



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## HEALTH & SAFETY, LONE WORKING, SAFEGUARDING, & RISK MANAGEMENT POLICY

### Contents:

<b>I. Health &amp; Safety: Policy &amp; Procedure</b>	<b>1</b>
<b>II. Lone Working Policy</b>	<b>2</b>
<b>III. Safeguarding Policy</b>	<b>4</b>
<b>IV. Appendices:</b>	
a. Annual Risk Assessment	i
b. Risk Assessment: Community Café & Community Hub	v
c. Risk Assessment: Community Litter Pick & Street Cleaning	viii
d. Risk Assessment: The Meadows	xii
e. Risk Assessment: The Meadows Play Area	xiv
f. Risk Assessment: Village Hall Play Area	xvi

---

## I. Health & Safety Policy & Procedure

### 1. Statement of Intent.

- 1.1 This is the Health & Safety Policy of White Colne Parish Council.
- 1.2 The Council's Health & Safety Policy is to:
  - Prevent accidents and cases of work-related ill health
  - Manage health and safety risks in our workplace
  - Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
  - Provide personal protective equipment
  - Consult with our employees on matters affecting their health and safety
  - Provide and maintain safe plant and equipment
  - Ensure safe handling and use of substances
  - Maintain safe and healthy working conditions
  - Implement emergency procedures, including evacuation in case of fire or other significant incident
  - Review and revise this policy regularly

## **2. Responsibilities:**

- 2.1 Overall and final responsibility for health and safety: **White Colne Parish Council**
- 2.2 Day-to-day responsibility for ensuring this policy is put into practice:
  - The Clerk to the Council
  - Chairperson of the Parish Council
  - Vice-Chairperson of the Parish Council
  - Any individual member of the Parish Council
  - Any individual member of staff
  - Any sub-contractor to the Parish Council
  - Any individual volunteer
- 2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
  - The Clerk to the Council - safety, risk assessments, accidents, first aid, monitoring, accident and ill-health investigation, emergency procedures, training.
  - Chairperson of the Parish Council – consulting employees, work-related ill health.
  - Mike King - maintaining equipment, information, instruction and supervision, fire and evacuation.
- 2.4 All employees, volunteers and sub-contractors should: co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed above).

## **3. Arrangements for health & safety:**

### **3.1 Risk Assessment**

We will complete relevant risk assessments and take action.

We will review risk assessments when working habits or conditions change.

### **3.2 Training**

We will give staff and volunteers health and safety induction and provide appropriate training.

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for employees who work remotely.

### **3.3 Consultation**

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### **3.4 Evacuation**

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested from time to time and updated if necessary.

## **II. Lone Working Policy**

### **4. Introduction**

- 4.1 White Colne Parish Council recognises that its employees are sometimes required to work by themselves without close or direct supervision in the community, in isolated work areas and out of office hours. Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, White Colne Parish Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

- 4.2 Employees also have responsibilities to take reasonable care of both themselves, and other people affected by their work and to co-operate with their employers in meeting their legal obligations.
- 4.3 Lone workers are people who work on their own with little or no supervision. Thus, in the event of an emergency there may be no one to give assistance or summon help. There is no time limit attached to working alone. It may be for the whole work period or only for several minutes. This can take place in a variety of situations.
- 4.4 A risk assessment is required under the Management of Health and Safety at Work Regulations 1999, which examines how the job is done and identify work hazards, assess the risks involved and ensure that adequate measures are put in place to avoid the person carrying out the work being harmed.

## **5. Aims**

- 5.1 The aim of this policy is to:
  - increase staff awareness of safety issues relating to lone working.
  - ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
  - ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
  - ensure that appropriate support is available to staff who must work alone.
  - encourage full reporting and recording of all adverse incidents relating to lone working.

## **6. Responsibilities**

- 6.1 Councillors and the Clerk are responsible for:
  - ensuring that all staff are aware of the policy;
  - taking all possible steps to ensure that lone workers are at no greater risk than other employees;
  - identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own;
  - ensuring that risk assessments are carried out and reviewed regularly;
  - putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
  - ensuring that staff identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
  - managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
  - ensuring that appropriate support is given to staff involved in any incident; and
  - providing a mobile phone and other personal safety equipment, if and where this is felt to be desirable
- 6.2 Employees are responsible for:
  - taking reasonable care of themselves and others affected by their actions
  - following guidance and procedures designed for safe working;
  - reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate and complete an accident form;
  - taking part in training designed to meet the requirements of the policy;
  - reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone; and

- always maintaining good communication to minimise risk.

6.3 Lone working affects the following staff in White Colne Council:

- Parish Clerk
- Employees
- Contractors
- Volunteers

**7. Procedures for safe lone working**

7.1 Employees, contractors, and volunteers should:

- Telephone contact with other staff and councillors.
- First Aid Kit available and up to date.
- Escape routes identified.
- When working alone, ensure that door is kept locked.
- At least one other person to be present when locking up after an evening meeting.
- If in any doubt, do not start or continue the work.
- Always ensure a Councillor or a member of staff knows you are working alone.

### **III. Safeguarding Policy**

**8. Introduction**

8.1 Everyone has a duty to safeguard children and young people and adults in need of care and protection. This policy outlines practice that will promote the safety of children, young people and vulnerable adults using parish council facilities. The policy will be reviewed by the Parish Council annually.

**9. Definitions**

9.1 *Children and young people*: Anyone under the age of 18 years

9.2 *Adult in Need of Care and Protection*: Anyone 18 and over who:

- Has needs for care and support (regardless of the level of need and whether the local authority is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

**10. To whom this policy applies**

10.1 This policy applies to anyone working for or on behalf of White Colne Parish Council whether in a paid, voluntary, or commissioned capacity.

**11. Promoting a safe environment**

11.1 To promote a safe environment for children, young people and vulnerable adults, White Colne Parish Council wishes to promote a safeguarding culture in its premises and activity areas.

11.2 To achieve this, White Colne Parish Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees, and councillors are aware of the safeguarding expectations.

- Ensure staff who may have contact with children are DBS Checked
- Make available on public notice boards and to employees and councillors, the contact details of the following:
  - For concerns about children - Essex Council Children's Social Care (CSC) Initial Response Team (IRT), based at Essex House, Colchester – Tel. **0345 6037627**
  - For concerns about Adults - Essex Social Care Direct, Essex House, Colchester, **0345 6037630**
  - The NSPCC **0808 800 5000**
  - Out of Hours - The Social Care Emergency Duty Team (EDT), **0345 6061212**

## **12. Responsibilities of all staff**

- 12.1 Employees, councillors, contractors, and volunteers all have a duty to protect children, young people, and adults in need of care and protection but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on as soon as possible.
- 12.2 Always follow the safeguarding policies and procedures, particularly if concerns arise about the safety or welfare of a child or adult in need of support and protection.
- 12.3 Participate in safeguarding training as required and maintain current working knowledge.
- 12.4 Discuss any concerns about the welfare of a child or adult with their line manager, and if necessary, the Chairperson of the Parish Council.
- 12.5 Contribute to actions required including information sharing and attending meetings.
- 12.6 Work collaboratively with other agencies to safeguard and protect the welfare of people in the premises and activity areas.
- 12.7 Always remain alert to the possibility of abuse.
- 12.8 Recognise the impact that diversity, beliefs, and values of people can have.

## **13. Allegations against staff and volunteers**

- 13.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for contact with individual children or parents to be conducted in view of other adults.
- 13.2 No attempt should be made to investigate or act on any allegation regarding staff or volunteers' behaviour with children or young people before consultation with the Local Authority Designated Officer (LADO), **03330 139 797**
- 13.3 The Parish Council should follow the ESCB and ESAB procedures (SET procedures) for managing allegations against staff/volunteers, a copy of which can be found or on the ESCB ([www.escb.org.uk](http://www.escb.org.uk)) and ESAB ([www.essexsab.org.uk](http://www.essexsab.org.uk)) websites.

## **14. Whistleblowing**

- 14.1 All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Teams.

**15. What should be a cause for concern – Children and young people:**

15.1 Staff and Volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth, or geographical location.

15.2 Abuse falls into four main categories:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

15.3 All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

15.4 Ideally, staff and volunteers who engage with children will have accessed appropriate child protection training through the Essex Safeguarding Children Board (ESCB) but further information about types of abuse, signs to look for and what to do if you are concerned are also available on the ESCB website ([www.escb.org.uk](http://www.escb.org.uk)). All agencies, whether statutory, voluntary, or other are obliged to follow the procedures laid out on the ESCB website.

**16. What should be a cause for concern – Adults in Need of Care and Protection:**

16.1 Staff and volunteers should be aware of the possibility of abuse to vulnerable adults from the community, relatives, carers, or professionals in the areas of:

- o Physical abuse
- o Domestic violence
- o Psychological abuse
- o Emotional abuse
- o Financial or material abuse
- o Modern slavery
- o Organisational abuse
- o Sexual Abuse

16.2 Information is available on the ESAB website ([www.essexsab.org.uk](http://www.essexsab.org.uk))

17. White Colne Parish Council's Safeguarding Policy was adopted: 26 July 2022, reviewed: 16 May 2023, reviewed: 21 May 2024, reviewed and incorporated into the *Health & Safety, Lone Working, Safeguarding, and Risk Management Policy*: 18 November 2025.

**Date of policy: 18<sup>th</sup> November 2025**

**Date for next review: November 2026**



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## ANNUAL RISK ASSESSMENT

This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which: Identifies the subject; Identifies what the risk may be; Identifies the level of risk; Evaluates the management and control of the risk and records findings; Reviews, assesses and revises procedures if required.

Subject	Description of Risk	Risk Level	Management / Control	Mitigation Measures
<b><u>MANAGEMENT</u></b>				
Business Continuity	<p>Council not being able to continue its business due to an unexpected or tragic circumstance</p> <p>Council not being able to undertake business without a quorum of 3 councillors</p>	<p><b>Low</b></p> <p><b>High</b></p>	<p>All files and recent records are kept at the clerk's home. The clerk makes a weekly back up of files.</p> <p>Councillors send apologies in advance of meeting if unable to attend, and if numbers are low, the clerk contacts remaining councillors to confirm their attendance. If a meeting is unable to be held, councillors will be contacted, and agreement to essential business obtained by email or video conferencing and confirmed at the next meeting.</p>	<p>Review when necessary</p> <p>Existing procedure adequate</p>

Meeting location	Adequacy of Health and Safety	Low	Meetings are held in the village hall. A parish councillor holds a key, and a duplicate is held in the box at the front of the hall under a combination number known to parish councillors. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage, etc.	Low	Papers are held in a cabinet at the clerk's home.	Existing procedure adequate
Council Records electronic	Loss through damage, fire, corruption of computer	Medium	The Parish Council's electronic records are stored on the parish council's laptop computer held at the clerk's home. Back-ups of the files are taken at weekly intervals on an external hard drive.	Existing procedure adequate
<b><u>FINANCE</u></b>				
Precept	Adequacy of precept	Medium	Sound budgeting to determine annual precept. The Parish Council receives detailed quarterly budget information at meetings held in July, November, January, and March. Setting the precept is an agenda item at the January meeting. The parish council holds reserves adequate to meet some unforeseen or uninsured risks.	Existing procedure adequate
Insurance	Adequacy of insurance	Medium	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability, and Fidelity Guarantee are statutory requirements.	Review provision and compliance annually
Banking	Adequacy of controls, risk of loss through dishonesty, fraud	Low	The Council's Financial Regulations set out requirements for banking, cheques and reconciliation of accounts.	Existing procedures Adequate. Financial Regulations reviewed annually.

Financial controls and records	Adequacy of controls, risk of loss through dishonesty, fraud Risks involved with the use of electronic banking	Low	<p>Monthly reconciliation prepared by Responsible Financial Officer and checked quarterly by the Parish Council.</p> <p>Annual internal and external audits.</p> <p>Financial obligations Resolved and clearly Minuted before commitment. All payments resolved and Minuted quarterly. Village Hall transactions are included in the parish council accounts.</p> <p>Electronic banking with Unity Trust Bank. The RFO inputs payments but cannot authorise. Two separate signatories make payments. Codes and passwords confidential. Controls as above maintained.</p>	Existing procedures adequate
<b><u>ASSETS</u></b>				
Street furniture and playground equipment	Damage to play equipment and benches	Medium	Asset register is kept up to date, and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Mike King. ROSPA-approved company makes an annual inspection on the play equipment.	Existing procedures Adequate.
<b><u>LIABILITY</u></b>				
Legal Powers	Illegal activity or Payments; Working Parties taking decisions	Low	All activity and payments made within the powers of the Parish Council (not ultra viries) and to be resolved and clearly Minuted.	Existing procedures Adequate.
Legality	Non-compliance with statutory requirements	Low	Minutes and agendas are produced in the proscribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairperson.	Existing procedures adequate

Public Liability	Public Liability Risk to third party, property or individuals	Low	Public liability insurance is in place. Risk assessments of individual events undertaken. Risk assessments of trees on parish council owned or managed land undertaken as per advice. Risk assessment of village hall considered with: 1. Electricity inspected every 5 years. 2. Fire equipment inspected every year. 3. Gas equipment inspected every year. 4. Electrical equipment PAT inspected every year. 5. Lighting and alarms checked monthly.	Existing procedures adequate
<b><u>COUNCILLORS' PROPERTY</u></b>				
Liability	Conflict of interest	Low	Councillors have a duty to declare any interests at the start of the meeting Agenda. Disclosure of Pecuniary Interests form reviewed by all members in election years.	Existing procedures adequate
<b><u>PARISH CLERK</u></b>				
Liability	Loss of clerk  Fraud  Actions undertaken	Medium	A temporary clerk to be identified pending advertising for replacement, in the event of the clerk resigning, or illness. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal Advice, with cost budgeted. Monitor working conditions.	Review when necessary. Details of the bank of temporary clerks can be obtained from Essex Association of Local Councils.

V1.2 November 2025

Jim Morris, Parish Clerk.

Date: 20.10.2025

Adopted: 18.11.2025

Next review: Nov 2026



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## Risk Assessment: Community Café & Community Hub

Weekly social hub open to all ages (infants to older adults). Activities include preparing and serving soup, cakes, toasties, jacket potatoes, tea, and coffee. Volunteers include two kitchen helpers preparing and serving food, and one front-of-house helper greeting, clearing tables, and assisting visitors.

Risk	Description of Risk	Risk Level	Mitigation Measures
Food safety & handling	Potential harm, including possible infection, to team, volunteers, customers & visitors	Low	<p>At least one kitchen lead to hold Level 2 Food Hygiene Cert.</p> <p>All food to be stored, handled and cooked following food safety standards, e.g. temperature checks; separate utensils and chopping boards.</p> <p>All volunteers to be given training on good practices.</p> <p>Separate handwashing facilities available.</p> <p>Allergen awareness controls &amp; information.</p> <p>No one should enter the kitchen if not part of the kitchen team.</p> <p>Volunteers not to attend if unwell.</p>
Allergies / Dietary Requirements	Potential harm to anyone in contact with foodstuffs.	Low	<p>Ingredients lists available and posters displayed.</p> <p>Gluten / dairy / nut information clearly stated.</p> <p>Menu and labelling reviewed weekly.</p> <p>Volunteers not to offer medical advice.</p>
Slips, trips and falls	Potential harm to individuals where food or drink has been spilled.	Medium	<p>Floors kept clean and dry.</p> <p>Ensure spillages are immediately cleaned up.</p> <p>Signage is available for wet floors.</p> <p>Cables tidy and secured.</p> <p>Tables &amp; chairs adequately spaced.</p> <p>Accessible routes kept clear.</p>

Falling objects	Potential harm to individuals where food or drink has been poorly stacked in cupboards or on worktops.	Medium	Ensure packages and containers are safely stacked.
Skin conditions	Potential harm to kitchen team & volunteers		Avoid direct contact with food. Provide appropriate gloves.
Muscular skeletal injuries	Potential harm to individuals not trained in manual handling	Medium	Store the heaviest packages and containers at mid height. Use mechanical aids or team lifting where necessary. Consider manual handling training courses.
Burns & scalds	Potential harm to team, volunteers, customers & visitors	Medium	Volunteers trained in safe handling. Hot food and drinks to be carried over minimal distance. Hot drinks served with care. Warning notices of hot food & drinks visible for customers and visitors. Children supervised. Staff to assist elderly visitors.
Cuts	Potential harm to kitchen team	Medium	Ensure knives are appropriately stored and sharp to ensure no slippage. No knives to be left in washing up water. Store blue plasters to use in the event of a cut.
Machinery & Electrical Equipment	Potential harm to kitchen team	Low	Kitchen team to be trained in the safe use of any machinery. Avoid loose clothing which could become entangled. Ensure equipment is PAT tested. Visual check of all machinery before use. Do not overload sockets. Switch off machines when not in use. Reporting system to advise and remove any damaged electrical items.
Fire	Potential harm to team, volunteers, customers & visitors	Low	Hot oils and cooking food not to be left unattended. All fire safety signs should be up to date and appropriately displayed. No blocking of doors or escape routes. No candles or open flames. Lead volunteer to be aware of fire assembly points and assume responsibility for all present. All volunteers should be advised to call 999 in the event of a fire.

Crowding / Accessibility	Potential harm to kitchen team & volunteers	Low	Hall accessible via ramp. Disabled loo available. Tables & chairs appropriately spaced and monitored. Assistance available if necessary.
Safeguarding / vulnerable adults	Children and young people, older generations, vulnerable adults.	Low	Volunteers follow Safeguarding best practices. Never alone with child or vulnerable person. Friendly supervision of the space.
Emotional Distress / Loneliness	Any human being.	Low	Friendly atmosphere. Volunteers aware of listening boundaries. Signposting to community and/or health services. Support information available.

#### **Emergency Arrangements**

- First aid: First aid kit available in kitchen; at least one volunteer aware of its location.
- Accidents: Record in Village Hall Accident Book; report serious incidents to Parish Clerk or Hall Committee.
- Fire evacuation: Exits clearly marked; Assembly point: car park

#### **Summary of Key Safety Points**

- Keep walkways clear and dry.
- Handle hot food and drinks with care.
- Maintain food hygiene and allergen awareness.
- Check electrical safety.
- Know fire exits and first aid location.
- Welcome all visitors respectfully and inclusively.

V1.3 November 2025

Team Leader:

Date:

Volunteer / Team Member:

Date:



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## Risk Assessment: Community Litter Pick & Street Cleaning

Risk	Description of Risk	Mitigation Measures
Physical hazards present at site	Example: drowning in river or falling down steep slope.	<ul style="list-style-type: none"><li>- Organiser(s) to carry out a pre-site visit to ensure that the area is suitable and carry out a suitable risk assessment.</li><li>- Ensure any significant findings of the risk assessment are communicated to participants prior to carrying out activity.</li><li>- Any areas deemed unsuitable or dangerous to be cordoned off prior to litter pick.</li><li>- Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).</li><li>- Ensure there is a facility for participants to sign in and out.</li></ul>
Slips, trips and falls	Example: sprained ankle from tripping over rough terrain.	<ul style="list-style-type: none"><li>- Anyone undertaking litter picks must follow instructions and be wearing correct personal protective equipment (PPE).</li><li>- Participants should be informed beforehand of the need to wear sensible footwear (boots, wellingtons) no open toe footwear to be allowed.</li></ul>
Sharp Objects - Glass, needles, nails etc.	Example: Needle stick injury leading to Hepatitis B.	<ul style="list-style-type: none"><li>- Any hypodermic needles found should not be picked up or touched under any circumstances.</li></ul>

		<ul style="list-style-type: none"> <li>- Participants should be informed beforehand of the need to wear sensible footwear (boots, wellingtons) no open toe footwear to be allowed.</li> <li>- Participants should be provided with correct PPE including protective gloves, litter pickers and high visibility vests.</li> <li>- Organiser should give pre-activity briefing session with all participants to include procedures/ instructions, including dealing with hypodermic needles.</li> <li>- Participants instructed not to pick up litter with hands - use litter picker at all times.</li> </ul>
Hygiene and potential contact with hazardous objects	Examples: roadkill, faeces, asbestos.	<ul style="list-style-type: none"> <li>- Participants should be informed beforehand of the need to wear suitable outdoor clothing that does not expose bare areas of skin.</li> <li>- Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.</li> <li>- Participants instructed to cover any cuts before starting litter picking.</li> <li>- Organiser should give pre-activity briefing session with all participants to include instructions / information, including general awareness of hazards (example: what they are and why they're dangerous)</li> <li>- Instructions not to pick up or handle any hazardous material.</li> <li>- At least two members of the organisers should carry mobile phones with signal available at the location.</li> </ul>
Manual Handling	Example: back injury from people attempting to move objects.	<ul style="list-style-type: none"> <li>- Participants should be informed to assess the weight of the waste collection bags before handling.</li> <li>- Wear appropriate PPE.</li> <li>- Minimise repetitive bending wherever possible.</li> </ul>

		<ul style="list-style-type: none"> <li>- Organiser should give pre-activity briefing session with all participants to include instructions on manual handling, including not to lift unless comfortable in doing so.</li> <li>- Young persons and others at significant risk (example: persons with a previous back injury) instructed not to lift.</li> </ul>
Weather Issues	Example: extremes of weather can cause injuries.	<ul style="list-style-type: none"> <li>- Participants should be informed beforehand of the need to wear sensible outdoor clothing, as appropriate, to the weather conditions.</li> <li>- Organiser/team leader to cancel activity if there is extreme weather.</li> <li>- Organiser should consider briefing volunteers to bring adequate sun protection &amp; drinks for the duration of the litter pick.</li> </ul>
Lone working/aggressive people	Example: assault by member of public.	<ul style="list-style-type: none"> <li>- Participants should always work in teams and should not work alone at any time during the activity.</li> <li>- Participants should be informed to cease litter picking if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the organiser.</li> </ul>
Hand tools	Cuts, bruises etc.	<ul style="list-style-type: none"> <li>- All participants involved to be given instruction on the correct use of hand tools.</li> <li>- Organiser should make sure all safety procedures are followed.</li> </ul>
Young persons and lack of awareness	Example: a young person taking unnecessary risks.	<ul style="list-style-type: none"> <li>- Organiser to carry out a pre-site visit to ensure that the area is suitable for young persons.</li> <li>- Organisers to carry out a suitable risk assessment and ensure all participants (including young persons) are given health and safety instructions.</li> <li>- Where young persons (16-18) and/or children (under 16) are involved, the organizer must: 1. ensure that there is adequate supervision for the young persons or children. 2. take specific time to explain procedures and take particular care to describe and point out the potential hazards.</li> </ul>

Natural hazards including pollen, dangerous plants, cuts from thorns, wasp & bee nests.	Example: skin rash from plants, bee sting resulting in anaphylactic shock	<ul style="list-style-type: none"> <li>- Organiser should carry out a pre-site visit to ensure that the area does not contain any dangerous plants, wasp or bee nests.</li> <li>- Participants should be informed beforehand of the need to wear appropriate PPE and sensible outdoor clothing and footwear.</li> <li>- Participants should be instructed to wash hands and forearms before eating, drinking, smoking or going to the toilet.</li> <li>- At least two members of the group should carry a mobile phone with signal available at the location in order to call for emergency assistance.</li> </ul>
Fly tipping	Example: finding material dumped	<ul style="list-style-type: none"> <li>- Participants should be informed not to touch any fly tipped material.</li> <li>- Organisers should call BDC environmental services should fly tipping or any hazardous material be discovered.</li> </ul>

V1.2 November 2025

Volunteer Group Leader:

Date:

Volunteer:

Date:



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## Risk Assessment: The Meadows

*The Meadows* is accessible from The Chase in Bures Road. The pond is situated at the lower end of White Colne Meadows, in the field historically named Gosses Fenn. It is an in-line pond, using the existing stream to fill and replenish. *The Meadows* was created in 2005, within the Countryside Agency project, to convert 6 acres of agricultural land into a public open space.

Item	Description of Risk	Risk Level	Mitigation Measures
Pond	Personal injury/drowning  Injury/drowning to third party attempting lifesaving	M  L	Regular maintenance to ensure the perimeter of the pond is not obscured.  Install advisory safety signage for deep water and ice.
Wooden dipping platform	Personal injury/slips, trips or falls	L	Regular inspection and maintenance.  Install advisory safety signage for slippery surface.
Signage	Personal injury	L	Signage in visible position advising hazards.
Grass	Personal injury	L	Surface - grass is cut on a regular basis by contractor. Hazards such as broken glass and hardcore which could cause injury will be removed by contractor. Signs of vandalism or wear and tear regularly checked.

Litter	Personal injury Risk to health	<b>L</b> <b>L</b>	Ensure site is kept litter free. Encourage walkers to collect litter and hold regular community litter picks.
Seating	Personal injury	<b>L</b>	Seating is checked to confirm structure and fixings are sound.
Trees	Personal injury	<b>L</b>	The trees are regularly professionally inspected, and any advisory work carried out.
Safety equipment (life buoy)	Broken/out of date/missing	<b>M</b>	Regular inspections to check the fit for purpose

V1.2 November 2025

Adopted: 18.11.2025

Next review: Nov 2026



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## Risk Assessment: The Meadows Play Area

The play area is situated at The Meadows, Bures Road, White Colne, Essex, CO6 2QA. The area comprises of an open play area, with a tree seat and bench, a timber agility trail, and spider climber, 2 x junior swings and 2 x toddler swings, a BBQ area and a wooden pavilion. Equipment is visually checked by a volunteer monthly and by a qualified inspection service, annually. All areas are unlit, and access is available at all times.

Item	Description of Risk	Risk Level	Mitigation Measures
Signage	Personal injury	L	Signage is clear and not in locations that can be walked or driven in to.
Grass	Personal injury Trips/falls/sprains	L	Surface – grass is cut on a regular basis by contractor and checked for wear and tear. Hazards such as holes, broken glass and hardcore could cause injury.
Play equipment	Personal injury Risk to third party or individuals Entrapment Falls	M	Equipment is checked to confirm structure and fixings are sound. Surface is checked to ensure area is clear of trip and other hazards. Seating should be kept clean. Children should be accompanied by an adult. Use of equipment should be age appropriate. Users must be considerate to other users. Equipment should all meet the required safety standards. Care should be taken when using elevated equipment which is wet. Dogs should be kept on leads in this area.
Tree seat and benches	Personal injury	L	Seating is checked to confirm structure and fixings are sound. Seating should be kept clean.

Security	Personal injury/abduction	<b>L</b>	The whole area is in a secluded rural location and is surrounded by fields and woodlands. The area is not within the view of any properties and is unlit. Children should be accompanied by adults.
BBQ area	Personal injury	<b>M</b>	The BBQ should be supervised at all times when in use. The area should be kept hazard free from trips and falls.
Pavilion	Personal injury	<b>L</b>	The building is checked to confirm the structure is sound and secured. Hazardous materials are not stored.
Trees	Personal injury	<b>L</b>	The trees are inspected in line with advice, and any advisory work carried out.
Fire/Arson	Personal injury	<b>L</b>	Some equipment and structures are flammable.
Vandalism	Personal injury	<b>L</b>	Vandalism could cause equipment to become unsafe. Regular inspections highlight any issues. Visitors encouraged to report any issues.

v1.2 November 2025

Adopted: 18.11.2025

Next review: Nov 2026



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

[www.whitecolneparishcouncil.gov.uk](http://www.whitecolneparishcouncil.gov.uk)

[clerk@whitecolneparishcouncil.gov.uk](mailto:clerk@whitecolneparishcouncil.gov.uk)

## Risk Assessment: Village Hall Play Area

The play area is in Bures Road, White Colne, Colchester, Essex, CO6 2QA. The area comprises of a small open play area, to the rear of the village hall, next to the car park and natural open space. Equipment is visually checked and recorded by a volunteer monthly, and by a qualified inspection service, annually. The area is unlit, and access is available at all times.

Item	Description of Risk	Risk Level	Mitigation Measures
Signage	Personal injury	L	Signage is clear and not in locations that can be walked or driven in to.
Pitch area	Personal injury	L	Surface - grass is cut on a regular basis by contractor and checked for wear and tear. Hazards such as holes, broken glass and hardcore could cause injury.
Goal posts & barriers	Personal injury	L	Goal posts are checked to confirm structure and fixings are sound.
Basketball post, goal and surfaces	Personal injury	L	Equipment is checked to confirm structure and fixings are sound. Surface is checked to ensure area is clear of trip and other hazards, such as holes or obstacles.
Play equipment	Personal injury	M	Children should be accompanied by an adult.
	Risk to third party or individuals	M	Use of equipment should be age appropriate.

	Entrapment  Falls	<b>M</b>  <b>M</b>	Users must be considerate to other users.  Equipment should all meet the required safety standards.  Equipment should be used appropriately.
Table Tennis table	Personal injury	<b>L</b>	Surface should be monitored for hazards or slippery surface.
Litter bins	Personal injury Risk to health	<b>L</b> <b>L</b>	Bins are fixed and emptied weekly by BDC. Ensure site is kept litter free.
Seating/benches	Personal injury	<b>L</b>	Seating is checked to confirm structure and fixings are sound. Seating should be kept clean.
Security	Personal injury / abduction	<b>L</b>	The whole area is in a secluded residential/rural location next to fields and woodlands. The area is unlit but can be seen from the rear of some neighbouring properties. Children should be accompanied by adults.
Trees	Personal injury	<b>L</b>	The trees are inspected in line with advice, and any advisory works carried out.
Fire/Arson	Personal injury	<b>L</b>	Some equipment and structures are flammable.
Vandalism	Personal injury	<b>L</b>	Vandalism could cause equipment to become unsafe. Regular inspections will highlight any issues. Visitors are encouraged to report any issues.  Signage at the gate area advises the Council is responsible for the Recreation Ground.

v1.2 November 2025

Adopted: 18.11.2025  
Next review: Nov 2026