

# Toft Newton Parish Council

## OBJECTIVE:

Toft Newton Parish Council provides services, manages and maintains the assets of the parish of Toft Newton, for the benefit of the residents of the parish, within the resources provided through the annual precept and other incomes, taking into account the legislative requirements and residents' wishes, whilst obtaining value for money.

## MANAGEMENT AND OPERATIONAL RISK ASSESSMENT – 2026

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>1) To ensure compliance with relevant acts of parliament, the Council's Code of Conduct and Financial Regulations.</b>	1	Lack of knowledge of regulations and relevant codes.	Ensure that all Councillors have copies of all relevant acts of parliament as well as the principal authorities' Code of Conduct, and the Parish Council's Standing Orders.  Highlight essential parts and provide training where possible.	Chairperson
	2	Absence of Standing Orders.	Standing orders follow the NALC Standing Orders, which were updated and adopted in March 2026.  Standing Orders will be reviewed each year ready for re-adoption at the Annual Parish Council meeting in May.	Proper Officer (PO) <sup>i</sup>  All Councillors  RFO
	3	Actions by the PC outside of the powers available to them as defined by numerous acts of parliament.	As per no 1.1.  All Councillors have been provided with the list of powers that Parish Councils have, and which acts of parliament apply – March 2026 with the final draft budget for 2026-27.	Internal Auditor

	4	Lack of commitment to regulations and procedures.	Reference appropriate regulations and codes in the agenda and minutes.	
	5	Items purchased without a proper tendering procedure; resulting in accusations of commercial favouritism.	<p>Ensure that all staff and Councillors are aware of regulations regarding estimates and tendering processes.</p> <p>Estimates are required for all purchases above the figures as set in the Financial Regulations.</p>	
	6	Payments made without prior approval and without adequate monitoring and controls in place.	<p>Ensure all payments are approved in accordance with the Financial Regulations, and approved for payment by either a Finance Committee of the Full Council. All approved payments shall be recorded in the minutes.</p> <p>Toft Newton Parish Council is a cash-free Council – all payments are made electronically.</p>	
	7	Lack of control of cheque signatories.	<p>Toft Newton Parish Council do not use cheques for payment.</p> <p>Maintain a minimum / maximum number of bank signatories, as detailed in the Financial Regulations that were adopted on the 3<sup>rd</sup> of March 2026.</p>	
	8	VAT not properly accounted for, resulting in no claims or excessive claims and subsequent demands from His Majesty's Revenue and Customs.	Ensure that appropriate guidance, regulations or other publications are held by the Responsible Financial Officer, and that they have a good understanding of the regulations and how they apply to the Council.	

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<p><b>2) To influence local government within Greater Lincolnshire, and His Majesty's Government and non-governmental organisations in pursuance of fulfillment of their obligations and to speak up for the population of the parish.</b></p>	1	Lack of effective communication with other organisations.	<p>Note all communication lines which are essential or beneficial and make information available to all Councillors.</p> <p>Establish contacts by name where possible.</p>	<p>PO</p> <p>All Councillors</p> <p>Chairperson</p>
	2	Lack of effective communication with parishioners.	<p>Take every opportunity to publicise the role of the Parish Council.</p> <p>Effectively use the parish notice board and the website to raise the profile.</p> <p>Use key political, social and moral issues to raise the profile of the Parish Council and to test parishioners' views.</p>	
	3	Lack of preparation on subjects requiring influence.	Ensure all Councillors and the Proper Officer are aware of the need for careful research and are guided as to where to obtain relevant information on issues under discussion.	
	4	Lack of confidence by staff or Parish Councillors.	<p>As 2.1.</p> <p>Established Councillors to assist newcomers to establish essential contacts and develop confidence within the role.</p>	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>3) To ensure all Councillors are aware of their responsibilities and possible liabilities, and to provide adequate insurance cover for all risks.</b>	1	Lack of knowledge of possible culpability of Councillors.	Creation, familiarization and approval of Standing Orders.  To be reviewed at the Annual Parish Council Meeting.	Chairperson  All Councillors  PO  RFO
	2	Lack of education of Councillors regarding culpability.	As 3.1.  Councillors are to attend WLDC or LALC Standing Orders Training where possible, and absolutely must after a national revision to the Standing Orders.  The PO and Chairperson will help new Councillors to understand the standing orders in relation to culpability.	
	3	Inadequate insurance cover taken out – property, public liability, employer’s liability.	Review risk assessment by including on agenda of annual Parish Council Meeting (held in May).	

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<p><b>4) To Keep appropriate books of account accurately and fully up to date throughout the financial year.</b></p>	1	Lack of knowledge of accounting requirements.	<p>Ensure that all Councillors are familiar with the current Financial Regulations and Standing Orders.</p> <p>Review both annually at the Annual Parish Council meeting.</p>	<p>PO</p> <p>RFO</p> <p>Chairperson</p> <p>All Councillors</p>
	2	Lack of commitment to accounting requirements.	<p>As at 4.1.</p> <p>RFO to produce financial reports at all meetings.</p> <p>Internal Audit reports to be made available to all Councillors and recommendations acted upon promptly.</p>	
	3	Bank charges are unnecessarily incurred.	<p>RFO to carry out regular inspection of books of accounts.</p> <p>Internal review by RFO or an appointed Councillor to be undertaken monthly during the current financial year.</p>	
	4	Inaccuracies in recording the amounts and totals in books of accounts and bank reconciliation.	<p>RFO to ensure that the books of account are formatted in such a way that internal controls are included and activated.</p> <p>Regular internal audits to advise on internal controls required – the 2026-27 accounts spreadsheet now includes a section for Councillor / RFO Comments.</p>	
	5	Inaccuracies and interest losses caused by account transfers.	Keep number of accounts to a minimum, but ensure that any large credit balances, reserves or allocated	

			<p>budgets are deposited in an interest-bearing account.</p> <p>RFO to keep this under review.</p>
	<b>6</b>	Failure to ensure the best possible interest is being earned.	<p>As at 4.5.</p> <p>RFO to ensure this is kept under review and to advise Councillors on banking products that might be preferable at institutions other than the Co-operative Bank, whilst bearing in mind the risk of changing providers.</p>
	<b>7</b>	Inadequate control of cash receipts and payments.	<p>Toft Newton Parish Council do not use cash, all payments into and out of the Council are made by bank transfer.</p> <p>However, from the 2026-27 financial year the RFO will be issued with a debit card to reduce the number of expenses claims.</p>
	<b>8</b>	Books of accounts not kept up to date / invoices not posted properly.	<p>Regular checks by the RFO, Councillors and Internal Auditor.</p> <p>Financial Reports at all meetings.</p>
	<b>9</b>	Internal controls are not in place or not in operation.	As at 4.3 and 4.8.
	<b>10</b>	Payments missed or delayed due to inadequate filing or invoices.	As at 4.8.
	<b>11</b>	RFO taken ill or leaves without a replacement.	<p>Appoint a Councillor or other employee to be familiar with all aspects of financial matters.</p> <p>Or seek support / Locum Cover from LALC or other local Clerks.</p>

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<p><b>5) To ensure that payments made from Council funds and the use of assets, represent value for money, are adequately managed and comply generally with the wishes of the residents.</b></p>	1	Lack of knowledge of the wishes of residents	<p>As at 2.2.</p> <p>Ensure residents are consulted on all major financial issues.</p>	<p>Chairperson</p> <p>All Councillors</p> <p>PO</p> <p>RFO</p> <p>Internal Auditor</p>
	2	Use of funds not giving adequate value for money.	<p>Effective budget planning processes are in place, which now cover two financial years.</p> <p>Councillors should consider consulting on and developing an annual plan to work alongside the work plan for the Clerk's post, so that parishioners' priorities can be aligned with Councillors, local and national government priorities.</p>	
	3	Use of funds not in accordance with the wishes of residents	As at 2.2, 5.1 and 5.2.	
	4	<p>Ensure that the charges for the use of facilities are sufficient.</p> <p>Agree formal plans for use, and investment of these fees.</p>	<p>Effective financial management by the RFO.</p> <p>Internal Audit checks.</p>	
	5	Fundraising not properly controlled or not in accordance with local and national regulations.	<p>All Councillors are aware of the need to check regulations before commencing any fundraising activities.</p> <p>Effective financial management by the RFO.</p>	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>6) To ensure that annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored and reserves are appropriate.</b>	1	Lack of knowledge of the budgetary process and of the Council's Standing Orders and Financial Regulations.	Issue Standing Orders and Financial Regulations to all Councillors.  Place item on agenda in the early in the year to remind Councillors of the budget process and actions required.	Chairperson  All Councillors  RFO  Internal Auditor
	2	Lack of commitment to budgetary processes.	As at 6.1.  Involve all Councillors in the budgetary process.	
	3	Inadequate consideration of requirements for setting the annual precept.	As 6.1.  Plan draft budget in November, with draft precept claim submitted later the same month.  Finalise the draft budget and submit the confirmed precept claim in January.	
	4	Calculation is not in accordance with the Council's Financial Regulations.	Checks by the RFO and Internal Auditor.	
	5	Inadequate internal controls regarding monitoring expenditure.	Checks by the RFO and Internal Auditor.  Financial and budget reports at every Parish Council meeting.	
	6	Reserves are too low.	As at 6.5.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>7) To explore all possible sources of income, and to ensure that expected income is fully received.</b>	1	Lack of knowledge of possible sources of income – e.g. grants, etc.	Consider appointing a Councillor to be the Grants Officer to gain knowledge of all grants available and to co-ordinate application procedures.	Chairperson  RFO  PO
	2	Lack of commitment to pursue possible sources of income.	As at 7.1.	
	3	Receipts not banked or not banked promptly.	TNPC is a cashless authority.  Cheques can be paid in via The Post Office (for now), or by sending them to a FREEPOST address.  RFO to conduct regular checks to ensure all monies are banked in a timely manner.  Internal Control and Internal Auditor checks.	
	4	Debts not pursued promptly.	As at 7.3.	
	5	VAT Claims not made promptly or made incorrectly.	Due to receiving Football Foundation grant funding in 2025-26, 2026-27 and 2027-28, s.126 VAT reclaims will move to quarterly from April 2026.  Ensure the RFO has the appropriate skills and knowledge on the s.126 VAT procedure.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>8) To ensure that salaries are paid to employees and amounts paid to contractors are paid in accordance with the Council's Financial Regulations and are adequately monitored.</b>	1	Inappropriate rate of pay being paid to employees.	Ensure the Clerk is aware of information around the National Joint Council (NJC) rates of pay, HM Government and trade union negotiations, outcomes and other issues.  Regular checks by the RFO and Personnel Committee.  Internal controls.	Personnel Committee  Chair  RFO  Internal Auditor
	2	Tax and NI arrangements are not in accordance with current regulations.	As at 8.1.	
	3	Amounts paid to contractors are not in accordance with contract and inadequately monitored.	RFO to monitor.  Internal controls checks.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>9) To ensure that year end accounts are prepared on the correct accounting basis, on time and supported by an adequate audit trail</b>	1	Lack of knowledge of Council regulations and procedures.	Ensure TNPC Financial Regulations and Standing Orders.  Staff and Councillors to attend training courses as required.	Chairperson  RFO  Internal Auditor
	2	Late on non-submission of annual accounts.	Details of all deadlines are included in the Clerk's annual work plan, the Financial Regulations, and the Standings Orders.  RFO to monitor progress against timetable and report to the Councillors at each Parish Council meeting.	
	3	Year-end accounts are not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO.  Internal controls.	
	4	Inadequate audit trail and final accounts.	As at 9.3.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>10)To identify the value of and maintain all the assets of the parish council, and to ensure that asset and investment registers are complete, accurate and properly maintained.</b>	1	Lack of knowledge of the assets of the Parish Council.	A complete record of the Parish assets is included in the accounting spreadsheet.	Chairperson RFO Internal Auditor
	2	Assets lost or misplaced.	Establish who is responsible for the security and maintenance of each asset.  Carry out regular visual inspections of the assets.	
	3	Inadequate or inaccurate valuation of the Council's assets.	Carryout periodic reviews of the assets, arranging professional valuations where necessary, and in accordance with the Financial Regulations.	
	4	Asset register not established or inadequately maintained.	As at 10.1.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>11)To comply with appropriate Government legislation regarding equality and safeguarding of children and vulnerable adults.</b>	1	Lack of knowledge of applicable legislation.	Clerk to have access to appropriate legislation.  Council to keep liabilities and responsibilities under review.	Chairperson  PO  RFO
	2	Lack of public awareness of applicable legislation.	Include members of the public in public consultation responses, as appropriate.  Include legislation details in the agenda, reports and minutes, and make them publicly available.  Refer to legislation, guidance, TNPC Financial Regulations and Standing Orders in discussions in meetings and with members of the public.	
	3	Failure to comply with applicable legislation.	As at 11.1.	

Aim	Risk		Methods used to minimise risk	Person(s) responsible
<b>12)To carryout adequate safety checks on all property and equipment in the ownership of the Parish Council.</b>	<b>1</b>	Lack of knowledge of property and equipment.	Ensure the Proper Officer has access to current legislation and advice.  Include all property and equipment in the asset register for which the Parish Council is responsible.	Chairperson  PO
	<b>2</b>	Lack of knowledge of safety equipment.	Ensure the Proper Officer has access to current legislation and advice.  Ensure safety requirements are discussed at Parish Council meetings.	
	<b>3</b>	Lack of commitment to carrying out safety checks.	As at 12.2.	

**Toft Newton Parish Council – Asset Register (as of the 31<sup>st</sup> of March 2026).**

Item number	Description and location (include what3words code where possible)	Purchase price	Date purchased	Current value	Due for replacement? If so when?	Comments / observations
				<b>Current total value</b>	<b>£76,247.84</b>	
1	Laptop - stored at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN	unknown	unknown	£500.00	ASAP as now obsolete and slow - some software will not run	£500 is the anticipated replacement value - if a Windows laptop is purchased it will need to run Windows 11 or higher.
2	Laptop Case - stored at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN	unknown	unknown	£40.00	At the same time as replacing the laptop	£40.00 is an anticipated replacement cost - however both Currys and Argos have 15.6 inch cases for around £20.00.
3	Powerheart 5 Defibrillator located on the front facing external wall at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN ///tent.spare.spruced	£400.00	Replaced on 18/11/2024	£600.00	Defibrillator: 28/08/2027. Adult Pads and First Aid Kits: 31/10/2029. Paediatric Pads: 28/04/2027	Consumables will need replacing as and when used or upon expiry. The Defibrillator itself is due for replacement in 2028.
4	Defibrillator Case located on the front facing external wall at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN ///tent.spare.spruced	£400.00	Replaced on 18/11/2024	£400.00		Replace when degraded sufficiently to warrant replacement.
5	Official portrait of, His Majesty, King Charles III, located inside the entrance hall of Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN ///petty.worksheet.quarrel	£0.00	Provided by HM Government in March 2024	£0.00		
6	Noticeboard, Fairfax Close at the junction with Alexandria Road, Newtoft. ///corrosive.edgy.tribal	unknown	unknown	£542.12		Needs a clean, replacement perspex and up to date information displaying. Replacement Price obtained from <a href="https://www.noticeboardwarehouse.com/">https://www.noticeboardwarehouse.com/</a>
7	Football Goal Posts (north end of the football pitch), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///ordinary.equity.bless	£1,977.30	September 2025	£1,977.30		Purchased as part of the Football Foundation Grant
8	Football Goal Posts (south end of the football pitch), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///mysteries.bashed.lectures					
9	Allotments 1-12 - no longer used. Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///pouting.typed.member	£0.00	2019	£0.00	Due to be removed to create an extra football playing / training area or to be used by a Multiuse Games area.	
10	Picnic bench, near to allotments. Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///models.loitering.hungry	unknown	unknown	£545.00		Replacement price obtained from <a href="https://broxap.com">https://broxap.com</a>
11	Water butt, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///introduce.creamed.alas	unknown	2019	£38.00		Replacement price obtained from <a href="https://www.wickes.co.uk/">https://www.wickes.co.uk/</a>
12	Compost bins, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///introduce.creamed.alas	unknown	2019	£0.00		To be maintained to keep the biodiversity habitats available to local wildlife.
13	Contour slide, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///reef.encoding.cargo	unknown	unknown	£4,500.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>

14	Rotator swing, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///genius.wedding.embraced	unknown	unknown	£6,410.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
15	Zip wire, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///sang.coffee.syndicate	unknown	unknown	£15,380.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
16	Spiders web climbing frame, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///exit.dwarves.proclaims	unknown	unknown	£10,690.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
17	Low ropes / balance course / trim trail, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///hardback.suppose.piston	unknown	unknown	£5,372.00	Needs modernising or replacing	Based on a replacement price obtained from <a href="https://www.trimtrail.co.uk">https://www.trimtrail.co.uk</a>
18	Picnic bench, near to allotments. Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///alleyway.piper.poster	unknown	unknown	£545.00		Replacement price obtained from <a href="https://broxap.com">https://broxap.com</a>
19	Cradle swing, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///cold.agents.torso	unknown	unknown	£1,220.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
20	Multiunit, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///declining.pushes.purchaser	unknown	unknown	£17,620.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
21	Swings, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///prompting.milky.parked	unknown	unknown	£2,320.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
22	Baby swings, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///galaxy.scoping.spirits	unknown	unknown	£2,320.00		Replacement price obtained from <a href="https://www.kompan.com">https://www.kompan.com</a>
23	Shelter, Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///outsider.aimless.crumples	unknown	unknown	£3,510.00		Replacement price obtained from <a href="https://broxap.com">https://broxap.com</a>
24	Bin (next to shelter), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///reflected.pushed.divides	unknown	unknown	£329.00		Replacement price obtained from <a href="https://broxap.com">https://broxap.com</a>
25	Large gate sign (size approximately: 120cm x 60cm), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///armful.access.financial	unknown	unknown	£55.57		Replacement quote obtained from <a href="https://www.colour-frog.co.uk/">https://www.colour-frog.co.uk/</a> - price may increase depending on amount of text included
26	No dogs sign (size approximately: 40cm x 40cm), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///essay.famous.mascots	unknown	unknown	£29.99		Replacement price for a similar sign but sized at 40cm x 30cm obtained from <a href="https://www.seton.co.uk/">https://www.seton.co.uk/</a>
27	No dogs sign (size approximately: 40cm x 40cm), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///homecare.cuter.enveloped	unknown	unknown	£29.99		Replacement price for a similar sign but sized at 40cm x 30cm obtained from <a href="https://www.seton.co.uk/">https://www.seton.co.uk/</a>
28	Grit bin, Tudor Close, Newtoft. ///technical.arranger.tonic	£216.22	March 2025	£216.22		Purchased from kingfisher Direct Ltd
29	Grit bin, at the entrance to the car park at Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN ///sweetened.symphonic.ballpoint	unknown	unknown	£216.22		Based on recent purchase from Kingfisher Direct Ltd

30	Grit bin, Arlington Road / Washington Drive junction, Newtoft. ///copper.keen.occupiers	unknown	unknown	£216.22	Based on recent purchase from Kingfisher Direct Ltd
31	Grit bin, Fairfax Close, Newtoft. ///film.fatigued.mute	unknown	unknown	£216.22	Based on recent purchase from Kingfisher Direct Ltd
32	Tangzon 63l/113l Garden Lawn Roller	£79.99	February 2025	£79.99	Based on purchase price
33	Bin (next to wall), Newtoft Park, behind Toft Newton Village Hall, Washington Drive, Newtoft, LN8 3NN. ///milder.hazy.homes	unknown	unknown	£329.00	Replacement price obtained from <a href="https://broxap.com">https://broxap.com</a>

# Toft Newton Parish Council

## Risk Assessment Document

Assessment No: 03/2026/001 .....

Location: Newton Park, adjacent to Toft Newton Village Hall ..... Job Role: Parish Council Clerk .....

Risk Assessor (Name): Michael Lewis..... Date: 16/03/3036.....

Signature: *Michael Lewis* ..... Telephone: 07581146213 .....

Work Activity for assessment: Use of playground equipment, football pitch and facilities by children, young people and adults.

Notes/additional information: .....

.....

Review Date: ..... By: .....

### RISK ASSESSMENT GUIDE

The assessment of risk is based on the probability of an event occurring that constitutes a risk to an individual, the environment or to Toft Newton Parish Council.

**THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).**

#### SEVERITY (sev)

- major severity = death (e.g. multiple or single, including fatal disease) = 5
- high severity = severe permanent injury (e.g. paralysis, loss of limbs, blindness, chronic diseases) = 4
- medium severity = permanent injury (e.g. partial disablement, loss of digits, deafness, sight impairment) = 3
- moderate severity = temporary injury (e.g. fractures, non-fatal acute diseases, back injuries, deep cuts) = 2
- low severity = minor injury (e.g. minor cuts and bruises, irritation to eyes, skin, respiration) = 1

#### LIKELIHOOD (like)

- high frequency = common occurrence (e.g. daily or every time task carried out) = 5
- high/medium frequency = regular occurrence (e.g. weekly-monthly) = 4
- medium frequency = frequent occurrence (e.g. quarterly-yearly) = 3
- low frequency = possible occurrence (e.g. yearly or longer) = 2
- very low frequency = unlikely occurrence (e.g. possible but random, if ever) = 1

### RISK SCORE

The risk score is **SEVERITY x LIKELIHOOD**

e.g. a possible regular occurrence of permanent injury would be **high/medium frequency x medium severity**  
i.e. **4 x 3 = 12**

- A high risk score will fall between **12 and 25** inclusive. Enter as **H**
- A medium risk score will fall between **5 and 10** inclusive. Enter as **M**
- A low risk score will fall between **1 and 4** inclusive. Enter as **L**

	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>SEVERITY</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

1	2	3	4	5
LIKELIHOOD				

Ref.	Work Activity / Equipment Assessed	Significant Hazards	RISK (adverse effects)	Persons at Risk	Base Risk Assessment				Existing Control Measures	Risk Assessment with Existing Control Measures				Action (by whom)	Target Date (by when)
					sev	likelihood	score	H/M/L		sev	likelihood	score	H/M/L		
<b>Use of Playground equipment as detailed below:</b>															
Asset no.															
21	Use of the 2no. swings.	Jumping or falling from the swings. Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults pushing the swings.	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor swings and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
22	Use of the 2no. baby swings.	Falling from the swings or falling on the safety surfacing. Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults pushing the swings, but predominately children under five	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor swings and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
20	Multi-unit (includes 2no. ladders, monkey bars, slide, chains and logs to climb up, 2no. scramble chains and a fireman's pole).	Jumping or falling from the multi-unit. Gettings hands, feet or limbs trapped in the chains or other parts of the structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Wet-pour rubber safety surface that complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the multi-unit and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
19	Cradle swing.	Jumping or falling from the swings. Gettings hands trapped in the netting base of the swing.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
16	Climbing web / spiders web climbing frame.	Jumping or falling from the climbing web. Gettings hands or limbs trapped in the rope structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	3	6	M	1. Has a rubber grass matting safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	3	6	M	1. Continue to monitor the climbing web and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.

14	Rotator swing.	Falling from the swings or falling on the safety surfacing.  Being hit by the swing or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
13	Contour slide.	Falling from the bottom of the slide.  Possible friction / heat injuries from using the slide.	Bumps, grazes and other superficial injuries, including friction related burns and grazes, occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Play grade bark chippings installed as a safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Bark chippings need topping up at least annually. 2. Continue to monitor swings and safety surfacing on a weekly basis. 3. Continue with annual safety inspections by an approved contractor.	Ongoing.
15	Zip line.	Falling from the seat either while embarking or disembarking or while in motion.  Being hit by the seat of the Zip line or by a child as the swing is being used.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Has a rubber grass matting safety surface, which complies to both BS EN 1177 & 4790. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the Zip line, including its tension, safe operation and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
23	Shelter	Falling from the seat or roof if climbed upon.  Bumping into the metal structure.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults.	3	2	6	M	1. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 2. Annual safety inspections.	3	2	6	M	1. Continue to monitor the condition of the shelter on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
17	Low ropes / balance course / trim trail.	Jumping or falling from the various parts of the Low ropes / balance course / trim trail.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years).	2	2	4	L	1. Because the fall height is below 1.5 meters a safety surface is not required, a grass surface is more than sufficient. 2. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 3. Annual safety inspections.	2	2	4	L	1. Continue to monitor the Low ropes / balance course / trim trail on a weekly basis. 2. Continue with annual safety inspections by an approved contractor. 3. Quotes are being sought for modernisation / replacement of this piece of equipment (March 2026).	Ongoing.
10 & 18	Wooden picnic benches with attached tables.	Jumping or falling from the benches or tables.  Bumps and grazes from getting in to or out of the benches.  Splinters.	Bumps, grazes and other superficial injuries, plus splinters or minor impact injuries.	Children (0-18 years) and adults.	1	2	2	L	1. Weekly inspections carried out by our Playground Warden who is trained in Routine Inspections of Children's Playgrounds and is included in the Register of Play Inspectors Internation (until May 2028). 2. Annual safety inspections.	1	2	2	L	1. Continue to monitor the Zip line, including its tension, safe operation and safety surfacing on a weekly basis. 2. Continue with annual safety inspections by an approved contractor.	Ongoing.
7 & 8	Use of the football goal posts as part of hiring / using the football pitch.	Bumps from colliding with the goal posts. Hands of limbs getting caught in the nets or falling and impact injuries from contact collisions.	Bumps, grazes and other superficial injuries, plus occasional sprains, strains and fractures resulting from jumps, falls and impact injuries.	Children (0-18 years) and adults.	3	2	6	M	1. Inspections of the goals and pitch are carried out prior to each use.	3	2	6	L	1. Continue to monitor the goals and the pitch. 2. Due to the Football Foundation grant obtained in the 2025-26 financial year, the pitch is due for a major upgrade.	Ongoing.

# Toft Newton Parish Council

## Risk Assessment Document

Assessment No: .....

Location: Toft Newton Village Hall, Washington Drive, Newtoft, Lincolnshire, LN8 3NN

Risk Assessor (Name): Michael Lewis ..... Date: 23<sup>rd</sup> April 2026. ....

Signature: *M Lewis* ..... Telephone: 07581146213 .....

Work Activity for assessment: Public Meetings – generic assessment when using Toft Newton Village Hall .....

Notes/additional information: .....

Review Date: Annual Parish Meeting – May 2027..... By: .....

### RISK ASSESSMENT GUIDE

The assessment of risk is based on the probability of an event occurring that constitutes a risk to an individual, the environment or to Toft Newton Parish Council.

### THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (*sev*) AND LIKELIHOOD (*like*).

#### SEVERITY (*sev*)

- *major severity* = *death* (e.g. *multiple or single, including fatal disease*) = **5**
- *high severity* = *severe permanent injury* (e.g. *paralysis, loss of limbs, blindness, chronic diseases*) = **4**
- *medium severity* = *permanent injury* (e.g. *partial disablement, loss of digits, deafness, sight impairment*) = **3**
- *moderate severity* = *temporary injury* (e.g. *fractures, non-fatal acute diseases, back injuries, deep cuts*) = **2**
- *low severity* = *minor injury* (e.g. *minor cuts and bruises, irritation to eyes, skin, respiration*) = **1**

#### LIKELIHOOD (*like*)

- *high frequency* = *common occurrence* (e.g. *daily or every time task carried out*) = **5**
- *high/medium frequency* = *regular occurrence* (e.g. *weekly-monthly*) = **4**
- *medium frequency* = *frequent occurrence* (e.g. *quarterly-yearly*) = **3**
- *low frequency* = *possible occurrence* (e.g. *yearly or longer*) = **2**
- *very low frequency* = *unlikely occurrence* (e.g. *possible but random, if ever*) = **1**

### RISK SCORE

The risk score is **SEVERITY x LIKELIHOOD**

e.g. a possible regular occurrence of permanent injury would be **high/medium frequency x medium severity**  
i.e. **4 x 3 = 12**

A high risk score will fall between **12 and 25** inclusive. Enter as **H**

A medium risk score will fall between **5 and 10** inclusive. Enter as **M**

A low risk score will fall between **1 and 4** inclusive. Enter as **L**

	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>SEVERITY</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>LIKELIHOOD</b>			

Before organising a public meeting, the Proper Officer must consider and answer the following:

	Yes	No
Has the venue been assessed as suitable (sufficient capacity, suitable lighting, clear access and egress, unrestricted emergency exits, appropriate ventilation, access to toilets, running water, car parking and is the venue fully accessible for all people)?	✓	

If no to the above, an alternative venue must be used.

	Yes	No
Is there part of the meeting where members of the public may be excluded?	✓	

Ensure that this is clearly publicised in the agenda and inform members of the public at the beginning of the meeting. Then ensure all members of the public have left the building, before the excluded session commences.

The Proper Officer must also consider and answer the following:

	Yes	No
Will the business of the meeting have a significantly adverse impact on individuals or communities?		✓
Is there an identifiable group or individual who has notified Toft Newton Parish Council that they will be or is likely to attend the meeting that may be confrontational?		✓
Is there a history of incidents in this or another forum from an individual or group of people who are likely to affect the congruence of the meeting?		✓

If the answer is no – please proceed with the public meeting.

If the answer is yes – consider the following:

- Reschedule the meeting to a more secure location.
- Implement contingency arrangements.
- Arrange security.
- Arrange for Police attendance.
- Other: (detail)


### Actions taken to mitigate against risk.

None required.

Review annually and after an incident.




# TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Moving and Handling Loads and Objects in Offices (including Home Offices)	Carried out by	ML	Date:	April 2026	Sheet 1 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks	
<p>Occasional lifting and carrying of boxes, files, stationery and small equipment within an office environment.</p> <p>Possible risks of:</p> <ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Injuries to feet from falling objects.</li> <li>• Cuts and bruises.</li> <li>• Falls related injuries.</li> <li>• Fatigue.</li> </ul>	<p>Employees</p> <p>Councillors</p> <p>Volunteers</p>	<p><i>Always refer to manufacturers' guidance and good practice principles.</i></p> <p>Employees should inform the Proper Officer or Chair of the Council of any health conditions or disabilities that may affect their ability to move and handle objects.</p> <p>The Proper Officer or Chair of the Council to carry out individual risk assessments if issues are reported, and if necessary, tasks will be revised or restricted until further advice has been sought from an Occupational Health Specialist has been obtained.</p> <p>Employees should use good practice techniques such as:</p> <ul style="list-style-type: none"> <li>• Using a trolley to move large or multiple loads.</li> <li>• Breaking down the load into smaller loads.</li> <li>• Get assistance with doors.</li> <li>• Adopt a team lift for heavier objects.</li> <li>• Consider if PPE is required.</li> </ul> <p>Employees to report hazards or if accidents or incidents occur.</p>	 <p>Likelihood: 3</p> <p>Severity: 2</p> <p>Risks: 3 x 2 = 6</p> <p>Low</p>	Yes		

<b>Print Name:</b>	Michael Lewis	<b>Signature:</b>		<b>Date:</b>	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
<b>Likelihood of Occurrence</b>	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
<b>Severity of injury</b>	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25


## TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Moving Work Equipment & Loads Between Sites (Mobile Workforce)	Carried out by	ML	Date:	April 2026	Sheet 2 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks	
Occasional lifting and carrying of boxes, files, stationery and small equipment between sites and work locations.  Moving and handling small items of work equipment, e.g.: laptops, other IT equipment and bags, etc.  Possible risks of: <ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Injuries to feet from falling objects.</li> <li>• Cuts and bruises.</li> <li>• Falls related injuries.</li> <li>• Fatigue.</li> </ul>	Employees  Councillors  Volunteers	Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1.	 Likelihood: 3 Severity: 2 Risks: 3 x 2 = 6 Low	Mostly yes	Toft Newton Parish Council should consider purchasing a foldable trolley for the Proper Officer to use when moving files and equipment between sites.	

<b>Print Name:</b>	Michael Lewis	<b>Signature:</b>		<b>Date:</b>	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
<b>Likelihood of Occurrence</b>	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
<b>Severity of injury</b>	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25


# TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

Area / Activities / Task / Operation	Pushing and pulling loads, with associated lifting.		Carried out by	Michael Lewis	Date:	April 2026	Sheet 3 of 4
Hazards	Who might be harmed	Existing Controls (Or proposed controls in the case of a new activity)	*Risk rating with existing or proposed controls	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks		
Occasional lifting and carrying loads to be moved using a wheelbarrow or trolley.  Pushing and pulling of a wheelbarrow, sack barrow, trolley or flat bed.  Moving wheeled bins.  Possible risks of: <ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Injuries to feet from falling objects.</li> <li>• Contact injuries.</li> <li>• Cuts and bruises.</li> <li>• Falls related injuries.</li> <li>• Fatigue.</li> </ul>	Employees  Councillors  Volunteers	Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1.  Manual Handling training to be arranged for all employees who undertake Manual Handling as part of their job role.  Employees are to follow good pushing / pulling techniques.  It is important to: <ul style="list-style-type: none"> <li>• Check that all trolleys to be used are in good working order.</li> <li>• Check the weight of each object to be moved prior to moving.</li> <li>• Ensure the load is not hot, sharp, damaged, etc., and take appropriate action if it is.</li> <li>• Get assistance with doors.</li> <li>• Check to environment / weather.</li> <li>• Break the task down into smaller tasks.</li> <li>• Wear appropriate footwear, use PPE if needed.</li> </ul> Employees to report hazards or if accidents or incidents occur.	  Likelihood: 3  Severity: 2  Risks: 3 x 2 = 6  Low	Yes	Lincolnshire Association of Local Councils (LALC) offer a Manual Handling eLearning training course in conjunction with nimble, at a cost of £25.00 each.		

<b>Print Name:</b>	Michael Lewis	<b>Signature:</b>		<b>Date:</b>	23-04-2026
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	Likelihood of Occurrence x Severity of Harm = RRS	*Risk Rating Score (RRS)				
<b>Likelihood of Occurrence</b>	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	Very Low	Low	Medium	High	Very High
<b>Severity of injury</b>	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	1-5	5-10	10-15	15-20	20-25

# TOFT NEWTON PARISH COUNCIL – Manual Handling Risk Assessment

<b>Area / Activities / Task / Operation</b>	Using tools for weeding, spreading rock salt (grit), play bark, soil, sand or pea gravel, etc, plus the use of hand tools.		<b>Carried out by</b>	ML	<b>Date:</b>	April 2026	Sheet 4 of 4
<b>Hazards</b>	<b>Who might be harmed</b>	<b>Existing Controls (Or proposed controls in the case of a new activity)</b>	<b>*Risk rating with existing or proposed controls</b>		<b>Are risks adequately controlled Yes/No</b>	<b>If No, what further actions are required to reduce the risks</b>	
<p>Use of various gardening tools for the purposes of weeding the play area, the patio, the footpath and car park around the Village Hall, also for the use of spreading rock salt, play bark, soil, sand or pea gravel.</p> <p>Use of various hand tools for maintenance of the play equipment.</p> <p>Possible risks of:</p> <ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Injuries to feet from falling objects.</li> <li>• Contact injuries.</li> <li>• Cuts and bruises.</li> <li>• Falls related injuries.</li> <li>• Fatigue.</li> </ul>	<p>Employees</p> <p>Councillors</p> <p>Volunteers</p>	<p>Controls as for Moving and Handling Loads and Objects in Offices (including Home Offices), see page 1, and Pushing and pulling loads, with associated lifting, see page 3.</p> <p>Employees to report hazards or if accidents or incidents occur.</p>	 <p>Likelihood: 3</p> <p>Severity: 2</p> <p>Risks: 3 x 2 = 6</p> <p>Low</p>		Yes		

<b>Print Name:</b>	Michael Lewis	<b>Signature:</b>		<b>Date:</b>	23-04-2026
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	<b>Likelihood of Occurrence x Severity of Harm = RRS</b>	<b>*Risk Rating Score (RRS)</b>				
<b>Likelihood of Occurrence</b>	1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain	<b>Very Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very High</b>
<b>Severity of injury</b>	1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic	<b>1-5</b>	<b>5-10</b>	<b>10-15</b>	<b>15-20</b>	<b>20-25</b>










# COSHH Assessment Form

<b>Completed by:</b>	Michael Lewis	<b>Date:</b>	22/04/2026
<b>Product Name:</b>	One Line Marking Paint		
<b>Manufacturer / Supplier:</b>	One Stop Group Limited T/A One Stop Sourcing and Solutions		

## SUBSTANCE DETAILS

<b>Location of use:</b>	Playing field, football field, car park		
<b>Persons at risk:</b>	Employees / Volunteers <input checked="" type="checkbox"/>	Members of the public <input checked="" type="checkbox"/>	
<b>Hazardous Substance(s) involved:</b>	Acetone		

### Classification (select all applicable categories)

	<input type="checkbox"/>	Very toxic		<input type="checkbox"/>	Sensitising		<input type="checkbox"/>	Gas under pressure
	<input checked="" type="checkbox"/>	Harmful		<input checked="" type="checkbox"/>	Flammable		<input type="checkbox"/>	Danger to the Environment
	<input type="checkbox"/>	Corrosive		<input type="checkbox"/>	Explosive		<input type="checkbox"/>	Oxidising

**Hazard Phrases:**

- Extremely flammable aerosol. Pressurised container. May burst if heated.
- Causes serious eye irritation.
- May cause drowsiness or dizziness.

**Physical form:** (select applicable category)

Gas  Vapour  Aerosol  Fume  Dust  Liquid  Solid

### Route of Exposure: (select all applicable categories)









Inhalation  Skin contact  Eye contact  Ingestion/swallowed

<b>What is the substance used for:</b>	Line painting on the field or car park.		
<b>How is the substance used:</b>	Sprayed.		
<b>Frequency and duration of each use:</b>	Use in short sprays	<b>Amount used at each application:</b>	Varies

### Workplace Exposure Limits (WELs):

<b>Long-term exposure level (8hrTWA):</b> <ul style="list-style-type: none"> <li>As per the official data sheet – see page 4 section 8.</li> </ul>	<b>Short-term exposure level (15 mins):</b> <ul style="list-style-type: none"> <li>As per the official data sheet – see page 4 section 8.</li> </ul>
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## CONTROL MEASURES

Could a less hazardous substance be used to do the same job? ( <i>Contact supplier if unsure</i> )		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>What controls are required for this substance, other than Personal Protective Equipment (PPE)?</b>			
None			
<b>Precautionary Statements / Safety Phrases:</b>			
Use with caution.			
Is health surveillance or monitoring required? ( <i>If yes, state type</i> )		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Personal Protective Equipment</b> ( <i>State type and standard required</i> )			
 Dust mask		 Visor	
 Respirator		 Goggles	Safety glasses with side shields (EN 166).
 Gloves	The glove material has to be impermeable and resistant to the product.	 Overalls	
 Footwear		 Other	
<b>OTHER ARRANGEMENTS</b>			
<b><u>First Aid Measures</u></b>			
<b>Eye contact</b>	Rinse immediately with plenty of water, also rinse under the eyelids for at least 15 minutes. Get medical attention.		
<b>Ingestion</b>	Call 999 immediately. May cause nausea and discomfort.		
<b>Inhalation</b>	Move patient to fresh air, if symptoms persist consult a doctor.		
<b>Skin contact</b>	Immediately wash with water and soap, rinse thoroughly. If skin irritation persists consult a doctor.		
<b><u>Storage</u></b>			
Avoid contamination with other products. Ensure the container is stored closed. Protect from heat and direct sunlight. Protect from humidity and water.			
<b><u>Disposal of Substances &amp; Contaminated Containers</u></b> ( <i>select applicable category</i> )			










Hazardous Waste <input type="checkbox"/> General Waste <input checked="" type="checkbox"/> Return to Supplier <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
(If Other Please State): Aerosol cans can be recycled via the blue waste bins and will be collected by West Lindsey District Council on their regular collection days.			
<b><u>Emergency Considerations:</u></b>			
<b>Fire:</b>	Extinguish the fire using a CO2 or Dry powder extinguisher. Use sand or soil.		
<b>Spillage:</b>			
<b>RISK RATING FOLLOWING CONTROL MEASURES</b>			
	High <input type="checkbox"/> Annual Review	Medium <input type="checkbox"/> 3 year review	Low <input checked="" type="checkbox"/> 5 year review

The Manufacturers' Safety Data Sheet contains further information and is therefore stored with the original copy of this assessment in the policies folder, under the COSHH Assessments tab.

## COSHH Assessment Form

A copy of the current safety data sheet will be required to complete this form. These can be obtained from the supplier or manufacturer.

<b>Completed by:</b>	Michael Lewis	<b>Date:</b>	22/04/2026
<b>Product Name:</b>	Plasti-Kote Gloss Super Spray Paint (Royal Blue)		
<b>Manufacturer / Supplier:</b>	European Aerosols B.V.		

SUBSTANCE DETAILS								
<b>Location of use:</b>	The Shelter							
<b>Persons at risk:</b>	Employees / Volunteers <input checked="" type="checkbox"/>			Members of the public <input checked="" type="checkbox"/>				
<b>Hazardous Substance(s) involved:</b>	<ul style="list-style-type: none"> <li>• Acetone</li> <li>• Propane</li> <li>• Hydrocarbons C9-C11, n-alkanes, cyclics, &lt;2% aromatics</li> <li>• Butane</li> <li>• Isobutane</li> <li>• Titanium Dioxide</li> <li>• Strontium 11 2-ethylhexanoate</li> </ul>							
<b>Classification</b> (select all applicable categories)								
	<input type="checkbox"/>	Very toxic		<input type="checkbox"/>	Sensitising		<input type="checkbox"/>	Gas under pressure
	<input checked="" type="checkbox"/>	Harmful		<input checked="" type="checkbox"/>	Flammable		<input type="checkbox"/>	Danger to the Environment
	<input type="checkbox"/>	Corrosive		<input type="checkbox"/>	Explosive		<input type="checkbox"/>	Oxidising
<b>Hazard Phrases:</b>								
<ul style="list-style-type: none"> <li>• Extremely flammable aerosol. Pressurised container. May burst if heated.</li> <li>• Causes serious eye irritation.</li> <li>• May cause drowsiness or dizziness.</li> </ul>								
<b>Physical form:</b> (select applicable category)								
Gas <input type="checkbox"/> Vapour <input type="checkbox"/> Aerosol <input checked="" type="checkbox"/> Fume <input type="checkbox"/> Dust <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/>								
<b>Route of Exposure:</b> (select all applicable categories)								
Inhalation <input checked="" type="checkbox"/> Skin contact <input checked="" type="checkbox"/> Eye contact <input checked="" type="checkbox"/> Ingestion/swallowed <input checked="" type="checkbox"/>								
<b>What is the substance used for:</b>	Spray painting over graffiti							
<b>How is the substance used:</b>	Sprayed.							
<b>Frequency and duration of each use:</b>	Use in short sprays			<b>Amount used at each application:</b>	Varies			
<b>Workplace Exposure Limits (WELs):</b>								

Long-term exposure level (8hrTWA): <ul style="list-style-type: none"> <li>As per the official data sheet – see page 4 section 8.</li> </ul>	Short-term exposure level (15 mins): <ul style="list-style-type: none"> <li>As per the official data sheet – see page 4 section 8.</li> </ul>
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**CONTROL MEASURES**

Could a less hazardous substance be used to do the same job? ( <i>Contact supplier if unsure</i> )	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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**What controls are required for this substance, other than Personal Protective Equipment (PPE)?**

None

**Precautionary Statements / Safety Phrases:**  
 Use with caution.

Is health surveillance or monitoring required? ( <i>If yes, state type</i> )	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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**Personal Protective Equipment** (*State type and standard required*)

 Dust mask		 Visor	
 Respirator	In case of brief exposure use a respiratory filter device.	 Goggles	Safety glasses with side shields (EN 166).
 Gloves	The glove material has to be impermeable and resistant to the product.	 Overalls	
 Footwear		 Other	

**OTHER ARRANGEMENTS**

**First Aid Measures**

<b>Eye contact</b>	Rinse immediately with plenty of water, also rinse under the eyelids for at least 15 minutes. Get medical attention.
<b>Ingestion</b>	Call 999 immediately. May cause nausea and discomfort.
<b>Inhalation</b>	Move patient to fresh air, if symptoms persist consult a doctor.
<b>Skin contact</b>	This product should not irritate the skin.

**Storage**

Avoid contamination with other products.  
 Ensure the container is stored closed.  
 Protect from heat and direct sunlight.

Protect from humidity and water.			
<b><u>Disposal of Substances &amp; Contaminated Containers</u></b> <i>(select applicable category)</i>			
Hazardous Waste <input type="checkbox"/>	General Waste <input checked="" type="checkbox"/>	Return to Supplier <input type="checkbox"/>	Other <input checked="" type="checkbox"/>
(If Other Please State): Aerosol cans can be recycled via the blue waste bins and will be collected by West Lindsey District Council on their regular collection days.			
<b><u>Emergency Considerations:</u></b>			
<b>Fire:</b>	Extinguish the fire using a CO2 or Dry powder exteinguisher. Use sand or soil.		
<b>Spillage:</b>			
<b>RISK RATING FOLLOWING CONTROL MEASURES</b>			
High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	
Annual Review	3 year review	5 year review	

The Manufacturers' Safety Data Sheet contains further information and is therefore stored with the original copy of this assessment in the policies folder, under the COSHH Assessments tab.

**Produced by:** Michael Lewis.

**Approved:** 5<sup>th</sup> of May 2026

**Next Review:** May 2027

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<sup>i</sup> The Proper Officer is one of the roles fulfilled by the Parish Council Clerk.

The three distinct roles are:

- **Clerk** who facilitates the management and administration of the Council.
- **Responsible Financial Officer (RFO)** who is responsible for the financial aspects of the Council.
- **Proper Officer** who is the Council's Legal Officer. The Proper Officer ensures meetings and all operations of the Council are compliant, legal, honest and decent.