

**Weeting Parish Council Annual Risk Assessment
Sep-18**

	Location	Item	Significant Hazard	People at Risk	Existing Controls	Maintenance/Action needed	Risk Indicator
1	Church	Bench Seat	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	May need staining in the future	Low Risk
2	Parrotts Piece	Bench Seats x 3	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	One has a slat missing and One may need staining in the future. Victor Charles bench was refurbished in 2018	Low Risk
2	Parrotts Piece	Gazebo including seats	Deterioration and vandalism	The Public	The Gazebo had some maintenance work carried out in August 2016	None	Low Risk
2	Parrotts Piece	Parish Notice Board	Could deteriorate	the public	Used frequently - Handyman carries out any repairs as an when needed	The perspex may need replacing in the future as difficult to see notices	Low Risk
2	Park View	Trod	Trip Hazzard and could deteriorate	The Public	Frequently inspected	none	Low Risk
3	Peppers Close	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
3	Brandon Road Corner of Peppers Close	Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	May need staining in the future	Low Risk

4	Hockwold Road	Bench Seat	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	May need staining in the future	Low Risk
5	Triangle by Bus Shelter Lynn Road	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as and when needed	None	Low Risk
6	Village Green	Sign	Could fall down	The Public	Repairs carried out in 2016 to the base	None	Low Risk
6	Village Green	Bench	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	Slat loose on seat area - keep an eye on this	Low Risk
7	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	Need to put signs up stating that this equipment is for Children under the age of 12	Low Risk
7	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	Need to put sign up stating that this equipment is not suitable for persons under 1.4m in height	Low Risk
7	Playing Field	Bench Seats x 2	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	One has a loose slat - keep an eye on this	Low Risk
7	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

7	Play area	Teen Shelter	Could deteriorate	The Public	Regular checks for deterioration -Handyman carries out maintenance as and when required	None	Medium risk due to the high fence
7	Various Locations around the Village	Dog Bins (13)	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
7	Various Locations around the Village	Litter Bins	Deterioration and vandalism	The Public	Regularly checked and emptied	None	Low Risk
8	Village hall entrance	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
8	Village Hall	Road to hall	Subject to Pot holes and could deteriorate	The Public	frequently inspected and some repairs carried out in 2016	None	Low Risk
8	Herewood Way by bus shelter	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	None	Low Risk
8	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
8	Herewood Way	Bus Shelter	Could deteriorate	The Public	Frequently inspected	None	Low Risk
8	Herewood Way	Bench in Bus Shelter	Could deteriorate	The Public	Bench purchased in 2017 / area regularly checked by the Council Handyman	None	Low Risk
9	Hockwold Road	Bus Shelter	Could deteriorate	The Public	Frequently inspected	None	Low Risk

9	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	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.	None	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 T.T.S.R to cut the grass within the village. T.T.S.R 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 2018

Chairman:

Clerk:

Date: 18th October 2018

Review again in September/ October 2019 unless requested by the Council