

**Weeting Parish Council Annual Risk Assessment**

**Dec-16**

<b>Location</b>	<b>Item</b>	<b>Significant Hazard</b>	<b>People at Risk</b>	<b>Existing Controls</b>	<b>Maintenance/Action needed</b>	<b>Risk Indicator</b>
Playing Field	Play equipment	Could deteriorate	The Public	Inspection every year by ROSPA safety Officer and inspection fortnightly by Weeting Handyman - if fault found this is replaced/repaired	Climbing frame rope has been replaced by a approved maintenance company (FLP) no other maintenance needed at this time	Low Risk
Playing Field	Outdoor Adult exercise equipment	Could deteriorate	The Public	Inspection every month by the Weeting Handyman if fault found this is reported to the suppliers	None	Low Risk
Village Green	Sign	Could fall down	The Public	Repairs carried out in 2016 to the base	None	Low Risk
Herewood Way	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
Playing Field	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
Peppers Close	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
Triangle by Bus Shelter Lynn Road	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk

Village Hall	Road to hall	Subject to Pot holes and could deteriorate	The Public	frequently inspected and some repairs carried out in 2016	Some potholes have re-appeared since last repairs - check monthly	Low Risk
Parrotts Piece	Bench Seats x 3	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	Low Risk
Parrotts Piece	Gazebo including seats	Deterioration and vandalism	The Public	The Gazebo had some maintenance work carried out in August 2016	None	Low Risk
Church	Bench Seat	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	May need some treatment in the Spring	Low Risk
Playing Field	Bench Seats x 2	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	Low Risk
Hockwold Road	Bench Seat	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	Low Risk

Play area	Small Picnic Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	High fence around the small picnic bench will encourage anti-social behaviour - such as drug abuse, the bench has already had to be repaired due to vandalism (fire). Suggest this is taken away or lowered so that bench can be seen from the play area	Medium risk due to the high fence
Play area	Teen Shelter	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	same as above regarding the fencing which will encourage anti-social behaviour - drug abuse etc - suggest this is taken away or lowered so that the seats can be seen from the play area	Medium risk due to the high fence
Various Locations around the Village	Dog Bins	Vandalism and not being emptied enough	The Public	Regularly checked and emptied - Handy man will report any damage and are replaced as and when needed	None	Low Risk

Various Locations around the Village	Litter Bins	Deterioration and vandalism	The Public	Regularly checked and emptied	The bin on the playing field appears to have been hit and is leaning to one side - will need straightening asap	Low Risk
Various Locations around the Village	Flower beds	Deterioration and vandalism	The Public	Regularly maintained and planted by volunteers	None	Low Risk
Herewood Way	Telephone Box/Defibrillator	Deterioration and Vandalism	The Public	The Telephone box had some maintenance work carried out in August 2016 The defibrillator is tested once a month by a Cllr	None	Low Risk
Park View	Trod	Trip Hazzard and could deteriorate	The Public	Frequently inspected	There is a raised paving stone that needs to be replaced this has been reported to the contractor	Low Risk
Herewood Way	Bus Shelter	Could deteriorate	The Public	Frequently inspected	The ceiling could do with some repair, the Parish Council will be providing a bench for this shelter	Low Risk

Hockwold Road	Bus Shelter	Could deteriorate	The Public	Frequently inspected	There is a crack in the wall which will need to be repaired, the Parish Council will be providing a bench for this shelter	Low Risk
50 Brecklands Mundford	Clerks Home Office	Relatively isolated although other persons are often in the house at the same time	The Clerk	Good lock on main door and lockable windows. The Clerk works from her home in a room put aside as an office. Office and IT equipment worth approx £800 is left in the office at all times.	Office equipment is covered by the Parish Council Insurance and the Clerks has registered with her home insurance that she is using part of her home for business use.	Low Risk

### **Contracts**

**The Parish Council has a contract with Westcotec . All street lights were audited and checked at the beginning of the contract in 2012.**

**The Parish Council has a contract with Norse to cut the grass within the village. Norse have a certificate of Public Liability which is on file.**

**The Parish Council has employed a part-time handyman and has provided such items that are necessary to ensure his health and safety. He is also covered under the Council's Insurance Policy.**

**This Risk Assessment was carried out by Pauline Angus the Parish Clerk and Cllr Margaret Lister on the 18th December 2016**

**Chairman:**

**Clerk:**

**Date: 19th January 2017**

**Review again in October 2017 unless requested by the Council**