wet areas.	Regular maintenance of pathways and surfaces. Signage for wet/slippery conditions. Pathway inspections completed by BTC on regular basis.	2 (Unlikely)	3 (Serious)	6 Medium
3	Weather conditions	Hypothermia, heat stress, sunburn	Weather-appropriate PPE, such as waterproofs and sun protection. Access to shelter and breaks.	1 (Very unlikely)	2 (Minor)	2 Low
4	Manual Handling of Tools and Green Waste	Back injuries, strains, and sprains Back injuries, strains, exposure to allergens	Training on safe lifting techniques. Use of trolleys and lifting aids for heavy items. Manual handling training provided, with mechanical aids where necessary. Manual handling training provided, with mechanical aids where necessary.	2 (Unlikely)	2 (Minor)	4 Low

5	Working at Height (Ladder Safety)	Falls, slips, and improper ladder use	Use of stable ladders or step stools and adherence to safe working procedures when accessing elevated areas. Staff briefed on risk assessment and safe working practices. Regular inspection of ladders and training on safe working practices at height *Arrange for ladder safety training to ensure all staff working at height are properly trained.	1 (Very unlikely)	4 (Major)	4 Low
6	Working near the water's edge	Falls into the water, drowning	Use of personal flotation devices (PFDs). Safety rails or barriers in key areas. RoSPA water safety assessment completed for the Quay and surrounding areas in 2021. Ladders and life saving devices in place around the quay for members of the public to use in an emergency. *Review if more ladders are needed on one side of harbour.	1 (Very unlikely)	5 (Fatality)	5 Low
7	Electrical equipment maintenance	Electric shock, fires	Regular inspection and PAT testing of equipment and electrical pillars. Adherence to safe work practices.	1 (Very unlikely)	2 (Minor)	2 Low
8	First Aid	Lack of access to first aid outside working hours	Sufficient access to first aid kits for staff during working hours. Ranger carries one in work vehicle at all times. Ranger trained in first aid.	2 (Unlikely)	2 (Minor)	4 Low

			If ranger required first aid themselves, to contact BTC offices via phone as per lone working arrangements. Several defibrillators are available across Beccles with signage indicating locations for easy access in emergencies.			
9	Rescue Protocols	Unable to be rescued in an emergency	RoSPA water safety assessment completed for the Quay and surrounding areas in 2021. Throw lines and life safety devices are available around water. Defibrillators are available nearby, with signage indicating locations for easy access in emergencies.	1 (Very Unlikely)	4 (Major)	4 Low
10	Handling Hazardous Materials	Needle stick injuries, biohazard exposure	Use of PPE and sharps containers, with regular training on safe disposal. Ranger allowed refuse if doesn't feel comfortable disposing of certain things. Police to be called to serious incidents and discoveries. BTC to work with emergency services on this. * Hazardous material handling training and ensure adequate supplies of PPE * Ensure ranger has correct waste license to correctly dispose of hazardous materials safely and properly.	2 (Unlikely)	4 (Major)	8 Medium

11	Lone Working	Delayed response in emergencies, personal safety concerns for Town Ranger	Regular check-ins via phone or radio. Clear lone working procedures, including risk escalation steps. Establish consistent planning and supervision for lone working tasks, and provide specific ladder safety training to minimise risks when working at height. * Implement consistent planning and supervision for lone working activities. Regularly review lone working procedures. *Look to activate ‘find my iphone on work phones as an additional control.	2 (Unlikely)	4 (Major)	8 Medium
12	Security Threats	Physical assault, verbal abuse, theft. Aggressive behavior from the public, disputes, or confrontations.	Clear reporting protocols for threats on Beccles Town Council incident reporting system Communication devices for immediate assistance. Implemented the use of body cameras for additional security and as a deterrent. *Check to ensure there is a body camera use policy that complies with legal and privacy guidelines.	2 (Unlikely)	4 (Major)	8 Medium
13	Incident Reporting	Being unable to notify BTC of an incident	Incidents that occur at the Quay can be reported online via Microsoft forms to BTC main office. QR codes displayed on notice boards around the quay for members of the public to report incidents. In an emergency members of the public are responsible for calling 999. Posters are displayed to state this in key public areas.	2 (Unlikely)	4 (Major)	8 Medium

			All incidents involving security threats should be documented, with footage from body cameras reviewed if needed for clarity and follow-up actions.			
14	Use of Strimmer and Chainsaw	Noise exposure, cuts, and lacerations	Training on strimmer completed, covering noise risks and PPE. Chainsaw training is scheduled, including noise and PPE training. BTC have arranged with Town Ranger. * Ensure chainsaw training includes safe operating procedures and provide regular noise assessments	2 (Unlikely)	4 (Major)	8 Medium
15	COSHH	Cleaning Products Exposure to hazardous substances, skin irritation, respiratory issues	Contractor manages cleaning products according to COSHH guidelines, ensuring proper storage and handling. Contractor responsible for up-to-date COSHH assessments are available for all cleaning products. COSHH cupboard locked away.	1 (Very Unlikely)	4 (Major)	4 Low
16	Bridge Inspections and Maintenance	Falls from height, structural hazards Ranger, Councillor, Farmer	Inspections are carried out with PPE as/when required (case by case basis). Lone working controls in place to ensure ranger is safe. *Implement a quarterly inspection log to formally document bridge safety checks	1 (Very Unlikely)	4 (Major)	4 Low
17	Repairing and Maintaining Children's Play Areas	Injury from faulty equipment, risks associated with tools and repair materials, risk of accidental harm to children during repairs	All repairs and maintenance tasks are performed following RoSPA guidelines.	2 (Unlikely)	4 (Major)	8 Medium

			Use of appropriate tools and PPE to prevent injuries. Areas under repair are cordoned off and clearly marked with safety signage to keep children and public at a safe distance. Prompt completion of RoSPA-recommended actions and provide additional signage during repair work to enhance public awareness is always the priority however sometimes this can be effected by budget approval. Some decisions have to be approved by councillors. * Implement regular training on safe maintenance procedures in play areas.			
18						
19						
20						

Remedial Actions

Try to reduce the risk to below 5 as much as possible. If this is not achievable, provide justification. If a risk rating is above 5, action must be taken to reduce it to a safe level. Record the actions taken below

Action	Assigned to	Date Assigned	Timescale	Completion Date
*Arrange for ladder safety training to ensure all staff working at height are properly trained.				
*Review if more ladders are needed on one side of harbour.				
* Hazardous material handling training and ensure adequate supplies of PPE				
* Ensure ranger has correct waste license to correctly dispose of hazardous materials safely and properly.				
* Implement consistent planning and supervision for lone working activities. Regularly review lone working procedures.				
*Look to activate 'find my iphone on work phones as an additional control.				
*Check to ensure there is a body camera use policy that complies with legal and privacy guidelines.				

* Ensure chainsaw training includes safe operating procedures and provide regular noise assessments				
*Implement a quarterly inspection log to formally document bridge safety checks				
* Implement regular training on safe maintenance procedures in play areas.				

Note

Everyone involved in the task or activity risk assessed must be briefed on the hazards, risks and controls to mitigate the risk.

Managers are responsible for training and briefing staff on this risk assessment. Staff should sign to declare they have read and understood the risk assessment. If they have any questions they should address them to their Manager or Author of the risk assessment.

END OF RISK ASSESSMENT