

Weeting Parish Council Annual Risk Assessment

Sep-17

Location	Item	Significant Hazard	People at Risk	Existing Controls	Maintenance/Action needed	Risk Indicator
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	None	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
Village Green	Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	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	more potholes have appeared but nothing too major	Low Risk
Parrotts Piece	Bench Seats x 3	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	Victor Charles Bench missing post in back of bench may need replacing	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
Parrotts Piece	Parish Notice Board	Could deteriorate	the public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
Brandon Road Corner of Peppers Close	Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	Low Risk
Church	Bench Seat	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	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	Could do with some wood stain	Low Risk

Play area	Small Picnic Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	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	High Fence needed to be repaired 2017 due to grass cutters damaging it when working in 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	None	Low Risk
Various Locations around the Village	Flower beds	Deterioration and vandalism	The Public	Regularly maintained and planted by volunteers	None - some have been filled in	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	OK - who tests the Defibrillator ?	Low Risk
Park View	Trod	Trip Hazzard and could deteriorate	The Public	Frequently inspected	None	Low Risk
Herewood Way	Bus Shelter	Could deteriorate	The Public	Frequently inspected		Low Risk
Herewood Way	Bench in Bus Shelter	Could deteriorate	The Public	Bench purchased in 2017 / area regularly checked by the Council Handyman	There was a nut missing from the base fixings - no danger to public but may need attention later	Low Risk
Hockwold Road	Bus Shelter	Could deteriorate	The Public	Frequently inspected	None	Low Risk
Hockwold Road	Bench in Bus Shelter	Could deteriorate	The Public	Bench purchased in 2017 / area regularly checked by the Council Handyman	None	Low Risk

50 Brecklands Mundford					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.	
	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.		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 19th September 2017

Chairman:

Clerk:

Date: 19th October 2017

Review again in September/ October 2018 unless requested by the Council