

Risk Assessment

Upwood and the Raveleys Parish Council

Area/Equipment	Hazards	Precautions	Inspection
Bentley Close Play Area	Risk of injury by falling	Safety matting under all equipment, other areas grassed and cut regularly	Regularly checked by Parish Councillor – reported damage to Parish Council Annual inspection by ROSPA – Reports to Parish Council Bin emptied by HDC
	Risk of falling off equipment	Safety matting underneath all equipment	
	Vandalism	Area fenced off	
	Dog fouling	Area fenced off and signed as 'no dogs allowed'. Bin with playground area and on land adjacent emptied regularly.	
	Litter/broken glass	Litter bin within playground area, emptied regularly	
Paddock Playing field	Metal goal posts falling on public		Bi-annual checks by member of the Parish Council
	Basketball net and stand falling on public		Bi-annual checks by member of the Parish Council
	Public being stung by nettles or caught on brambles	Area regularly cut	Bi-annual checks by member of the Parish Council
	Trees falling on public	Regular visual checks by Parish Council Tree Officer	Parish Council tree officer to inform PC of any work deemed necessary
	Dog fouling	'No dogs allowed' signs on gates	

Telephone Box	Risk of broken glass cutting public	Notice on internal board giving details of who to contact in case of damage (Parish Clerk)	Appropriate person to remove glass, board window and instigate repairs.
	Risk of books/shelving falling on member of the public	Telephone box tidied regularly by volunteer who removes excess books. Notice to be displayed on internal board warning of risk of heavy book falling.	
Benches (4) Seat around tree	Becoming slippery and member of the public falling off	Visual checks to be carried out bi-annually and maintenance as required to be reported to Parish Council	Appropriate person to carry out any required maintenance
	Decay	Visual checks to be carried out bi-annually and maintenance as required to be reported to Parish Council	Appropriate person to carry out any required maintenance
	Vandalism	Visual checks to be carried out bi-annually and maintenance as required to be reported to Parish Council	Appropriate person to carry out any required maintenance
	Arson	Visual checks to be carried out bi-annually and maintenance as required to be reported to Parish Council	Appropriate person to carry out any required maintenance
Parish Notice Boards (3) Plus one in Gt. Raveley	Risk of glass breaking and cutting member of the public	Visual checks carried out by Parish Councillor when posting minutes and agendas. Will report as necessary to Parish Council.	Appropriate person to carry out any required maintenance
	Risk of Notice Boards collapsing on member of the public	Visual checks carried out by Parish Councillor when posting minutes and agendas. Will report as necessary to Parish Council.	Appropriate person to carry out any required maintenance

	Vandalism	Carried out by Parish Councillor when posting minutes and agendas. Will report as necessary to Parish Council	Appropriate person to carry out any required maintenance
Village Sign		Visual check bi- annually and maintenance as required to be reported to Parish Council	Appropriate person to carry out any required maintenance
Allotments	Risk of falling on grassed walkways	Pathways to be maintained by Allotment Association	
	Risk of being hit by vehicles	5 m.p.h. signs to be erected.	
Chapel of Rest	Tiles could fall from roof and hit member of the public	Roof to be inspected annually by Cemetery Officer and action required to be reported to Parish Council.	Appropriate person to carry out any required maintenance Annual inspection by member of PC.
	Building collapse (storm).	Building to be inspected annually by Cemetery Officer and action required to be reported to Parish Council.	Appropriate person to carry out any required maintenance Annual inspection by member of PC
Graveyard	Collapse of headstones	Headstones to be inspected annually by Cemetery Officer and action required to be reported to Parish Council.	Appropriate person to carry out any required maintenance/removal
	Rabbit holes presenting trip hazard	Cemetery Officer to fill in holes with material provided, as and when they are noticed.	
	Empty graves	Risk of falling in	Responsibility of Funeral Directors
		Risk of tripping of spoil	Responsibility of Funeral Directors

	Risk of trees/branches falling on members of the public	Regular visual checks by Parish Council Tree Officer.	Parish Council Tree Officer to notify Parish Council of any work deemed necessary.
Churchyard	Collapse of headstones	PCC to monitor and inform PC of work deemed necessary	
	Rabbit holes presenting trip hazard	PCC to monitor and inform PC of work deemed necessary	
	Risk of trees/branches falling on members of the public		Three year maintenance programme started Autumn 2013

Jean Noble
Upwood & the Raveleys Parish Councillor

