

PORLOCK PARISH COUNCIL

Task Risk Assessments – Wooden Village Benches



Date: 03 July 2026

Author: Administration Officer

Following the Annual Asset Reviews, it has been identified that the wooden benches in the village require sanding down and oiling to extend their life, stop the wood splitting and improve their appearance.

Options	Advantages	Disadvantages
Option 1: Caretaker undertakes this work with power tools	• Likely cheaper than Option 3 & 4	• Time consuming (approx. 11 hours per bench) • Must be done in situ so weather dependant • OneStop bench will require a traffic order, as the pavement will need to be closed
Option 2: Caretaker undertakes this work sanding by hand	• Likely cheaper than Option 3 & 4 • Hand-sanding was noted as the preference by some Cllrs	• More time consuming than with an electrical sander • Must be done in situ so weather dependant • OneStop bench will require a traffic order, as the pavement will need to be closed
Option 3: A contractor removes the benches, strips/sands and oils before refixing	• Allows the OneStop bench to be attended to safely and without affecting traffic on the road • Considerably quicker	• Likely the most expensive
Option 4: A contractor removes and attends to only the OneStop bench and the rest are completed under Option 1 or 2	• Allows the OneStop bench to be attended to safely and without affecting traffic on the road • The OneStop bench will be dealt with quickly	• Time consuming for all other benches • Must be done in situ so weather dependant

Risk Assessment

Last Updated: 08/06/2026

		Impact				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain (>1 in 10) 5	Medium 5	High 10	Extreme 15	Catastrophic 20	Catastrophic 25
	Likely (1 in 20) 4	Low 4	Medium 8	High 12	Extreme 16	Catastrophic 20
	Occasional (1 in 200) 3	Low 3	Medium 6	High 9	High 12	Extreme 15
	Unlikely (1 in 2000) 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare (<1 in 10000) 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Risk Assessment Number:	RAT 2026/001
Activity:	Bench remedial work
Location:	Outside Onestop
Assessment by:	Andy Bamber
Approved by:	

#	Activity/Operation	Hazard Identified	LIKELIHOOD	Impact of Risk	IMPACT	RISK SCORE	Recommended Actions	Action By	LIKELIHOOD AFTER ACTION	IMPACT AFTER ACTION	Final Risk Score
1	Example		2		5	10			2	2	4
2	Sand bench to remove varnish	Dust from sanding	4	Moderate	3	12	Clean up peridically, PPE	AB	2	2	4
3		Slips Trips and falls	3	Moderate	3	9	Clean up peridically, PPE	AB	2	2	4
4		Obstruction from equipment	3	Moderate	3	9	All equipment to be stored safely when not in use. Equipment to be used correctly. Rubbish to be cleaned up to prevent hazard. Only relevant equipment to be on site.	AB	2	2	4
5		Chemical stripping	2	Major	4	8	Wear PPE, Chemicals to be stored when not in use. Small area to be worked on at a time	AB	2	3	6
6		Worksite disturbed by unknown persons	3	Minor	4	12	Restrict access to worksite, barrier off are to be used for work.	AB	2	3	6
7		Hand tools	3	Moderate	4	12	Use appropriate tools, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE	AB	2	2	4
8		Weather disruption.	3	Moderate	3	9	Work to be carried out if weather permitting. If weather stops work once started, site to be made safe till weather improves.	AB	3	2	6
9		Work requires breaks due to process	4	Moderate	3	12	Area to be made safe when work has to be halted. Barriers and tape to prevent accidental access to work area. All equipment and tooling removed from site.	AB	4	2	8
10		Battery power tools	3	Major	4	12	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used.	AB	3	3	9
11		Mains power tools	3	Major	4	6	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used	AB	3	3	6
12	Oil treatment	Treat with Dutch Oil	2	Moderate	3	6	Dutch oil is oil based and cleaned with appropriate brush cleaner. Dutch oil to be Stored when not in use. PPE to be	AB	2	3	6
13		Spills	2	Moderate	3	4	Oil and brush cleaner to be used carefully and kept securley locked when not in use. Spills to be cleaned up straight	AB	2	3	4
14		Worksite disturbed by unknown persons	2	Minor	2	4	Wet paint signs to be displayed, area to be taped off	AB	2	2	4
15		Clear up	2	Minor	2	4	Rubbish to be cleaned up to prevent hazard. All refuse to be displosed correctly into the correct bins. Area to be	AB	2	2	4
16		Tools	2	Minor	2	4	Equipment to be used correctly. All equipment to be stored safely when not in use. Only relevant equipment to be on site.	AB	2	2	4
17		COSHH	2	Minor	2	-	Dutch oil data sheet checked and ok to use. Brush cleaner data sheet checked and ok to use.. Dutch oil and brush	AB	2	2	4

Risk Assessment

Last Updated: 08/06/2026

		Impact				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain (>1 in 10) 5	Medium 5	High 10	Extreme 15	Catastrophic 20	Catastrophic 25
	Likely (1 in 20) 4	Low 4	Medium 8	High 12	Extreme 16	Catastrophic 20
	Occasional (1 in 200) 3	Low 3	Medium 6	High 9	High 12	Extreme 15
	Unlikely (1 in 2000) 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare (<1 in 10000) 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Risk Assessment Number:	RAT 2026/002
Activity:	Bench remedial work
Location:	Churchyard
Assessment by:	Andy Bamber
Approved by:	

#	Activity/Operation	Hazard Identified	LIKELIHOOD	Impact of Risk	IMPACT	RISK SCORE	Recommended Actions	Action By	LIKELIHOOD AFTER ACTION	IMPACT AFTER ACTION	Final Risk Score
1	Example		2		5	10			2	2	4
2	Sand bench to remove varnish	Dust from sanding	4	Moderate	3	12	Clean up peridically, PPE	AB	2	2	4
3		Slips Trips and falls	3	Moderate	3	9	Clean up peridically, PPE	AB	2	2	4
4		Obstruction from equipment	3	Moderate	3	9	All equipment to be stored safely when not in use. Equipment to be used correctly. Rubbish to be cleaned up to prevent hazard. Only relevant equipment to be on site.	AB	2	2	4
5		Chemical stripping	2	Major	4	8	Wear PPE, Chemicals to be stored when not in use. Small area to be worked on at a time	AB	2	3	6
6		Worksite disturbed by unknown persons	3	Minor	4	12	Restrict access to worksite, barrier off are to be used for work.	AB	2	3	6
7		Hand tools	3	Moderate	4	12	Use appropriate tools, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE	AB	2	2	4
8		Weather disruption.	3	Moderate	3	9	Work to be carried out if weather permitting. If weather stops work once started, site to be made safe till weather improves.	AB	3	2	6
9		Work requires breaks due to process	4	Moderate	3	12	Area to be made safe when work has to be halted. Barriers and tape to prevent accidental access to work area. All equipment and tooling removed from site.	AB	4	2	8
10		Battery power tools	3	Major	4	12	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used.	AB	3	3	9
11		Mains power tools	3	Major	4	6	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used	AB	3	3	6
12	Oil treatment	Treat with Dutch Oil	2	Moderate	3	6	Dutch oil is oil based and cleaned with appropriate brush cleaner. Dutch oil to be Stored when not in use. PPE to be	AB	2	3	6
13		Spills	2	Moderate	3	4	Oil and brush cleaner to be used carefully and kept securley locked when not in use. Spills to be cleaned up straight	AB	2	3	4
14		Worksite disturbed by unknown persons	2	Minor	2	4	Wet paint signs to be displayed, area to be taped off	AB	2	2	4
15		Clear up	2	Minor	2	4	Rubbish to be cleaned up to prevent hazard. All refuse to be displosed correctly into the correct bins. Area to be	AB	2	2	4
16		Tools	2	Minor	2	4	Equipment to be used correctly. All equipment to be stored safely when not in use. Only relevant equipment to be on site.	AB	2	2	4
17		COSHH	2	Minor	2	-	Dutch oil data sheet checked and ok to use. Brush cleaner data sheet checked and ok to use.. Dutch oil and brush	AB	2	2	4

Risk Assessment

Last Updated: 08/06/2026

		Impact →				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood ↑	Almost Certain (>1 in 10) 5	Medium 5	High 10	Extreme 15	Catastrophic 20	Catastrophic 25
	Likely (1 in 20) 4	Low 4	Medium 8	High 12	Extreme 16	Catastrophic 20
	Occasional (1 in 200) 3	Low 3	Medium 6	High 9	High 12	Extreme 15
	Unlikely (1 in 2000) 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare (<1 in 10000) 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Risk Assessment Number:	RAT 2026/003
Activity:	Bench remedial work
Location:	OSC benches
Assessment by:	Andy Bamber
Approved by:	

#	Activity/Operation	Hazard Identified	LIKELIHOOD	Impact of Risk	IMPACT	RISK SCORE	Recommended Actions	Action By	LIKELIHOOD AFTER ACTION	IMPACT AFTER ACTION	Final Risk Score
1	Example		2		5	10			2	2	4
2	Sand bench to remove varnish	Dust from sanding	4	Moderate	3	12	Clean up peridically, PPE	AB	2	2	4
3		Slips Trips and falls	3	Moderate	3	9	Clean up peridically, PPE	AB	2	2	4
4		Obstruction from equipment	3	Moderate	3	9	All equipment to be stored safely when not in use. Equipment to be used correctly. Rubbish to be cleaned up to prevent hazard. Only relevant equipment to be on site.	AB	2	2	4
5		Chemical stripping	2	Major	4	8	Wear PPE, Chemicals to be stored when not in use. Small area to be worked on at a time	AB	2	3	6
6		Worksite disturbed by unknown persons	3	Minor	4	12	Restrict access to worksite, barrier off are to be used for work.	AB	2	3	6
7		Hand tools	3	Moderate	4	12	Use appropriate tools, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE	AB	2	2	4
8		Weather disruption.	3	Moderate	3	9	Work to be carried out if weather permitting. If weather stops work once started, site to be made safe till weather improves.	AB	3	2	6
9		Work requires breaks due to process	4	Moderate	3	12	Area to be made safe when work has to be halted. Barriers and tape to prevent accidental access to work area. All equipment and tooling removed from site.	AB	4	2	8
10		Battery power tools	3	Major	4	12	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used.	AB	3	3	9
11		Mains power tools	3	Major	4	6	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used	AB	3	3	6
12	Oil treatment	Treat with Dutch Oil	2	Moderate	3	6	Dutch oil is oil based and cleaned with appropriate brush cleaner. Dutch oil to be Stored when not in use. PPE to be	AB	2	3	6
13		Spills	2	Moderate	3	4	Oil and brush cleaner to be used carefully and kept securley locked when not in use. Spills to be cleaned up straight	AB	2	3	4
14		Worksite disturbed by unknown persons	2	Minor	2	4	Wet paint signs to be displayed, area to be taped off	AB	2	2	4
15		Clear up	2	Minor	2	4	Rubbish to be cleaned up to prevent hazard. All refuse to be displosed correctly into the correct bins. Area to be	AB	2	2	4
16		Tools	2	Minor	2	4	Equipment to be used correctly. All equipment to be stored safely when not in use. Only relevant equipment to be on site.	AB	2	2	4
17		COSHH	2	Minor	2	-	Dutch oil data sheet checked and ok to use. Brush cleaner data sheet checked and ok to use.. Dutch oil and brush	AB	2	2	4

Risk Assessment

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		Impact →				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood ↑	Almost Certain (>1 in 10) 5	Medium 5	High 10	Extreme 15	Catastrophic 20	Catastrophic 25
	Likely (1 in 20) 4	Low 4	Medium 8	High 12	Extreme 16	Catastrophic 20
	Occasional (1 in 200) 3	Low 3	Medium 6	High 9	High 12	Extreme 15
	Unlikely (1 in 2000) 2	Very Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare (<1 in 10000) 1	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Risk Assessment Number:	RAT 2026/004
Activity:	Bench remedial work
Location:	Hawkcombe Bench
Assessment by:	Andy Bamber
Approved by:	

#	Activity/Operation	Hazard Identified	LIKELIHOOD	Impact of Risk	IMPACT	RISK SCORE	Recommended Actions	Action By	LIKELIHOOD AFTER ACTION	IMPACT AFTER ACTION	Final Risk Score
1	Example		2		5	10			2	2	4
2	Sand bench to remove varnish	Dust from sanding	4	Moderate	3	12	Clean up peridically, PPE	AB	2	2	4
3		Slips Trips and falls	3	Moderate	3	9	Clean up peridically, PPE	AB	2	2	4
4		Obstruction from equipment	3	Moderate	3	9	All equipment to be stored safely when not in use. Equipment to be used correctly. Rubbish to be cleaned up to prevent hazard. Only relevant equipment to be on site.	AB	2	2	4
5		Chemical stripping	2	Major	4	8	Wear PPE, Chemicals to be stored when not in use. Small area to be worked on at a time	AB	2	3	6
6		Worksite disturbed by unknown persons	3	Minor	4	12	Restrict access to worksite, barrier off are to be used for work.	AB	2	3	6
7		Hand tools	3	Moderate	4	12	Use appropriate tools, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE	AB	2	2	4
8		Weather disruption.	3	Moderate	3	9	Work to be carried out if weather permitting. If weather stops work once started, site to be made safe till weather improves.	AB	3	2	6
9		Work requires breaks due to process	4	Moderate	3	12	Area to be made safe when work has to be halted. Barriers and tape to prevent accidental access to work area. All equipment and tooling removed from site.	AB	4	2	8
10		Battery power tools	3	Major	4	12	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used.	AB	3	3	9
11		Mains power tools	3	Major	4	6	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used	AB	3	3	6
12	Oil treatment	Treat with Dutch Oil	2	Moderate	3	6	Dutch oil is oil based and cleaned with appropriate brush cleaner. Dutch oil to be Stored when not in use. PPE to be	AB	2	3	6
13		Spills	2	Moderate	3	4	Oil and brush cleaner to be used carefully and kept securley locked when not in use. Spills to be cleaned up straight	AB	2	3	4
14		Worksite disturbed by unknown persons	2	Minor	2	4	Wet paint signs to be displayed, area to be taped off	AB	2	2	4
15		Clear up	2	Minor	2	4	Rubbish to be cleaned up to prevent hazard. All refuse to be displosed correctly into the correct bins. Area to be	AB	2	2	4
16		Tools	2	Minor	2	4	Equipment to be used correctly. All equipment to be stored safely when not in use. Only relevant equipment to be on site.	AB	2	2	4
17		COSHH	2	Minor	2	-	Dutch oil data sheet checked and ok to use. Brush cleaner data sheet checked and ok to use.. Dutch oil and brush	AB	2	2	4

Risk Assessment

Last Updated: 08/06/2026

		Impact				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain (>1 in 10)	5 Medium	10 High	15 Extreme	20 Catastrophic	25 Catastrophic
	Likely (1 in 20)	4 Low	8 Medium	12 High	16 Extreme	20 Catastrophic
	Occasional (1 in 200)	3 Low	6 Medium	9 High	12 High	15 Extreme
	Unlikely (1 in 2000)	2 Very Low	4 Low	6 Medium	8 Medium	10 High
	Rare (<1 in 10000)	1 Very Low	2 Very Low	3 Low	4 Low	5 Medium

Risk Assessment Number:	RAT 2026/006
Activity:	Bench slat painting work
Location:	Meadowhayes bench
Assessment by:	Andy Bamber
Approved by:	

#	Activity/Operation	Hazard Identified	LIKELIHOOD	Impact of Risk	IMPACT	RISK SCORE	Recommended Actions	Action By	LIKELIHOOD AFTER ACTION	IMPACT AFTER ACTION	Final Risk Score
1	Example		2		5	10			2	2	4
2	Sand bench to smooth replacement slat	Dust from sanding	4	Moderate	3	12	Clean up periodically, PPE	AB	2	2	4
3		Slips Trips and falls	3	Moderate	3	9	Clean up periodically, PPE	AB	2	2	4
4		Obstruction from equipment	3	Moderate	3	9	All equipment to be stored safely when not in use. Equipment to be used correctly. Rubbish to be cleaned up to prevent hazard. Only relevant equipment to be on site.	AB	2	2	4
5		Chemical stripping	2	Major	4	8	Wear PPE, Chemicals to be stored when not in use. Small area to be worked on at a time	AB	2	3	6
6		Worksite disturbed by unknown persons	3	Minor	4	12	Restrict access to worksite, barrier off are to be used for work.	AB	2	3	6
7		Hand tools	3	Moderate	4	12	Use appropriate tools, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE	AB	2	2	4
8		Weather disruption.	3	Moderate	3	9	Work to be carried out if weather permitting. If weather stops work once started, site to be made safe till weather improves.	AB	3	2	6
9		Work requires breaks due to process	4	Moderate	3	12	Area to be made safe when work has to be halted. Barriers and tape to prevent accidental access to work area. All equipment and tooling removed from site.	AB	4	2	8
10		Battery power tools	3	Major	4	12	Use appropriate tools for task, all tools to be fit for use and purpose and Stored when not in use. Defective tools to be removed. PPE to be used.	AB	3	3	9
11	Prime and paint replacement slat	Primer and Paint	2	Moderate	3	6	Primer and Paint is Acrylic based and cleaned with soapy water. Primer and paint to be Stored when not in use. PPE to be used	AB	2	3	6
12		Spills	2	Minor	2	4	Spills to be cleaned up straight away. Eyes to be flushed with clean water if required.	AB	2	2	4
13		Worksite disturbed by unknown persons	2	Minor	2	4	Wet paint signs to be displayed, area to be taped off	AB	2	2	4
14		Clear up	2	Minor	2	4	Rubbish to be cleaned up to prevent hazard. All refuse to be displosed correctly into the correct bins. Area to be reinstated for civil use.	AB	2	2	4
15		Tools	2	Minor	2	4	Equipment to be used correctly. All equipment to be stored safely when not in use. Only relevant equipment to be on site.	AB	2	2	4
16		COSHH	2	Minor	2	4	Primer and Paint data sheet checked and ok to use. Primer and paint is Acrylic based and cleaned with soapy water. Primer and paint to be Stored when not in use. PPE to be used.	AB	2	2	4