KIDDERMINSTER TOWN COUNCIL
Vicar Street
Kidderminster
Worcestershire
DY10 1DA

office@kidderminstertowncouncil.gov.uk
www.kidderminstertowncouncil.gov.uk
01562 732680

31st August 2022

The meeting of the **SERVICES COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 8TH SEPTEMBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

Lee Jakeman
Chief Executive

Membership: Councillors: J. Smith, R. Bishop, G. Connolly, S Miah and M. Rayner.

## SERVICES COMMITTEE AGENDA – THURSDAY 8TH SEPTEMBER 2022

1. **Election of Chairman**

2. **Election of Vice Chairman**

3. **Apologies**

4. **Declarations of interest**

   To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

   Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

5. **Terms of Reference**

   To consider draft Terms of Reference and agree a recommendation from the Services committee for consideration by the Full Town Council.

   (TC/2/22-23)

6. **Public Question Time**

   Members of the public who are electors of the town of Kidderminster are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or another named person.

   *(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)*

7. **Public Realm and Operations Manager Reports:**

   7.1. Kidderminster Ring Road Water Feature.

   To receive a report. To provide key issues, information, and consideration for the Services Committee for the future provision of the Water Feature located near to Station Hill on the Ring Road in Kidderminster.

   (TC/3/22-23)

7.2. St George's Paddling Pool.

To receive a report. To provide key issues, information, and consideration for the Services Committee to agree to a full inspection of the pool to identify the current condition and potential defects.

(TC/4/22-23)

7.3. Public Realm & Operational Risk Assessments.

To receive a report. To provide key issues, information, and consideration for the Services Committee to adopt Public Realm and Operations Risk Assessments in accordance with Kidderminster Town Council Health and Safety Policy.

(TC/5/22-23)

**8. Exclusion of the public and press**

**RECOMMENDED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded

**9. Market Operating Licence**

**KIDDERMINSTER TOWN COUNCIL**
**SERVICES COMMITTEE MEETING**

**8th September 2022**

LJ/2022

30th August 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 5 – SERVICES COMMITTEE TERMS OF REFERENCE

AIM

1. To consider draft Terms of Reference and agree a recommendation from the Services Committee for consideration by the Full Town Council.

BACKGROUND

2. Town Council Minute C033 22-23 dated 26th July 2022 resolved to form a Services Committee (to separate Services from the Events & Services Committee).

3. Terms of Reference / Delegated Powers of Committees have normally and historically agreed *en masse* at the annual Town Council Meeting.

4. Terms of Reference / Delegated Powers were last confirmed by the Town Council in May 2021 (minute C.620 dated 26th May 2021 refers)

DISCUSSION/COMMENT

5. A committee requires Terms of Reference to define its activities and responsibilities. The Town Council has 7 committees the TORs for committees exist in various formats but are predominantly approved under the delegated powers document.

6. The splitting of a committee requires 2 actions: the confirmation of 2 sets of TORs. In this case the Events Committee and the Services Committee.

7. In essence, the 2 committees TORs can be easily created by a straight split of the existing Events & Services Committee. At this stage of the municipal year it is felt that a simple split would suffice. In the lead up to next year's Annual Council meeting some thorough consideration can be given to review the entire set of TORs to ensure that there is no unnecessary overlap and refine, where appropriate, as the Council looks to expand and create more precise TORs. The Current TORs / delegations for the Events & Services Committee are detailed at **Enclosure 1.**

8. To replicate that current format of TORs it is suggested that for the time being (until a full review of all TORs can be undertaken) the enclosed TORs be adopted for the Kidderminster Town Council Services Committee.

FINANCIALS

9. There are no direct financial impacts.

RECOMMENDATION(s)

10. It is recommended that the Services Committee RESOLVES:

    10.1 To operate under the draft Terms of Reference presented at the meeting.

    And

    10.2 To recommend to the Full Town Council that it approves the draft Terms of Reference (*at its next full council meeting*).

Lee Jakeman
Chief Executive

Encl:

1. Kidderminster Town Council Events & Service Committee Terms of Reference/ Delegated Powers approved 26 May 2021.
2. Terms of Reference – Kidderminster Town Council Services Committee (draft).

Enclosure 1

**KIDDERMINSTER TOWN COUNCIL EVENTS & SERIVCES COMMITTEE TERMS OF REFERENCE / DELELGATED POWERS** (minute C.620 dated 26th May 2021 refers)

| | | | | |
|---|---|---|---|---|
| **Events & Services** | 7 *(3) Substitutes permitted* | To manage the following services, within the budgets agreed by Council –<br>• Parks<br>• Christmas Events<br>• Christmas Lights<br>• Town Centre Hanging flowers<br>• Kidderminster Arts Promotion<br>To manage the following services within the budgets agreed by Council –<br>• St Mary's Churchyard<br>• Baxter Statue<br>• Clock Tower<br>• War Memorials<br>• Cleaning of Street furniture<br>• Maintenance/replacement of Street Furniture<br>• Arts collections storage<br>• St George's Paddling Pool<br>• Public toilets | a) To deliver the Events & Services budget agreed by Council<br>b) To oversee the budget spends, related to the services identified as agreed by Council.<br>c) To be responsible for the development and delivery of community events within the agreed budgets<br>d) If necessary, to provide advice and reports to the Council from time to time on matters within the terms of reference. | Quarterly |

Enclosure 2

**TERMS OF REFERENCE – KIDDERMINSTER TOWN COUNCIL SERVICES COMMITTEE** (DRAFT)

Membership: 5 councillors

Duties:

To have oversight of the following services within the budgets agreed by Council:-

- St Mary's Churchyard
- Baxter Statue
- Clock Tower
- War Memorials
- Cleaning of street furniture
- Maintenance/replacement of street furniture
- Arts collections storage
- St George's Paddling Pool Parks
- Town Centre hanging flowers
- Public toilets
- Markets

Delegations, Powers & Responsibilities:

- To oversee the budget spends, related to the services identified as agreed by Council.
- If necessary, to provide advice and reports to the Council from time to time on matters within the terms of reference.

**Kidderminster Town Council**
**Services Committee**
**8th September 2022**

**Kidderminster Ring Road Water Feature**
**Adam Stockhall – Public Realm and Operations Manager**

## 1. Aim

To provide key issues, information, and consideration for the Services Committee for the future provision of the Water Feature located near to Station Hill on the Ring Road in Kidderminster. To consider options and confirm a course of action.

## 2. Background

In September 2020 KTC commissioned WFDC to undertake works to re-instate the water feature which had been neglected for approx.40 years and was non-operational from the early 1980's. It was agreed and funded by Local Members, KTC and WFDC in supporting the re-instatement of the water feature. Once funding had been secured the following works were undertaken, cutting back trees and shrubbery, installing new electrics, lights, water pump, re-lining the top tank, deep cleaning, and landscaping, total initial costs were approx. £11,672.

Summer 2021 the water feature was turned back on and although it worked,
It was evident that the tank was running empty quicker than first expected, and only lasting for approx. 2-3 hours before turning off.

The following issues had been identified and rectified,

- Absorption
- Leakage
- Water flow

Absorption - To resolve, we removed and re located the rocks from beneath the water fall to the rear of the pool, removing any absorption which may have been caused from the rocks.

Leakage – Re sealed the top tank, which was leaking excessively, with a new fibre glass skin – which helped deliver longer running times.

Water flow – Reduced the water flow cascading down the wall, by manually turning the valve down.

By introducing these measures, it did enhance the running time, although the water feature was still having issues and continued to empty quicker than what was expected, and required filling once every three weeks, and is
still heavily reliant on operative intervention, which is a poor use of resource and costs, and will not be a viable long-term solution.

## 3. Options

### 1. Proposal Option One

Install mains feed directly into the water tank to prevent down time and increase operating times.

**Objective**

- Increased operational running times.
- Automatic re-fill
- Enhance marketing opportunities
- Eliminate reliance of contractors

**Cost of First phase – Contractor Install**

**Services Run £6,300**

- Water Main – Supply and fit 70 metres of 25mm MDPE pipe and relevant fittings all laid in trenches, to include excavation to a minimum depth of 750m, backfill with excavated material. Installed to meet water supply regulations 1999.

**Electrical Install £755**

- Supply and install armoured cable from a vertical ball flow, switch in the bottom pool to a 22mm motorised zone 2 port valves in the top pool.

**Iron Works £190**

- To supply materials and install an access box to the top pool to house a stop cock and zone valve, including hinged lid and padlock clasp fitted to concrete base.

**Total £7,245**

**Cost of second phase - Severn Trent Mains Connection**

Connection to mains feed, to include relevant road closures
**Total £1,882.40**

**Phase One and Two Total Cost £9,127.40**

### 2. Proposal Option Two

To raise the height of the top water supply pond with a new brick edging with a fibreglass pool lining.

Repair leak on the supply pipe.

To recommend that the bottom sump be emptied and cleaned out of all debris to increase its water holding capacity. Recommended this to be done every other year (it can be checked for any potential leaks at the same time)

**Objective**

These works in conjunction with the reduction in the waterfall flow rates (to reduce splashing and over all water loss) and the slightly adjusted on / off times, will help the feature to remain working in its full capacity for longer periods of time before a top up of the lower sump is required.

**Cost of repairs**

Raise the height of the top water supply pond, fibreglass, and repair **£1,736.33**
Clean debris from bottom of sump pool
**£1000 (Every other year)**

Service and fill tank 5 x visits
**Estimated £1000**

**Estimated Total**
**23/24 - £3,736.33**
**24/25 - £1000**

## 3. Proposal Option Three

De-commission the water element
Maintain coloured lighting

**Objective**

Eliminate running costs
Eliminate maintenance and servicing

**No Costs associated**

## 4. Proposal Option Four

Water feature will remain switched on and operational between the hours of 10am-12.00 midday, Monday-Sunday 7 days a week.

**Objective**

Pool will continue to run for approx. two hours per day, current water flow will remain

**Cost**

10 x contractor visits to service and fill pool
**£2000**

## 5. Timescale

- Services Committee to agree proposal option
- Completion – TBC

(TC/4/22-23)

**Kidderminster Town Council**
**Services Committee**
**September 2022**

**Condition Survey St Georges Paddling Pool**
**Adam Stockhall – Public Realm and Operations Manager**

## 1. Aim

To provide key issues, information, and consideration for the Services Committee to agree to a full inspection of the pool to identify the current condition and potential defects.

## 2. Background

St Georges paddling pool undertook a condition survey in 2016 to gauge the current condition of the pool prior transfer from District to Town Council. (Attached 2016 condition survey).
No serious defects had arisen from the report and any works were rectified to satisfy the report.
To date no further inspections have been undertaken, although after a visual inspection carried out by the Public Realm and Operations Manager in early 2022, a number of defects were identified and repaired.
After a difficult 2022 summer which in part caused by the closure of the splash pad at Brinton Park and unprecedented hot weather, this has caused further damage to the paddling pool surface, which will require further works If we are to open Summer 2023.
It is therefore important we ascertain any issues which may have arisen since the Summer and previous condition survey.

## 3. Recommendation

To seek agreement for UK Dive Works Ltd to undertake an inspection to identify the current condition of the pool and fully cost any potential defects which may arise from the inspection.
To be funded either through K004 21012 Town Council Parks or Kidderminster Town Council reserves.

- Supplier - UK Dive works Ltd
- Mobilisation: £175
- 2-person surface team to conduct inspection: £750
- Production and supply of written report to include photographic evidence £200
- **Total £1,125**
- Second Quote obtained £1,800 HydroSpec

## 4. Timescale

- Instruct UK Dive works and circulate report in readiness for November meeting.

Encl:

Paddling Pool Condition Survey (2016).

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Pool Diving Solutions

Underwater Inspection Survey Report

For

**ST GEORGES PARK OUTDOOR POOL**

**Radford Avenue, Kidderminister, DY10 2ES**

On

Tuesday 19th July 2016

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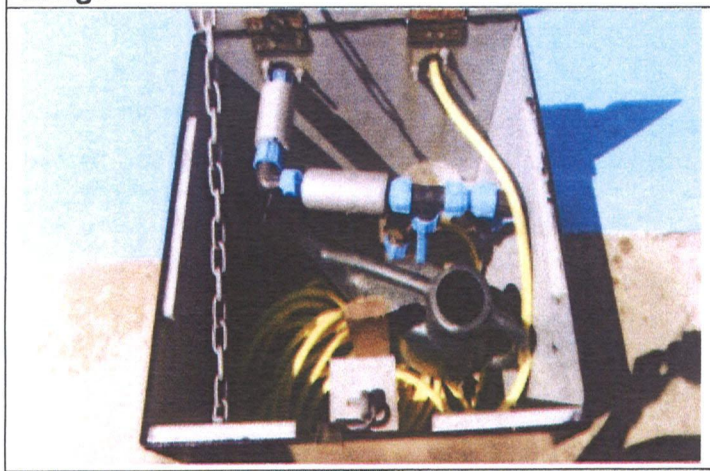
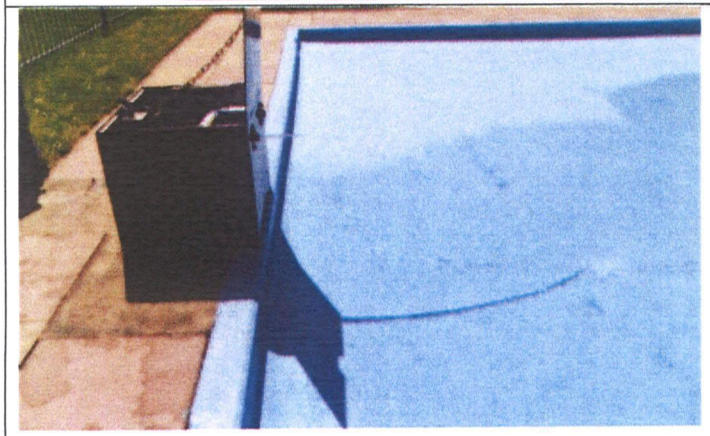
# OUTDOOR POOL

Type of pool: Paddling/Play pool
Pool size: 15m x 10m
Number of lane markers: N/A
Pool depth: 0.45m
Colour of tiles: N/A
Size of tiles: N/A
Colour of grout: N/A
Grout material: N/A
Number of inlets: 1
Number of outlets: 1
Expansion joint: N/A

*The images and report template remain the property of Pool Diving Solutions. Please do not share or copy these images without consent Thank You*

| Image | Report | Solution |
|---|---|---|
|  | There is 1 inlet to the pool which is not situated within the pool tank. At the time of our inspection survey there were no health and safety issues or signs of deterioration. | **REF001:** No action required |
|  | | |

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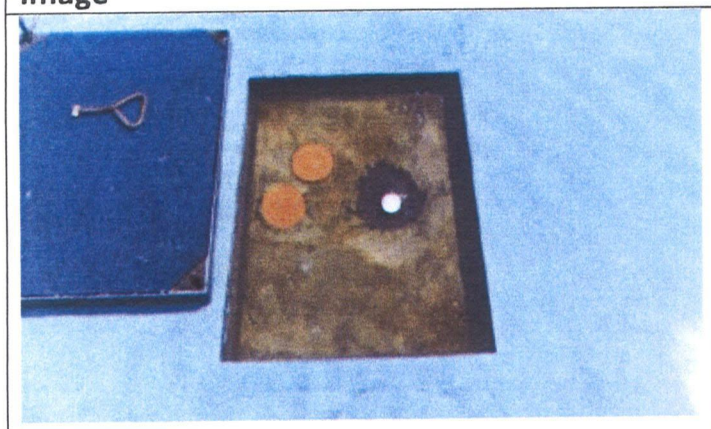
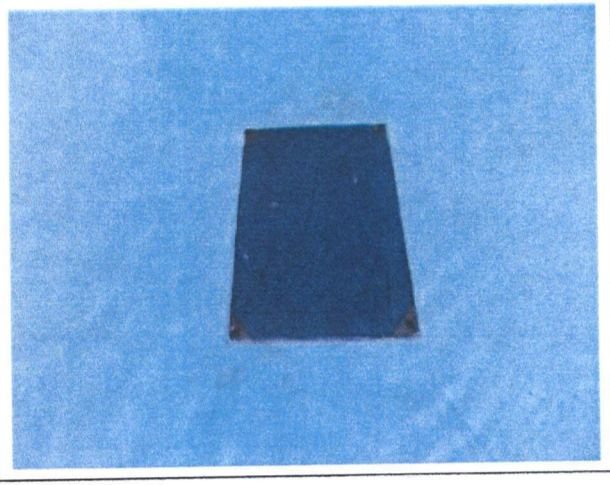
| Image | Report | Solution |
|---|---|---|
|  | There is 1 outlet within the pool. This is a plug situated beneath a metal manhole cover. The plug had been repaired with glue due to recently being snapped off and the glue was still wet. | **REF002:** No action required |
| |  | |

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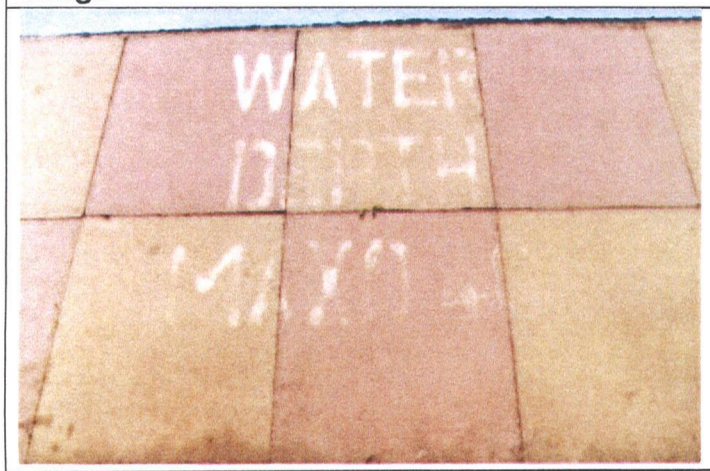
| Image | Report | Solution |
|---|---|---|
|  | The pool surround is flagged with concrete paving stones. At the time of our inspection survey we found 3 near the inlet box which were damaged and cracked. This can be a hazard to pool users as cracks expose sharp edges. | **REF003:** to remove the damaged flags to the pool surround, and replace with new. |
| | | |

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## SUMMARY

Overall, at the time of our inspection survey, we found the pool to be in very good condition condition.

Due to the material that the pool is lined with, this has significantly reduced the amount of potential issues that can arise, in comparison to conventional pools.

Please contact us if you would like a quotation for any of the recommended works, stating the relevant reference numbers.

(TC/5/22-23)

**Kidderminster Town Council**
**Services Committee**

**8 September 2022**

**Public Realm and Operations Risk Assessments**
**Adam Stockhall – Public Realm and Operations Manager**

## 1. Aim

To provide key issues, information, and consideration for the Services Committee to adopt Public Realm and Operations Risk Assessments in accordance Kidderminster Town Council Health and Safety Policy.

## 2. Background

Kidderminster Town Council has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Councils activities, and with services expanding into the outdoor open spaces, for example the paddling pool, water feature and street furniture maintenance, its important we have robust risk assessments in place in accordance Kidderminster Town Council Health and Safety at work policy. (Health and Safety Policy circulated separately).

Currently to date there are no Risk Assessments in place to support activities in Public Realm and Operations service area.

## 3. Recommendation

Kidderminster Town Council services committee to review and adopt Public Realm and Operations Risk Assessments.
Quarterly monitor and review of all Public Realm and Operations Risk assessments

## 4. Timescale

- Members to review and adopt Risk Assessments 9th November

Encl.

Public Realm and Operations Risk Assessments 2022.

**Public Realm and Operations Risk Assessments 2022**

**Paddling Pools – St Georges Park**

| Activity/Hazard | Risk | People Affected | Controls | Risk Score | Further Controls | Risk score |
|---|---|---|---|---|---|---|
| Water Quality | Injury or harm from exposure or ingestion of contaminated water | Staff/Contractor<br>General Public | Testing of the water quality as per the NOP<br><br>Pool water tests including chemical levels, clarity and temperature are performed at least twice during operations<br><br>Staff/contractors to close pool if deemed necessary in order to back wash the system | **Med** | Water monitored on a regular basis as per the NOP<br><br>Planned Preventative Maintenance schedule<br><br>Contractor to ensure MOP are kept clear of working areas and for at least 1/2 hr after adding chlorine | **Low** |
| Pre-season pool cleaning | Personal Injury | Staff/Contractor<br><br>General Public | Pool cleaned using the appropriate equipment.<br><br>PPE such as wellingtons or waders, waterproof trousers, gloves | **Med** | Maintain PPE<br><br>Ensure correct cleaning materials are present<br><br>Contractor to ensure working areas are kept clear of unauthorised persons during cleaning | **Low** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Slips, trips, falls | Minor & Major Injuries<br><br>Broken bones<br><br>Cuts | Staff/Contractor<br><br>General Public & other users | Dynamic risk assessment to be conducted prior to opening and throughout<br><br>Refer to EAP | **Med** | PPE<br><br>Training<br><br>Reporting of all accidents/incidents if seen and reported to Public Realm and Operations Manager | **Low** |
| Pool Inlets / Outlets | Cuts<br><br>Trapped | Staff/Contractor<br><br>General Public | Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped.<br>There should be no exposed sharp edges. | **Med** | | **Low** |
| Animals | Animal attack<br><br>Dog faeces | Staff/Contractor<br><br>General Public & other users | No animals, except for service animals, shall be allowed in the pool, or other parts of the enclosure. | **Med** | Ensure owners do not allow their dogs to stray around the pool areas | **Low** |
| Containers / bottles | Cuts<br><br>Injuries | Staff/Contractor<br><br>General Public & other users | Glass containers shall be prohibited in the pool areas. | **Med** | Contractor to monitor and notify Public Realm and Operations Manager who will follow up with any necessary steps. | **Low** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Alcohol / drugs | Aggression<br><br>Abusive behaviour | Staff/Contractor<br><br>General Public & other users | Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the site | **Med** | Contractor to notify Public Realm and Operations Manager to take necessary steps | **Low** |
| Weather | Sunburn, heat exhaustion | Staff/Contractor<br><br>General Public & other users | People should be encouraged to supply & apply their own sun cream<br><br>People should be encouraged to take on regular amounts of fluid. | **Med** | During times of adverse weather conditions, it may be necessary to close the pools | **Low** |

**Hand Tools**

| Activity/Hazard | Risk | Persons Affected | Controls | Risk Score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Loading and unloading vehicle by hand, tools | Personal injury. | Operative | PPE boots, gloves, overalls.<br>Assistance when lifting heavier items. | **Med** | Manual Handling training | **Low** |
| Ground cultivation using hand tools. | Personal injury. | Operative | Operatives are competent in the use of hand tools also in manual handling, works carried out to Safe Systems of Working<br>PPE boots, gloves, overalls. | **Med** | Lengthsman Training<br>Safe Use of Power Tools & PUWER | **Low** |
| Pruning by means of hand saws. | Personal injury. | Operative | Competent in the use of hand tools.<br>PPE boots, overalls, optional PPE gloves, glasses | **Med** | Lengthsman Training<br>Safe Use of Power Tools & PUWER | **Low** |
| Pruning by means of secateurs and loppers. | Personal injury. | Operative | Competent in the use of hand tools.<br>PPE boots, overalls, optional PPE gloves, glasses | **Med** | Lengthsman Training<br>Safe Use of<br>Power Tools & PUWER | **Low** |
| Cutting above shoulder height. | Personal injury, Falling | Operative<br>Environment<br>Public | Works will be carried out from a suitable level platform.<br>PPE | **Med** | Safe Use of Power Tools & PUWER Ladder Safety Training<br>Working at Height | **Low** |

**Hedge Cutter**

| Activity/Hazard | Risk | Persons Affected | Controls | Risk Score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Cutting above shoulder height. | Personal injury, Falling | Operative<br>Environment<br>Public | Works will be carried out from a suitable level platform.<br>Certificate in Competence using mechanical cutter.<br>PPE | **Med** | Ladder Safety Training<br>Working at Height | **Low** |
| Cutting from ground level to shoulder height using mechanical cutters. | Personal injury | Operative and Public | Safe Systems of Working including safe working area.<br>Operator's manual, competence in use of machine.<br>PPE boots, overalls, dust mask, gloves, glasses.<br>Maintain tools.<br>Certificate in Competence using mechanical cutter | **Med** | Safe Use of Power Tools & PUWER<br>Lengthsman Training | **Low** |
| Fuelling machines | Fire<br>Burns Explosion | Operative | As Above plus dedicated fuel cans used with funnel or pouring spout, fire extinguisher carried in each vehicle, dry powder or BCI to meet BS5423.<br>PPE gloves, overalls and boots. | **Med** | Safe Use of Power Tools & PUWER<br>Lengthsman Training | **Low** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Vibration through hands from machines such as Strimmer's, Chain Saws, Hedge cutters, Blowers etc | Hand Arm Vibration Syndrome" (White Finger) | Operative | All machinery to be fitted with anti-vibration handles. Equipment kept sharp and well maintained.<br>All operatives using this type of equipment issued with liner gloves to keep hands warm and to reduce vibration, Teams encouraged to rotate tasks to reduce exposure time. Relax grip where possible and exercise/massage fingers and hands during times of inactivity.<br>Operatives to report any tingling or numbness in the hand, arm, elbow and shoulder. Winter overhauls of machinery, operatives trained in the use of machinery. Risks to be pointed out at team meetings. | **Med** | Safe Use of Power Tools & PUWER<br>Lengthsman Training | **Low** |
| Noise. | Ear damage | Operative | Ear defenders to be worn at all times. Maintain PPE. | **Med** | Safe Use of Power Tools & PUWER<br>Lengthsman Training | **Low** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Slips, Trips, Falls | Movement around site | Operative | Site should be inspected and checked prior to carrying out work.<br>Hazards should be cleared, or defined, cut materials should be cleared at regular intervals during work.<br>PPE to be worn at all times | **Med** | | **Low** |
| Contact by moving parts | Operation of hedge cutter | Operative and Public | Only trained and competent persons should use equipment<br>Prestart checks should be carried out prior to use and defects reported.<br>Warning signage and safety barriers erected in high risk public areas.<br>Operator to wear PPE while operating cutter, gloves, helmets, eye protection, safety gloves and boots | **Med** | Cleaning and refuelling should only take place when equipment is switched off.<br>Plant and machinery should be maintained in line with manufactures guidelines.<br>Faulty equipment to be removed immediately for repairs<br>Safe Use of Power Tools & PUWER<br>Lengthsman Training | **Low** |
| Struck by flying objects | Operation of hedge cutter | Operative and Public | Warning signage and safety barriers erected in high risk public areas.<br>Operator to wear PPE while operating cutter, gloves, helmets, eye protection, safety gloves and boots | **Med** | Lengthsman Training<br>Safe Use of Power Tools & PUWER | **Low** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Fuel/Oil spills | Environment | Operative, Public and wildlife | Only use containers, which are designed for fuelling and lubricating cutter<br>Pollution spill kits | **Med** | Lengthsman Training<br>Safe Use of Power Tools & PUWER | **Low** |
| Fire/Exposure to flammable substances | Refuelling/lubrication of equipment | Operative public | Only trained and competent persons should carry out refuelling of equipment.<br>Suitable firefighting and spillage equipment should be available, and persons trained in its use.<br>Full COSHH assessments should be available and complied with for products being used. | **Med** | Use suitable fuel containers.<br>Review COSHH data. | **Low** |
| Pulls/strains/muscular/skeletal injuries | Manual handling | Operative | Manual handling training of staff<br>Correct harness to be when operating machinery<br>Machine operation training<br>Assessment before task | **Med** | Regular breaks taken to reduce straining<br>Share workload with qualified staff. | **Low** |
| Lone working | Isolation | Operative | Maintenance of machinery<br>Charged up mobile phone<br>First Aid available | **Med** | Contact card available with essential contacts available. | **Low** |

**Litter Picking**

| Activity/Hazard | Risk | Persons Affected | Controls | Risk Score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Manual Handling<br>General picking up litter, carrying bags, moving bins, moving large objects.<br>Reaching, bending, or twisting | Personal Injury.<br>Strains, pulled/torn<br>muscles/ligaments | Operatives | Use litter picker, to avoid unnecessary bending<br>Lift and move items using your legs to bend, not your back.<br>Take regular breaks to prevent fatigue.<br>Assess items for hazards before you move them (e.g. sharp edges, unknown substances.<br>Wear appropriate PPE | **Med** | PPE provided.<br>Safe System of Work.<br>Trained and competent Staff.<br>Chapter 8 Training | **Low** |
| Biological Hazards.<br>Dirty water in ditches.<br>Broken glass, metal objects.<br>Faeces/Vomit.<br>Used condoms.<br>Used syringes & Hypodermic needles. | Personal Injury.<br>Cuts and infections<br>such as<br>□□Tetanus,<br>□□Septicaemia,<br>□□Hepatitis B and HIV | Operatives | Appropriate PPE to be worn at all times.<br>Litter picker, hand tools to be used at all times, do not use hands.<br>Gloves to be worn at all times.<br>Do not pick up unidentified and potentially hazardous waste or handle any biohazard.<br>Report any such hazards to Team Leaders. | **Med** | Use of PPE provided.<br>Use of equipment provided<br>Safe System of Work.<br>Trained and competent Staff. | **Low** |

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| Adverse conditions<br>Affecting road users.<br>Rain, Ice / Snow, excessive heat,<br>Damage to road surfaces. | Personal Injury.<br>Injuries due to slip / trip<br>Injuries due to public vehicle skidding / loss of control | Operatives | Operatives to be fully aware of road conditions.<br>Operatives to report any areas of concern, some or all areas may be cancelled. | **Med** | PPE issued<br>Program works to suit weather conditions | **Low** |
| Lone Working | Assault on staff Verbal Abuse.<br>Impact Injury. Undetected<br>Accident. | Operatives | Training undertaken prior to duties from induction/procedures manual.<br>Staff selection i.e. People skills and abilities are matched to the demands of job.<br>Phones issued with programmed numbers to senior staff.<br>PPE equipment provided reflective clothing and phones. | **Med** | Mobile Phone provided & charged<br>Safe Working Practice.<br>Trained and competent Staff.<br>Inform Public Realm & Operations Manager if a deviation from daily route is needed<br>Reporting procedures in place.<br>Inform Public Realms and Operations Manager of any abusive or expected abusive behaviour | **Low** |

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| Physical Hazards:<br>Ground surfaces- uneven or slippery.<br>Steep banks.<br>Shrubs, brambles, tree branches etc.<br>Weather: sun and hot temperatures; wet and cold temperatures.<br>Deep or fast flowing water | Personal Injury.<br>Injuries due to slip / trip<br>Heat. Exhaustion.<br>Sun Stroke<br>Drowning | Operatives | Operatives to be fully aware of road conditions.<br>Operatives to report any areas of concern, some or all areas may be cancelled.<br>PPE should be worn in relation to weather conditions i.e. sun hat and sun cream in hot weather, waterproof warm clothing in cold weather. Take regular breaks out in sun. Water provided and drunk regularly.<br>Mobile phone provided in case of emergency.<br>Where possible litter etc should be removed from riverbanks by means of drag rakes.<br>All works in the area of streams and canals will be a 2-person operation, 1 person remaining at top of each bank equipped with a rope in case the other requires assistance | **Med** | PPE issued<br>Program works to suit weather conditions<br>If solo working on riverbanks – a safety lanyard must be used and attached to an appropriate anchorage<br>Operatives should steer clear of the water's edge by at least 2 feet | **Low** |
| Working on the highways (Generic) | Personal Injury.<br>Injuries due to public vehicles<br>Injuries due to slip / trip | Operatives | Training undertaken prior to duties from induction/procedures manual.<br>Staff selection i.e. People | **Med** | Mobile Phone provided & charged<br>Safe Working Practice.<br>*Trained and competent* | **Low** |

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| | Heat. Exhaustion.<br>Sun Stroke | | skills and abilities are matched to the demands of job.<br>Phones issued with programmed numbers to senior staff.<br>PPE equipment provided reflective clothing, phone, caps, sunscreen, water | | Staff.<br>Inform Public Realm and Operations Manager if a deviation from daily route is needed<br>Reporting procedures in place.<br>Inform Public Realm and Operations Manager of any abusive or expected abusive behaviour<br>Chapter 8 Training | |
| Estate roads (pavements with verge)<br>**Under 40mph**<br>Vehicle & staff off road | Personal Injury.<br>Injuries due to slip / trips / falls<br>Injuries due to public vehicles | Operatives | Park up close to the kerb<br>Work towards traffic<br>Hi-visibility clothing to be worn | **Med** | Ensure any blue directional arrow used is secure and is displaying the correct direction<br>Ensure beacons & four-way indicators are working and showing | **Low** |
| Estate roads<br>**Under 40mph**<br>Vehicle positioned on road | Personal Injury.<br>Injuries due to slip / trips / falls<br>Injuries due to public vehicles | Operatives | Park up close to carriageway<br>Work towards traffic<br>Hi-visibility clothing to be worn | **Med** | Ensure any blue directional arrow used is secure and is displaying the correct direction<br>Ensure beacons & four-way indicators are working and showing | **Low** |
| Roads where parking affects traffic flow | Personal Injury<br>Injuries due to public vehicles<br>Injuries due to slip / trips / falls | Operatives | Alert other road users that work is being undertaken by using signs where necessary / required | **Med** | Ensure any blue directional arrow used is secure and is displaying the correct direction | **Low** |

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| | | | Hi-visibility clothing to be worn<br>Traffic cones if necessary | | Ensure beacons & four-way indicators are working and showing | |
| Roads **up to and over 40mph** where operative is working at the edge of the carriageway | Personal Injury<br>Injuries due to public vehicles<br>Injuries due to slip / trips / falls | Operatives | Long sleeve hi-visibility clothing to be worn<br>Ensure any signage is positioned correctly informing other road users i.e. men at work<br>Site specific risk assessment prior to work carried out | **Med** | Ensure any blue directional arrow used is secure and is displaying the correct direction<br>Ensure beacons & four-way indicators are working and showing | **Low** |

**Manual Handling**

| Activity/Hazard | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Manual Handling<br>General picking up litter, carrying bags, moving bins, moving large objects.<br>Reaching, bending or twisting | Personal Injury.<br>Strains, pulled/torn muscles/ligaments | Operative | Use litter picker, to avoid unnecessary bending.<br>Lift and move items using your legs to bend, not your back.<br>Take regular breaks to prevent fatigue.<br>Assess items for hazards before you move them (e.g. sharp edges, unknown substances.<br>Wear appropriate PPE | **Med** | PPE provided.<br>Safe System of Work.<br>Trained and competent Staff.<br>Manual Handling Training | **Low** |

**Strimmer and Brush Cutter**

| Activity/Hazard | Risk | Persons Affected | Controls | Risk Score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Slips, trips, and falls | Movement around site | Operative | Only designate/recognised access and egress routes should be used.<br>Site should be inspected and checked prior to carrying out work.<br>Hazards should be cleared, or defined, cut materials should be cleared at regular intervals during work.<br>Relevant footwear and PPE must always be worn. | **Med** | Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Contact with moving parts | Operation of strimmer/Brush Cutter | Operative, Public, Uncontrolled dogs. | Only trained and competent persons should use equipment.<br>Prestart checks should be carried out prior to use and defects reported.<br>First aid equipment and suitably qualified first aider should be available on site. | **Med** | Cleaning, refuelling should only take place when equipment is switched off.<br>Plant and machinery should be maintained in line with manufactures.<br>Faulty equipment to be removed immediately for repairs.<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |

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| Struck by flying objects | Operation of strimmer/Brush Cutter | Operative and public | Warning signs must be used to warn members of the public of work activities, in high risk areas for example public footpaths.<br>Suitable and sufficient PPE should be identified, always used, and maintained whilst operating a strimmer.<br>Suitable first aid equipment should be readily available on site. Stop operations and allow pedestrians to pass. | **Med** | Correct guards relevant to attachment on machine to direct cuttings downwards/away from path.<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Noise and vibrations | Operation of strimmer/Brush cutter | Operative and Public | Only trained and competent persons should use equipment, equipment should be maintained in line with manufactures recommendations.<br>Prestart checks should be carried out prior to use and defects reported.<br>Operational personnel should be made aware of the noise/vibration levels generated during use and the associated hazards, controls.<br>Suitable and sufficient PPE should be identified, always used, and worn whilst operating strimmer. | **Med** | Management, supervision of plant and staff in relation to purchasing, hiring, maintaining of equipment, and exposure levels in line with procedures.<br>Machine logbooks to be kept up to date.<br>Timing of strimming operation to avoid noise around residential areas.<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |

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| Fire/Exposure to flammable substances | Refuelling/lubrication of equipment | Operative and members of the public | Only trained and competent persons should carry out refuelling of equipment.<br>Suitable fire fighting and spillage equipment should be available, and persons trained in its use.<br>Full COSHH assessments should be available and complied with for products being used. | **Med** | Use suitable fuel containers.<br>Review COSHH data.<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Fuel/Oil spills | Environment | Operative, public, wildlife and animals | Only use containers, which are specially designed for strimming, fuelling and lubrication.<br>Pollution spill kits to be made available | **Med** | Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Strimming general areas. | Personal injury, members of the public, thrown objects. | Operative and members of the public | Machine supported by quick release harness all guards fitted to machine.<br>Work carried out as per operators' manual<br>Safe working zone maintained.<br>PPE must be worn boots, gloves, facemask, and overalls.<br>Optional PPE- ear muffs.<br>Stop working if pedestrians come within 10m.<br>Safe Systems of Working | **Med** | Chapter 8 Training<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |

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| Strimming in overgrown area | As above possible missiles hard to see due to overgrown nature | Operative and members of the public | Safe Systems of Working clean working method.<br>Walk the whole site to ascertain any unforeseen dangers.<br>Maintain PPE. | **Med** | Chapter 8 Training<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Brush cutting overgrown sites using saw blades. | Personal injury severe cuts and lacerations. | Operative and members of the public | Machine supported by quick release harness all guards fitted to machines.<br>Work carried out in a safe working area no one to enter closer to operator than 10m works carried out as per Safe Systems of Working and Operators manual.<br>Full PPE to be worn boots, gloves, overalls, face mask, hard hat. PPE optional ear protectors, dust mask.<br>Lone working would not be allowed.<br>Certificate of Competence in the use of brush cutters with saw blades. | **Med** | Chapter 8 Training<br>Lengthsman Training<br>Safe Use of Power Tool & PUWER | **Low** |
| Lone Working | Isolation | Operative | Maintenance of machinery<br>Charged up mobile phone<br>First Aid available | **Med** | Contact card available with essential contacts available. | **Low** |

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| Pulls/strains/muscular/skeletal injuries | Manual handling | Operative | Manual handling training of staff<br>Correct harness to be when operating machinery<br>Machine operation training<br>Assessment before task | **Med** | Regular breaks taken to reduce straining<br>Share workload with qualified staff. | **Low** |

**Kidderminster Allotments**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Driveways | Slips, Trips and Falls<br>Personal Injury<br>Vehicle damage | Tenants | Tenants will report any issues to the Public Realm and Operations Manager | **Med** | Quarterly Inspections by the Public Realm and Operations Manager | **Low** |

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| Mature Trees | Damage to properties<br>Personal Injury | Tenants<br>General Public | WFDC will record trees on ArborTrack and provide tree inspections every 18 months. | **Med** | Any tree works requiring works will be agreed and implemented by the Public Realm and Operations Manager | **Low** |
| External Boundary Fences | Unauthorised access<br>Personal Injury | Tenants<br>General Public | Tenants will report any issues to the Public Realm and Operations Manager | **Med** | Quarterly Inspections by the Public Realm and Operations Manager | **Low** |

**Market Street Toilets**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| General Cleansing | Personal Injury. | General Public | SLA Cleansing arrangement in place with Wyre Forest District Council<br>Cleaned twice daily both am/pm | **Med** | 2 Monthly site visits with contractor<br>All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |
| Security | Personal Injury<br>Damage to facility | General Public | SLA agreement in place with Wyre Forest District Council, will open and close facility daily 9am/5pm.<br>Building secured daily at 5pm.<br>Security issues reported to Public Realm and Operations Manager | **Med** | 2 Monthly site visits with contractor<br>All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

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| Damage/Vandalism | Financial<br>General Public | Kidderminster Town Council<br>General Public | Periodic visual checks of amenities<br>SLA cleansing and maintenance schedule in place.<br>Health and Safety SLA agreement in place with Wyre Forest District Council to ensure amenities meet relevant H&S standards for both users and staff employed at the location | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager<br>Annual review of assets is undertaken for insurance provision<br>Assets fully insured public liability | **Low** |
| Maintenance | Personal Injury | General public | All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Town Council.<br>SLA in place with Wyre Forest District Council who will replace/maintain fixtures and fittings as required as a result of vandalism or part of a replacement programme | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager<br>Annual review of assets is undertaken for insurance provision<br>Assets fully insured public liability | **Low** |

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| Health and Safety | Personal Injury<br>Insurance Claims | General Public<br>Kidderminster Town Council | Health and Safety SLA agreement in place with Wyre Forest District Council, to ensure amenities meet relevant H&S standards for both users and staff employed at the location.<br>Wyre Forest District Council shall ensure in line with the SLA agreement that the structure and surrounding area is safe for users and the general public.<br>If the facility is deemed that safety is compromised or the facilities should be out of action for maintenance purposes then the toilets will be closed until the works have been carried out. | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

**Street Furniture**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk Score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| General Cleansing | Deterioration of asset | General Public | Steet Furniture deep cleansed once annually. | **Med** | 2 Monthly site visits with contractor<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

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|---|---|---|---|---|---|---|
| Repairs &Maintenance | Deterioration of asset | General public | All repairs and relevant expenditure are actioned and authorised in accordance with the correct procedures of the Town Council.<br>SLA in place with Wyre Forest District Council who will replace/maintain fixtures and fittings as required as a result of vandalism or part of a replacement programme | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager<br>Annual review of assets is undertaken for insurance provision<br>Assets fully insured public liability | **Low** |

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|---|---|---|---|---|---|---|
| Health and Safety | Personal Injury<br>Insurance Claims | General Public<br>Kidderminster Town Council | Health and Safety SLA agreement in place with Wyre Forest District Council, to ensure amenities meet relevant H&S standards for both users and staff employed at the location.<br>Wyre Forest District Council shall ensure in line with the SLA agreement that the structure and surrounding area is safe for users and the general public.<br>If the facility is deemed that safety is compromised or the facilities should be out of action for maintenance purposes then the toilets will be closed until the works have been carried out. | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

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|---|---|---|---|---|---|---|
| Damage/Vandalism | Financial<br>General Public | Kidderminster Town Council<br>General Public | Periodic visual checks of amenities<br>SLA cleansing and maintenance schedule in place.<br>Health and Safety SLA agreement in place with Wyre Forest District Council to ensure amenities meet relevant H&S standards for both users and staff employed at the location | **Med** | All faults reported to Public Realm and Operations Manager.<br>Visual Adhoc inspections carried out by Public Realm and Operations Manager<br>Annual review of assets is undertaken for insurance provision<br>Assets fully insured public liability | **Low** |

**Christmas Lights**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Installing / removal of Christmas Lights. | Collision with other vehicles. Falls from height. Personal injury. | Members of Staff General Public | All Operations are carried out by a specialist company and adhere to safe working practices.<br><br>All staff trained in the use of equipment.<br>Safe Systems of Working with cherry picker, ladders and platforms.<br>Manual handling covered by induction training.<br>PPE gloves, overalls, boots, high visibility waistcoats / jackets. Flashing beacons & lights | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager<br><br>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity | **Low** |
| Electrical Testing | Personal Injury | Members of Staff General Public | All Operations are carried out by a specialist company with qualified staff and adhere to safe working practices. | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager<br><br>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity | **Low** |

**Flower Displays**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Installing / removal of hanging baskets. | Collision with other vehicles.<br>Falls from height.<br>Personal injury. | Members of Staff<br>General Public | All Operations are carried out in line with an SLA overseen by the Wyre Forest District Council and are instructed to follow the below<br><br>All signage to highway or footpath in accordance with Chapter 8 Highways Sign Regulations.<br>All staff trained in the use of equipment.<br>Safe Systems of Working with cherry picker, ladders and platforms.<br>Manual handling covered by induction training.<br>PPE gloves, overalls, boots, high visibility waistcoats / | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager<br><br>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity | **Low** |

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| | | | jackets. Flashing beacons & lights | | | |
| Watering street tubs and vases by means of a bowser. | Trip or slip hazard. Collision with other vehicles | Members of Staff General Public | All Operations are carried out in line with an SLA overseen by the Wyre Forest District Council and are instructed to follow the below<br><br>Task undertaken at low volume of traffic flow i.e. early morning, road signing in accordance with Chapter 8 of Road Signing Regulations.<br>PPE high visibility jackets / waistcoats, 2 man operation.<br>Driver competent with use of trailers.<br>Maintain signs.<br>Safe Systems of Working. Public awareness | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

**Water Feature**

| Activity/Hazards | Risk | Persons Affected | Controls | Risk score | Further Controls | Risk Score |
|---|---|---|---|---|---|---|
| Water<br>Running water | Drowning<br>Falling into water | General Public | Over flow chambers secured with metal top which requires lifting tool to remove.<br>Metal grill secured to main pool.<br>Boulders add further protection to prevent access.<br>Water flow is set low and therefore prevents any over spray.<br>Water feature is set on a timer and runs at set times only. | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

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|---|---|---|---|---|---|---|
| Repairs &Maintenance | Deterioration of asset | General public | All repairs and relevant expenditure are actioned and authorised in accordance with the correct procedures of the Town Council. | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager<br>Annual review of assets is undertaken for insurance provision<br>Assets fully insured public liability | **Low** |
| Electrics | Personal Injury | General Public | All electrics secured and locked in a cabinet away from running water.<br>Access can only be gained by allocated key holder. | **Med** | Visual Adhoc inspections carried out by Public Realm and Operations Manager | **Low** |

**Risk Assessment – Risk Map**

| | HARM/SEVERITY | | | | | | |
|---|---|---|---|---|---|---|---|
| OCCURANCE | Trivial/No Injury | Minor Injury | Causing 3 Day Absence | Major Injury to One person | Multiple Major Injury | Death to One Person | Multiple Deaths |
| Improbable | Low Risk | Low Risk | Low Risk | Low Risk | Low Risk | Medium Risk | Medium Risk |
| Possible | Low Risk | Low Risk | Low Risk | Medium Risk | Medium Risk | Medium Risk | High Risk |
| Occasional | Low Risk | Low Risk | Medium Risk | Medium Risk | Medium Risk | High Risk | High Risk |
| Annual Bi-Annual | Low Risk | Low Risk | Medium Risk | Medium Risk | High Risk | High Risk | High Risk |
| Regular 3-6 Monthly | Low Risk | Medium Risk | Medium Risk | Medium Risk | High Risk | High Risk | High Risk |
| Common 1-3 Monthly | Low Risk | Medium Risk | Medium Risk | High Risk | High Risk | High Risk | High Risk |
| Continuous Daily/Weekly | Medium Risk | Medium Risk | High Risk | High Risk | High Risk | High Risk | High Risk |