

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY OCTOBER 13TH 2026

Item 9 – To receive and approve a report on maintenance of the Winsor Road Telephone Box

Background

The door to the phone box in the layby at Winsor Road has recently been repaired and there has been vandalism to other parts of the frame. Thus, the frame requires a fresh coat of paint.

To Note

A risk assessment as shown in Appendix A

To approve

1. Costs
 - a. Purchase of rust remover, sandpaper; paint brushes; exterior decorators caulk; face masks and gloves (circa £50)
 - b. Purchase of exterior primer coat (circa £40)
 - c. Purchase of Pillar Box Red 10-year Exterior Gloss (circa £60).TOTAL COST £150 EX VAT (Covered within 2026/27) Phone Box Maintenance budget
2. Agreement for a Parish Councillor to undertake the painting activity.

Cllr. Sherri Johnstone
September 23rd 2026

Risk assessment

Copythorne Parish Council - Assessment carried out by: Cllr Sherri Johnstone

Date assessment was carried out: 23rd September 2026

Activity - Painting Phone box at Winsor Road Layby

What are the hazards?	Risk	Risk Rating	Actions to reduce risk	Risk rating with controls in place
Slips and Trips	Physical Injury	L	- Good lighting - No trailing leads or cables. - Walkways and paths clear of obstructions. - Areas of uneven ground highlighted	L
Fire	Burns	L	- Fire Exits signs and exit routes kept clear - Fire fighting equipment including extinguishers - Electric heaters and fans switched off after use	L
Hand held/Power Tools	Physical Injury, Cuts, burns, electric shocks	L	- Ensure everyone is experienced with the tools they use. - On site risks considered before usage - wear PPE as required	L
Hazardous Substances	Injuries due to inhalation, touch or ingestion	M	- Minimal chemical usage - All containers clearly marked with information labels - wear PPE as required	L
Manual Handling	Back Injury Trips or slips due to reduction in visibility	L	- Manual Handling Training - Use of a trolley for heavy or bulky loads when possible - Separate large loads into smaller loads where possible	L
Working at Height	Falls leading to injuries	L	- Working at Height Training - Use of ladder with handrails where possible - Ladder work undertaken with a second person present	L

APPENDIX A

What are the hazards?	Risk	Risk Rating	Actions to reduce risk	Risk rating with controls in place
Lone Working	Injury or illness whilst alone. Aggressive situation with member of the public	L	- Another person always aware of an individual's plans and whereabouts. - Mobile phone available where possible.	L
Electrical	Electrocution and burns. Fires	L	- Defective equipment including plugs and sockets taken out of use immediately. - Extension Leads used as a temporary measure only	L
Traffic	Physical Injury - Collision with vehicles	L	-Keep away from roads and traffic -Wear reflective jackets to increase visibility	L