

Health and Safety Assessment 2026						
Hazard	People at risk and how	Control measures - Required	Control measures - Current Status	Action Required	Action- When	Action - Who
Litter picking	Cllrs and volunteers, following contact with traffic, sharp and / or contaminated litter and other discarded refuse.	1. Provision of protective equipment, to avoid the need for picking by hand 2. Provision of protective clothing 3. Proper disposal arrangements in place 4. Briefing for Cllrs / volunteers	Items supplied and monitored by WNC. Bugbrooke Parish Council have also purchased material.	Bugbrooke Environmental Working Group to ensure risk assessment for each any and advise volunteers of hazards.	Before each Litter Pick	Environmental Working Group.
Trees	Public, from falling branches etc	1. Regular inspections every 2 years from Tree Surgeon and update the tree tracking sheet. 2. Quarterly visual inspection by Tree Warden.	Councillor should visually inspect each quarter and after strong winds.	Preparation of inspection report; allocation of locations.	Clerk to produce a list of locations to check. Councillor to volunteer to inspect trees.	Inspections to be completed by Tree Warden. quarterly and after strong winds.
Play equipment, Outdoor Gym	Public, from faulty or damaged equipment	1. Monthly safety check by Cllrs	1. Confirmation that each inspection has been	1. Councillors to raise at the meeting any concerns on	At each meeting councillors need to	Councillors.

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Equipment, village Greens		2. Annual safety inspection by qualified Playground Safety Inspector	carried out at monthly meeting. 2. Annual inspections June 2026	their inspection so the clerk can be instructed on what action is required.	verbally report issues.	
Bus shelters & other street furniture	Public, from faulty or damaged equipment	1. Monthly safety check by Cllrs	1. Cllrs monthly checks. 2. Bus shelters cleaned every 2 months	1. Handy person to inspect all dog bins and create list of urgent repairs. 2. Cllrs to identify any benches requiring painting	Cllrs to create photo evidence on June/July and September 2026 inspections to create list of assets that require maintenance or replacement.	Councillors and report ant meeting to Clerk.
Streetlights	Public, from faulty or damaged equipment	1. Any faults reported are remedied by specialist contractor. 2. Require certification every 6 years – last carried out March 2022	1. Councillors report broken lights at each meeting and via email in between to Clerk. 2. Quarterly Maintenance contract so have ability to arrange quick repairs.	1. Streetlight Councillors to assess status of priority repairs and work with clerk to devise action plan. 2. Next testing required 2028	N/A	N/A
Lone Working	Clerk or Councillor working alone, accident, intruder or confrontational visitor	1. Appointments are required to meet with the clerk – residents should email the clerk and a meeting time arranged.	1. Handrails installed in stair well. 2. Buzzer entry and security cameras at office.	Clerk to ensure their own safety when working alone.	NA	N/A

		2. The clerk will inform a family member when leaving the office so expected arrival time is noted. 3. Only expected visitors should be given access to the office and the door should remained locked at all times.				
Captains Close	Public, from trees or other hazards	1. Trees are included in Tree inspections.	1. Appoint a councillor to monthly check on Captains Close.	1. Within the next 3 years repair the boundary wall. 2. Determine if the vehicle access gate needs replaced.	Councillors and Clerk	Councillors and Clerk

Approved and adopted by Bugbrooke Parish Council

Signed.....Chair

11th May 2026