

## Northiam Parish Council Risk Assessment for Property Assets and the Parish Office 2024

Review key: H/M/L risk It might be easier to High in Red, Medium as orange/blue and low as black (avoid red and green on the same page for the majority of colour blind people)

### Parish Office

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Hazardous substances	Hazardous substances	Clerk Parishioners	1) Gloves provided 2) Strong materials replaced with milder ones 3) Secure storage	Staff reminded to check for any reactions, to seek medical assistance and inform Clerk	Clerk Chair	Ongoing	Ongoing
Equipment	Damage / other loss	Staff, Parishioners	Check equipment Confirm presence of equipment	Review, check & inspect equipment as part of asset register	Clerk Chair	As required	Ongoing
Equipment	Injury from use of equipment	Staff, Parishioners	Appropriate maintenance, and instructions on use	Replace aging equipment	Clerk Chair	As required	Ongoing
Slips, trips & falls	Injury from slip, trip or fall	Users of premises	Surfaces & lighting to be maintained. No loose wires. Floor kept clear		Clerk Chair	As required	Ongoing
Electrical appliances	Electric shock	Users of equipment	Equipment to be fitted and repaired by qualified electrician. Annual PAT testing	Notices on location of fuse box & how to manage in case of emergency	Clerk Qualified electrician	Annual PAT testing in June	Ongoing
Manual handling	Physical injury	Clerk Parishioners	Staff made aware of correct methods		Clerk Council	As required	Ongoing
Fire	Physical injury as a result of a fire	Clerk Parishioners	Fire extinguishers.	Fire instructions in visible position Service fire extinguishers as required	Clerk Council	As required	Annual review

## Recreation Ground

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Football Pavilion	Injury from structural damage to building	General Public	Club to report any structural damage	Annual inspection	Clerk Council	Ongoing	Annual review
Football Pavilion & goalposts	These should be known to the Club committee	General Public	Confirm that club committee have active risk assessments	Annual check on status of risk assessments	Clerk	Ongoing	Annual review
Football pitch	Trips, slips & falls	General public	Club to inspect pitch before and after each match and make good any damage to turf	Regular inspection by nominated councillor	Clerk Council	Ongoing	Ongoing
Surfaces - uneven	Ruts and holes leading to trip hazard	General Public	Contractors to repair when damage reported. Adequate insurance cover.		Clerk Council Contractors	As required	Ongoing
Surfaces - wet	Mud / boggy surface leading to slip hazard	General Public	Contractors to repair when damage reported	Improve areas that cause problems	Clerk Council	As required	Annual review
Trees	Injury from falling trees or branches  Injury as a result of climbing trees	General Public	Monitoring all reports from public. Annual inspection by qualified tree surgeon	Update tree register  Tree surgeon to do necessary maintenance	Clerk Council	As required	Annual review

## Bowls Club

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Bowls Club is <b>leased to the Club</b>	These should be known to the Club committee	General Public	Confirm that club committee have active risk assessments	Annual check on status of risk assessments	Clerk	Ongoing	Annual review

## Street Furniture

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Street furniture	Damage to furniture creates hazard	General Public	Monitoring all reports of damage & instigate necessary repairs.	Nominated councillor inspects on regular basis Review annually with regard to replacement	Clerk Council	Ongoing	Annual review
Waste bins Dog waste bins	Injury whilst using same	General Public	Monitoring all reports of damage and arranging repairs as necessary.	Nominated councillor to inspect on regular basis. Review annually with regard to replacement	Clerk Council	Ongoing	Annual review
Road signs	Injury from damaged sign	General Public	Monitoring all reports from public. Inform ESCC highways of damage	ESCC to review condition of signage	Clerk ESCC	Ongoing	Annual review
Bollards	Injury as a result of hitting or tripping over bollard	General Public	Ensure all bollards are clearly visible		Clerk Council	Ongoing	Annual review
Footpaths	Trip, slip or fall due to uneven surface	General Public	Monitoring all reports from public & informing ESCC		Clerk Council	Ongoing	Ongoing
Fences & gates	Injury due to poor condition	General Public	Monitoring all reports of damage and carry out repairs as required.	Review annually Nominated councillor inspects regularly	Clerk Council	Ongoing	Ongoing
Christmas Tree	Injury from tree	General Public	Ensure tree is safely erected & staked.	Advise tree erectors & decorators of H&S requirements	Clerk Council	Ongoing	Annual event

## Playground

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Children's Playground	Injury from damaged equipment	General Public	Weekly inspection by nominated councillor. Annual inspection by approved company	Ensure any repairs are put in hand. Ensure new equipment included in inspections	Clerk Council	Ongoing	Weekly & annual review
Children's Playground	Damage to equipment	General Public	Signs in place stating equipment	Check sign is legible.	Clerk Public	Ongoing	Ongoing

	due to misuse		only suitable for under 13s	Public to report misuse			
Children's Playground	Injury whilst in playground	General Public	Sign clearly states public use equipment at their own risk. Adequate insurance cover	Check sign is legible	Clerk Council	Ongoing	Ongoing
Trim Trail	Injury from damaged equipment	General Public	Monitor reports from public & councillors. Ensure any repairs are put in hand.	Weekly inspection by nominated councillor.	Clerk Council	Ongoing	Weekly & annual review
Trim Trail	Injury whilst using equipment	General Public	Sign clearly states public use equipment at their own risk.	Check sign is legible	Clerk Council	Ongoing	Ongoing

## Cemetery

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Cemetery	Trips, slips & falls due to uneven ground & damaged paths	General Public	Gravedigger to 'top up' sunken graves Contractor to weed paths	Improve maintenance	Clerk Council Contractors	Ongoing	Annual review
Cemetery	Injury from unstable gravestones	General Public		Annual inspection Grave owners informed of graves needing attention	Clerk Council	Ongoing	Annual review
Cemetery Chapel	Injury from structural damage to building	General Public	Public & users report any damage	Annual inspection	Clerk Council	Ongoing	Annual review
Cemetery Chapel	Damage to building by fire or other causes	Council	No high fire risk items stored in chapel	Annual inspection	Clerk Council	Ongoing	Annual review
Cemetery Tap	Damage to tap causes water loss	Council	Public & users report any damage	Regular inspection by councillor	Clerk Council	Ongoing	Annual review

## Workhouse Pond

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Workhouse Pond	Drowning	General Public		Insurers to advise on appropriate action	Clerk Council	Ongoing	Annual review

## Village Green

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
Village sign on village green	Injury from structural damage	General Public	Monitor reports from public. Annual inspection	Maintenance as required	Clerk Council	Ongoing	Annual review
'Hayes Inn' sign on village green	Injury from structural damage &/or electrocution	General Public	Monitor reports from public.	Confirm owners have liability insurance	Clerk Council	Ongoing	Annual review
Village Pump	Injury from structural damage to building	General Public	Monitor reports from public.	Regularise inspection & repair as necessary	Clerk Council	Ongoing	Annual review
War memorial	Injury from structural damage	General Public	Monitor reports from public.	Regularise inspection and repair as necessary	Clerk Council	Ongoing	Annual review