

CENTRAL SAFETY SECTION RISK ASSESSMENT PROFORMA

Dept: Private Housing and Accessible Homes

Date of Assessment: 11/01/2023

Assessed by: Ian Bowen

Section: Gypsy Roma Traveller Team

Review dates (max 24 months) date one- 10/07/2023

date two- 15/01/2024

Provision of a permanent Gypsy and Traveller site SECTION 1

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below & Risk Rating Matrix Table 2</i>)
Prior to Completion of site construction						
Costs higher than budget:	Project unviable does not proceed or cuts in quality / design	Preferred provider	Minor impact	Partnership with an experienced provider and employ contractors so that build is managed and monitored effectively. Grant agreement before entering contract Ask Homes England for more grant	Possible	Low Risk
Cannot recruit preferred provider in building and managing the site.	Project poorly managed, letting and management of the site including reduced income (rent).	BCC and prospective GRT site residents	Minor impact	Partnership with an experienced provider. Commence procurement of contractor process early.	Possible	Low Risk

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Post Completion of site construction

<p>The development of a new ethnic Gypsy and Traveller Site (consisting of 6 to 8 pitches). This will allow BCC to work towards its requirement set out by the GTAA 2020.</p>	<p>Need, demand, let-ability – cannot let at affordable rents. Loss of rent, voids, Project no longer viable, makes a loss which would impact the ‘preferred provider’.</p>	<p>BCC, site management staff and prospective GRT site residents</p>	<p>Minor impact</p>	<p>High demand already established, help community access lettings</p>	<p>Improbable</p>	<p>No Significant Risk</p>
<p>Management of Traveller site</p>	<p>Contractors not willing to attend site.</p>	<p>Site residents community impact if work not completed beyond site boundary).</p>	<p>Low impact</p>	<p>Appoint experienced management partner to take responsibility for site. Management partner’s contracts will require attendance, and incorporate risk management strategies, e.g. work in pairs. Contractors will be expected to attend Traveller Cultural Awareness training.</p>	<p>Improbable</p>	<p>No Significant Risk</p>
	<p>Impact of uncontrolled/inappropriate pets/animals</p>	<p>Site residents Local community</p>	<p>Minor injury</p>	<p>Appoint experienced management partner to take responsibility for site. Robust Pet/Animal Policy will be in place. Regular site inspections to ensure Policy being adhered to.</p>	<p>Possible</p>	<p>Low Risk</p>

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	Community cohesion adversely affected by presence of Traveller Site, including prejudice against Travellers escalating into ASB.	Site residents	Minor risk	Development process to include public and business consultations Travellers and other stakeholders to be involved in community liaison during development phase. Management partner available to respond to queries/concerns about running of the site.	Possible	Low Risk
	Local services unable to meet specific demands of site residents (e.g. Travellers known to engage less with mainstream education and have lower levels of literacy/numeracy than general population, higher rates of physical disability among Travellers etc).	Site residents Local community	Low risk	Cultural awareness training to be delivered to local services (can be arranged by management partner, BCC or outside agency). Mostly a case of challenging preconceptions	Possible	Low Risk

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	Relationships on site are poor/deteriorate and lead to ASB	Site residents	Minor risk	<p>Robust Allocation Policy drafted by BCC in consultation with management partners.</p> <p>Cultural awareness training incorporates difference between Traveller traditions.</p> <p>Proactive site management based around regular presence on site and proactive development and maintenance of relationships with all residents.</p> <p>Robust ASB Policy in place and enforced.</p> <p>Risk of ASB factored into site design, e.g. institutional design avoided etc.</p>	Possible	Low Risk
	Unauthorised encampments on/around site lead to escalation in ASB	Site residents	Minor risk	<p>Site 'secure by design' e.g. with extractable bollards on pitches etc.</p> <p>Management partner has experience with policies and practices in place relating to unauthorised encampments.</p> <p>Management partner treats residents as partners in maintaining site security.</p> <p>Early involvement of Police Gypsy and Traveller liaison</p>	Possible	Low Risk

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	Aggression directed towards site occupants.	Gypsies and Travellers looking to live on the proposed site.	Minor Injury	<p>Working with relevant BCC teams in engaging local communities and raising awareness about GRT Cultures.</p> <p>Work with local schools and community resource hubs in raising awareness.</p> <p>Continue partnership with SARI and local beat officers in establishing regular surgeries so that prospective site residents can raise concerns and so that they can be tackled effectively.</p>	Possible	Low Risk
	Road traffic hazards for site occupants (especially children) as busy main road adjacent site.	GRT site residents	Serious injury	<p>These issues will be addressed during the site design process. This will include:</p> <ul style="list-style-type: none"> • Directing pedestrian access out of the site • Inclusion on formal crossing point across A4174 	Possible	Medium risk
	Injury from vehicles on site	Any site residents, site management staff, council officers and official or unofficial site visitors	Serious Injury	<p>Site speed limit of 5mph set at all times for all vehicles on site.</p> <p>All living vehicles to be parked with a minimum of 6m space between them; this area becomes designated as a resident's pitch.</p> <p>All other vehicles owned by site residents to be parked within the confines of their pitch only.</p> <p>A Banksman should be used when reversing any large vehicles (ie: larger than a standard family car) and at all times when manoeuvring a towed vehicle.</p>	Possible	Medium Risk

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	Risk of injury from fire	As above	Serious injury	<p>All living vehicles to be parked with a minimum of 6m space between them to provide a fire break. This spacing is in line with the following guidance: Designing Gypsy and Traveller Sites, Good Practice Guide (Department for Communities and Local Government, May 2008).</p> <p>Only two LPG cylinders are permitted for each living vehicle (one in use and one in reserve). These must always remain upright and be placed next to the living vehicle; any such LPG cylinders must be stored in compliance with relevant codes of practice and regulations.</p> <p>No liquid fuels (petrol, diesel, or any other liquid fuel) may be stored anywhere on the Site except within the normal vehicle fuel tanks for immediate road use. Additionally, a maximum of 5 litres of liquid fuel may be stored in a suitably designed container for use in generators.</p> <p>Site residents should not use outdoor fires, fire pits, braziers, chimineas, barbeques or similar</p>	Possible	Medium Risk
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	Risk from lone working	Site management staff, council officers and official or unofficial site visitors	Minor injury	<p>All staff attending sites must ensure that their lone worker training is up to date and their organisations policies around lone working are followed.</p> <p>Lone visits to site should only be carried out after prior agreement with a line manager or member of the workers team. Workers are not to attend sites without another team member knowing. Staff members should contact line manager/team member when their visit is complete.</p> <p>Lone site visits should only be carried out during the normal working week. In the rare instance where a visit has to be carried out outside of normal working hours (including weekends) relevant organisational policies should be followed.</p> <p>Staff must ensure that they have a working, charged mobile phone with them at all times during a lone site visit.</p>	Possible	Low Risk
	Infection from Covid 19	Any site residents, site management staff, council officers and official or unofficial site visitors	Minor injury	The site will be subject to such Government restrictions such as Covid-19, as may be relevant at any given time.	Possible	Low Risk

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Section 2 - ACTION PLAN

<u>What is the Hazard You Need to Control ?</u>	<u>What Additional Precautions do You Need to Either Eliminate the Risks or to Reduce the Risk to:</u> at Least the MEDIUM RISK RATING or Ideally the LOW RISK RATING .	<u>Who is Responsible For Implementing These Controls?</u>	<u>When Are These Controls to be Implemented (Date)?</u>	<u>When Were These Controls Implemented (Date)?</u>
	The above stated risks are all provisional prior to any agreement on a new permanent Gypsy Traveller site being established. Once a new site has been agreed, we will need to develop a more detailed risk assessment that can be combined with an action plan that can only be done when we have a more rounded understanding of how a new site has been designed and planned.			

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RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)
Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

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Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	The risk is no more than is to be encountered in normal every day life.

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