

**Weeting Parish Council Annual Risk Assesment
Sep-19**

	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	Cynthia Kent seat 1 slat in seat needs replacing. Stan and Joyce Arben - 1 back slat needs replacing. 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. It was agreed that this would not be used for PC Agendas/Minutes and notices in 2019	Low Risk
2	Parrotts Piece	Grit Bin	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	None	Low Risk
2	Park View	Trod	Trip Hazzard and could deteriorate	The Public	Frequently inspected	none	Low Risk

2	Park View	Grit Bin	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	None	Low Risk
3	Peppers Close	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as an when needed	It was agreed in 2019 that this would not be used for PC Agenda/Minutes and notices	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
3	Brandon Road Corner of Peppers Close	Grit Bin	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	None	Low Risk
4	Hockwold Road	2 grit bins on bend	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	None	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 an when needed	It was agreed that this would not be used for PC Agendas/Minutes and notices in 2019	Low Risk
5	Triangle by Bus Shelter Lynn Road	Grit Bin	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	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/repared. Signs added in 2018 / 2019 "equipment is for children under 12 only" and "No Ball Games in this area"	Infant timber swing has rotted and will be replaced with new metal swing asap	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. New sign put up in 2018 stating "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 and when needed	It was agreed in 2019 that this would be the main Parish Council notice board for agenda/minutes and PC notices. This will be replaced in 2020 as current board is not big enough for all notices	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. Pot holes repaired and new gravel laid in 2019, also trees cut down in 2019	None	Low Risk
8	Village Hall	Overflow carpark	subject to general wear due to cars parking on grassed area	The Public	New Matting surface laid in 2019 to help stop Deterioration of grass surface	None	Low Risk

8	Herewood Way by bus shelter	Parish Notice Board	Could deteriorate	The Public	Used frequently - Handyman carries out any repairs as and when needed,	It was agreed in 2019 that this would not be used for PC Agenda/Minutes and notices	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	Advise to write "Weeting Parish Council" on the back of the defib - as if used the ambulance team will take it away with them, also update the contact list to include Clerk	Low Risk
8	Herewood Way	Bus Shelter	Could deteriorate	The Public	Frequently inspected, No Smoking Sign replaced in 2019	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
10	Shadwell towards Fengate Drove	Grit Bin	Could deteriorate	The Public	Used when roads are icy / still plenty of grit in bin	None	Low Risk

11	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
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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 12th September 2019

Chairman:

Clerk:

Date: 19th September 2019

Review again in September/ October 2020 unless requested by the Council