MARDEN PARISH COUNCIL – RISK ASSESSMENT
GROUNDS MAINTENANCE

DATE: 2nd March 2026

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.
Severity and Likelihood to be graded 1 – 3 (1 being low, 3 being high), then multiplied to give a Rick Grading out of 9.
Risk Gradings: 1-2 = L 3-5 = M 6-9 = H

No.	Hazard Description	How could harm occur?	Who could be harmed?	Pre-Control Risk Rating S x L = R			Control measures to be implemented	Residual Risk Rating S x L = R		
				S	L	R		S	L	R
1	Vehicles on highway	Being struck by errant vehicles or stepping in front of passing traffic	Parish Groundsman Village Caretaker	3	2	M	Wear corrective high visibility clothing Erect warning signs Appoint a lookout Demarcate working area Use traffic management (contact Kent Highways if need this) Consider need for additional measures at each location of working Consider extra measure when working in poor weather Ensure all PPE is up to date	2	1	M

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
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Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

2	Working at height	Falling from ladder / height	Parish Groundsman Village Caretaker	2	1	M	Not to be undertaken as a lone worker Use ladders to access only not for working platforms (lone workers not to use ladders) Only trained personnel to erect scaffolding and operate mobile elevated working platforms One person to hold ladder whilst in use Check ladders for any defects before use and do not use if any found.	1	1	L
3	Excavation of ground	Earth collapsing	Parish Groundsman Village Caretaker	2	2	M	To be undertaken by contractor if required Support or batten back sides when deeper than 1 metre Put barriers around excavation and erect warning signs Obtain details/risk assessments from grave diggers/funeral directors/stonemasons	1	1	L
4	Underground and overhead cabling	Electric shock Escaped gas	Parish Groundsman Village Caretaker	3	2	M	Obtain information from utility services prior to any excavation If required hand-dig (using wooden handled tools) trials holes Use contractor if cabling found Establish whether power lines or telephone cables in close vicinity of works If power lines, consult the utility company for advice	2	1	M

							If necessary, establish safety zone to ensure clearance			
5	Personal injury / misuse of PPE	Cuts, grazes, bruising Eye injury	Employees Voluteers	2	1	M	Wear appropriate personal protective equipment (PPE) for task: gloves / overalls / hard hat / dust mask / protective footwear / eye protection / ear protection Follow manufacturer's instructions if using power tools Review "Control of Substances Hazardous to Health" (COSHH) assessments where applicable	1	1	L
6	Falling objects, tree branches	Head injury	Parish Groundsman Village Caretaker	2	1	M	Check above head height for any loose branches, other objects and remove. If not possible do not undertake work and report to Parish Office Use debris netting where reasonably practicable Set up exclusion zone to ensure clearance	1	1	L
7	Wet, uneven ground	Slips, trips and falls	Employees Volunteers	1	1	L	Inspect site before working and make safe Maintain good site housekeeping If unable to make safe discontinue work and report to Parish Office	1	1	L
8	Litter bins	Cuts from metal / glass objects	Parish Groundsman	2	1	M	Bins emptied on a regular basis Wear PPE to empty bins	1	1	L

			Village Caretaker				Inspect bins for damage and repair when necessary			
9	Manual handling	Muscular injuries	Employees	2	1	M	Staff to be aware of manual handing techniques/ training given if relevant Two or more people to undertake moving of heavy items Use mechanical aids where reasonably practicable	1	1	L
10	Mowing, strimming and hedge cutting	Cuts Bruising through misuse of equipment	Parish Groundsman Village Caretaker	2	2	M	Inspect site on regular basis Ensure all weeds are kept under control Ensure safe working if using power tools (ie following instructions/wearing PPE) Erect signage in needed (See also risk assessment for strimming/mowing)	2	1	M