



**FRAMLINGHAM TOWN COUNCIL RISK ASSESSMENT AND PROCEDURE RECORD (See Guidance for performing and reviewing Risk Assessments)**

**RIGHTS OF WAY WALKS**

Rights of Way, Highways & Lighting Committee – Cllr C Eastwood – November 2021  
 Approved Full Council: 2022/01/06

Topic	Risk Identified	Frequency + Severity = Risk Rating	Management of Risk	Adequate Y/N	Suggested improvements	Action
Traffic	While crossing roads or road walking	1 3 4	Walk leader has mobile phone and basic first aid kit/whistle	Y		Common sense and pre-walk appraisal of risk by walk leader (or other person on their behalf) should ensure no problems.
Surface condition	Slips, trips and falls	2 1 3	Wear appropriate footwear and use stiles / bridges.	Y		
Boundary hedges / ditches	Climbing over /crossing over	1 2 3	Wear appropriate footwear and use stiles / bridges.	Y		
Animals	Dogs, livestock etc.	1 2 3	Awareness, avoid livestock where practicable.	Y		
Hot weather	Dehydration / heat stress	2 1 3	Carry drink	Y		
Severe weather	Storms, snow, heavy rain	1 2 3	Cancel walk	Y		

**A Risk Rating of 5 or more requires further action**

Risk Rating Scores:

Probable Frequency

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common

Severity

1. Trivial injuries
2. Minor injuries
3. Major injury to one person
4. Major injuries to many people
5. Death to one person
6. Multiple deaths



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**SPEED INDICATOR DEVICE (SID)**

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Risk Assessment applies only when it is necessary for volunteers to change the SID. Except in exceptional circumstances, this process should be carried out by a suitably qualified contractor. Currently carried out by the G&P Contractor

Topic	Risk Identified	Frequency + Severity = Risk Rating	Management of Risk	Adequate Y/N	Suggested improvements	Action
Traffic	Collision with Working Party	2 3 5	<p>A minimum of two people to be present when signs are being place or moved or batteries changed, including one person whose role is to watch over the operation observing the oncoming traffic.</p> <p>A charged mobile phone to be available with contact numbers to call for assistance if needed.</p> <p>Any vehicle used for transport to the location to be parked in a safe place. If it is possible to park safely on the road, this can help move passing traffic further away. This is especially important if it is necessary to work from a step or platform.</p> <p>High Visibility clothing to be worn (minimum of long sleeved high visibility jacket) if working on uneven ground, boots with good ankle support to be worn.</p> <p>Work to be performed in daylight hours where reasonably practicable.</p> <p>For locations in close proximity to the road and fast moving traffic, use Warning Triangle to alert oncoming drivers to the presence of the Working Party.</p>	y		
Working at height	Falls	2 3 5	<p>Where it is reasonable to do so, signs shall be mounted at a height which does not require climbing on to any step or platform.</p> <p>Where it is necessary to work off ground, a platform or set of steps should be selected most suited to location. a lean-to ladder is not suitable for this work.</p>	Y	Review experience after a suitable period and review potential improvements (e.g. replace fixed poles	