

Christow Parish Council - Risk Assessment

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Risk Assessment Open Spaces

Layne Field Play Area

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Paths – slips/trips	Public/Employees	Low	Visual inspections by grounds man, PC members encouraged to report slip/trip hazards to clerk. Prompt response to observed hazards. Damage repaired as soon as practical, or immediately if a serious H & S hazard. Quarterly inspection by PC. Main footpaths gritted in icy conditions. Leaves swept.	Path from upper play area to middle - slippery either reseed or eco decks fitted to improve the surface for walking	
Grass areas -	Public/Employees	Low	Grass areas inspected when grass is cut and holes potholes back filled. Any reports from PC members or members of public responded to quickly.		
Trees – falling branches, tree falling.	Damage to people or property.	Low	Regular inspection by arboriculturist-record kept. Annual programme of maintenance. Grounds man keeps eyes open and reports any signs of damage. PC members/public encouraged to report damaged trees.		
Fixed furniture Benches, dog and litter bins	Injury to public	Low	Benches are bolted to the ground. Visual checks by grounds man. Any reported damage repaired promptly. Quarterly check by PC member. Litter and dog bins firmly fixed and inspected. All bins emptied regularly.		
Posts/markers/ low fences	Possible risk of falling object injuring public/employees. Trip hazards.	Low	Ensure all objects are firmly fixed. (Specific procedures for headstones). Quarterly check by PC member.		
Walls/fences	Injury to public/employees due to poor	Low	Visual checks by grounds man. PC aware. Public know how to report		

	maintenance.		defects. Quarterly inspection by PC member. Rapid response when repairs need doing.		
Gates	Injury to public/ employees. Especially hand/finger injury if catches faulty.	Low	Gates checked quarterly by PC member, specifically at catches/latches/padlocks. Grounds man carries out visual checks. Public know how to report faults. Rapid response to repairs.		
Darkness	Trips/falls	Low	Ensure lighting on all well used paths/areas is in working order and visible. Ensure public know how to report lights not in working order. Rapid response to reported faults. PC members to check car park at PC meetings after dark.		
Dog Fouling	Public/employees	Low	Grounds man to be aware. Ensure public know how to report incidents. Rapid response to clearing up dog mess on paths, and other well-frequented places. Educate public through articles in local magazine and clear signs in the areas concerned.		
Drug Use	Injury to public/ employees from sharps.	Low	Employees and contractors advised of safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		

Recreation Field

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Paths – slips/trips	Public/Employees	Low	Visual inspections by grounds man, PC members encouraged to report slip/trip hazards to clerk. Prompt response to		

			observed hazards. Damage repaired as soon as practical, or immediately if a serious H & S hazard. Quarterly inspection by PC. Main footpaths gritted in icy conditions. Leaves swept.		
Grass areas -	Public/Employees	Low	Grass areas inspected when grass is cut and holes potholes back filled. Any reports from PC members or members of public responded to quickly.		
Trees – falling branches, tree falling.	Damage to people or property.	Low	Regular inspection by arboriculturist-record kept. Annual programme of maintenance. Grounds man keeps eyes open and reports any signs of damage. PC members/public encouraged to report damaged trees.		
Fixed furniture Benches, dog and litter bins	Injury to public	Low	Benches are bolted to the ground. Visual checks by grounds man. Any reported damage repaired promptly. Quarterly check by PC member. Litter and dog bins firmly fixed and inspected. All bins emptied regularly.		
Posts/markers/ low fences etc.	Possible risk of falling object injuring public/ employees. Trip hazards.	Low	Ensure all objects are firmly fixed. (Specific procedures for headstones). Quarterly check by PC member.		
Walls/fences	Injury to public/ employees due to poor maintenance.	Low	Visual checks by grounds man. PC aware. Public know how to report defects. Quarterly inspection by PC member. Rapid response when repairs need doing.		
Gates	Injury to public/ employees. Especially hand/finger injury if catches faulty.	Low	Gates checked quarterly by PC member, specifically at catches/latches/padlocks. Grounds man carries out visual checks. Public know how to report faults. Rapid response to repairs.		
Darkness	Trips/falls	Low	Ensure lighting on all well used paths/areas is in working order and visible. Ensure public know how to report lights		

			not in working order. Rapid response to reported faults.		
Dog Fouling	Public/employees	Low	Grounds man to be aware. Ensure public know how to report incidents. Rapid response to clearing up dog mess on paths, and other well-frequented places. Educate public through articles in local magazine and clear signs in the areas concerned.		
Drug Use	Injury to public/employees from sharps.	Low	Employees and contractors advised of safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		

Car Park

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Paths – slips/trips	Public/Employees	Low	Visual inspections by grounds man, PC members encouraged to report slip/trip hazards to clerk. Prompt response to observed hazards. Damage repaired as soon as practical, or immediately if a serious H & S hazard. Quarterly inspection by PC. Main footpaths gritted in icy conditions. Leaves swept.		
Trees – falling branches, tree falling.	Damage to people or property.	Low	Regular inspection by arboriculturist-record kept. Annual programme of maintenance. Grounds man keeps eyes open and reports any signs of damage. PC members/public encouraged to report damaged trees.		
Fixed furniture bus shelter, dog and litter	Injury to public	Low	Visual checks by lengthsman weekly. Any reported damage repaired promptly.		

bins			Quarterly check by PC member. Litter and dog bins firmly fixed and inspected. All bins emptied regularly by TDC.		
Surfaces	Possible trip hazard from broken surface injuring public/ employees.	Low	Visual checks by PC members. Parking Bays clearly marked.		
Walls/fences	Injury to public/ employees due to poor maintenance.	Low	Visual checks by grounds man. PC aware. Public know how to report defects. Quarterly inspection by PC member. Rapid response when repairs need doing.		
Gates	Injury to public/ employees. Especially hand/finger injury if catches faulty.	Low	Gates checked quarterly by PC member, specifically at catches/latches/padlocks. Grounds man carries out visual checks. Public know how to report faults. Rapid response to repairs.		
Darkness	Trips/falls	Low	Ensure lighting on all well used paths/areas is in working order and visible. Ensure public know how to report lights not in working order. Rapid response to reported faults. PC members to check car park at PC meetings after dark.		
Dog Fouling	Public/employees	Low	Dog Waste bin provided. Ensure public know how to report incidents. Rapid response to clearing up dog mess on paths, and other well-frequented places. Educate public through articles in local magazine and clear signs in the areas concerned.		
Drug Use	Injury to public/ employees from sharps.	Low	Employees and contractors advised of safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		

Toilet Block

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Slips/trips	Public/Employees	Low	Visual inspections by cleaning company. Triangular warning signs Damage repaired as soon as practical.		
Walls.	Injury to public/employees due to poor maintenance. Damage to property.	Low	Regular inspection Cleaning company and PC members. Rapid response when repairs are required.		
Doors and windows	Public/Employees Especially hand/finger injury if catches faulty	Low	Specialist cleaning company making regular check . Rapid response when repairs need doing.		
Roof	Possible risk of falling object injuring public/employees.	Low	Visual check by PC member. Rapid response when repairs are required		
Pipes and Sanitary ware.		Low	Specialist cleaning company making regular checks. Rapid response when repairs need doing.		
Electrical shock	Injury to public/employees..	Low	Faults reported immediately to the clerk and qualified electrician to repair.		
Darkness	Trips/falls	Low	Ensure lighting on all well used paths/areas is in working order and visible. Ensure public know how to report lights not in working order. Rapid response to reported faults. PC members to check car park at PC meetings after dark.		
Dog Fouling	Public/employees	Low	Grounds man to be aware. Ensure public know how to report incidents. Rapid response to clearing up dog mess on paths, and other well-frequented places. Educate public through articles in local magazine and clear signs in the areas concerned.		
Drug Use	Injury to public/	Low	Employees and contractors advised of		

	employees from sharps.		safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		
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Cemetery

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Paths – uneven paths - trip hazards.	Public/Employees	Low	Visual inspections by grounds man. Prompt response to observed hazards. Damage repaired as soon as practical.		
Grass areas -	Public/Employees	Low	Grass areas inspected when grass is cut and holes potholes back filled. Any reports from PC members or members of public responded to quickly.		
Open Graves	Injury to Public	Low	Grave digger covers the open grave with boards.		
Trees – falling branches, tree falling.	Damage to people or property.	Low	Regular inspections. Annual programme of maintenance. Grounds man keeps eyes open and reports any signs of damage. PC members/public encouraged to report damaged trees.		
Fixed furniture Benches, litter bins	Injury to public	Low	Benches are bolted to the ground. Visual checks by grounds man. Any reported damage repaired promptly. Quarterly check by PC member. Green waste bin emptied regularly by TDC.		
Posts/markers/ low fences/ headstones etc.	Possible risk of falling object injuring public/ employees. Trip hazards.	Low	Ensure all objects are firmly fixed. (Specific procedures for headstones). Quarterly check by PC member.		
Walls/fences	Injury to public/ employees due to poor maintenance.	Low	Visual checks by grounds man. PC aware. Public know how to report defects. Capping stones on the entrance monitored for movement. Quarterly inspection by PC member.		

			Rapid response when repairs need doing.		
Gates	Injury to public/employees. Especially hand/finger injury if catches faulty.	Low	Gates checked quarterly by PC member, specifically at catches/latches/padlocks. Grounds man carries out visual checks. Public know how to report faults. Rapid response to repairs.		
Dog Fouling	Public/employees	Low	Grounds man to be aware. Ensure public know how to report incidents. Rapid response to clearing up dog mess on paths, and other well-frequented places. Educate public through articles in local magazine and clear signs in the areas concerned.		
Drug Use	Injury to public/employees from sharps.	Low	Employees and contractors advised of safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		

Allotment Field

Hazard	People at Risk	Current Risk Level	Existing Controls	Actions Required	Actions signed off as complete
Paths – uneven paths, slips/trips	Public/Employees	Low	Visual inspections by grounds man, PC members encouraged to report slip/trip hazards to clerk. Prompt response to observed hazards. Damage repaired as soon as practical. Quarterly inspection by PC. Hazards removed or repaired		
Grass areas -	Public/Employees	Low	Grass areas inspected when grass is cut and holes potholes back filled. Any reports from PC members or members of public responded to quickly.		
Trees – falling branches, tree	Damage to people or property.	Low	Regular inspection and annual programme of maintenance. Grounds man		

falling.			keeps eyes open and reports any signs of damage. PC members/public encouraged to report damaged trees.		
Posts/markers/low fences etc.	Possible risk of falling object injuring public/ employees. Trip hazards.	Low	Ensure all objects are firmly fixed. Quarterly check by PC member.		
Walls/fences	Injury to public/ employees due to poor maintenance.	Low	Visual checks by grounds man. PC aware. Public know how to report defects. Quarterly inspection by PC member. Rapid response when repairs need doing.		
Gates	Injury to public/ employees. Especially hand/finger injury if catches faulty.	Low	Gates checked quarterly by PC member, specifically at catches/latches/padlocks. Grounds man carries out visual checks. Public know how to report faults. Rapid response to repairs.		
Dog Fouling	Public/employees	Low	Dogs must be kept on leads, dog owners to clear up mess on paths, and other well-frequented places. Educate public through articles in local magazine.		
Drug Use	Injury to public/ employees from sharps.	Low	Employees and contractors advised of safe working procedures to deal with sharps. Provided with appropriate safety equipment if required. Prompt response to reports of sharps by public. Police informed. Cllr. Fidock has a sharps bin if disposal is required or take to the doctors surgery.		

Signed.....

Date.....

Date of Review.....May 2021

Review - next date May 2022