

Play Area, Recreational Ground & Open Space Risk Assessment

Checkley Community Centre (play area), Tean Recreational Ground, Well Meadow Gardens,
Hollington Picnic Area & The Wentlows

Greatwood Hall

Hollington Road

Upper Tean

Staffordshire

ST10 4RQ

The Parish Council is required to review its risk assessment/management arrangements annually. It is important that the Parish Council is able to demonstrate that it has effective risk management processes in place.

Risk management is the process by which risks are identified, evaluated and controlled and enables the Parish Council to avoid, or minimise, damaging actions or events. Risk management is a key element of the framework of governance.

The Lengthsman and Litterpicker are 3rd party contractors and are not directly employed by the Parish Council.

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
Play Areas								
1	Play Equipment	Physical injury to members of the public.	M	Equipment installed to current standards. Recorded regular inspections by competent person. Annual engineering inspections. Repairs carried out as soon as possible by a competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off, etc. Phone number displayed for members of the public to report defects.	Council Lengthsman RoSPA Lengthsman Coordinators / Lengthsman Lengthsman Coordinators / Lengthsman Clerk	Monthly Annually	RoSPA Report	Only record of inspection at the moment is what the Lengthsman records on his timesheet.
2	Paths, Safety Surfaces, Open Grass	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Recorded regular inspections for safety defects e.g. pot holes, glass etc. Repairs carried out according to the risk posed. Warning signs erected. Mossy areas cleared regularly. Grass cuttings swept from walkways. Lighting regularly checked and repaired.	Lengthsman	Ongoing		Lengthsman records info monthly unless urgent when he phones Clerk or Coordinator.

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				Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified.				
3	Bins	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed. Dangerous bins removed from use, including base to prevent trip hazard. Bin constructed of toughened material. Bins emptied regularly.	Litterpicker	Ongoing		Litterpicker contacts the Clerk or Councillor with any issues.
4	Fencing	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed. Fence removed if in dangerous condition and temporary one erected.	Lengthsman	Ongoing		
5	Seating	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Defective seating removed from use. Seating constructed of durable materials. Seating secured to ground to minimise vandalism. Regular inspections and repairs carried out according to risk posed.	Lengthsman	Ongoing		
6	Dog Foul	Infection/ill health to members of the public, 3 rd party contractors, volunteers, employees	L	Bins provided and emptied regularly. 'No Dogs' signs erected. Request local authority dog warden patrols area. Grass walked and fouling removed prior to grass cutting.	Litterpicker Council SMDC Lengthsman	Ongoing		
7	Mowing & Strimming	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	All mowing and strimming carried out by 3 rd party contractor, with their own insurance, risk assessments and method statements.	Lengthsman	Annually		Council may need to create a Grounds Maintenance RA on behalf of 3 rd party
8	Gates	Entrapment - members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed.	Lengthsman	Ongoing		
9	Vegetation	Poison/injury - members of the public, 3 rd party	L	Non-hazardous plants in play areas.	Lengthsman	Ongoing		

		contractors, volunteers, employees		Hazardous vegetation removed and/or cut well back.				
Recreation Grounds & Open Space								
10	Potholes in grass	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Grass area inspected when cut. Holes backfilled.	Lengthsman	Ongoing		
11	Trees	Collapsing or damage causing injury to members of the public, 3 rd party contractors, volunteers, employees	L	Trees inspected on a regular basis. Complaint system in place.	Lengthsman Clerk	Ongoing		
12	Furniture (Seating/Bins etc)	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Benches are bolted to the ground or too heavy to move. Litter bins emptied and inspected regularly. Any damage/vandalism reported and repaired.	Litterpicker Lengthsman	Ongoing		
13	River	Drowning/Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Embankments are cut back regularly so that edge is clearly visible.	Lengthsman	Ongoing		
14	Foot Bridge	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Algae removed regularly. Hand rails provide to bridge and are checked for security and safety on a weekly basis. Any defects reported as soon as possible.	Lengthsman	Ongoing		
15	Footpaths	Slips/Trips/Falls - Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Paths checked on a regular basis for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly. Moss on footpaths is cleared regularly. Defects to footpaths are repaired according to the risk posed. Main footpaths gritted when severe cold weather conditions.	Lengthsman	Ongoing		

				Damage to footpaths caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.				
16	Use of Drugs	Members of the public, 3rd party contractors, volunteers, employees	L	Employees / Volunteers advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps. Police advised of problem.	Council Clerk Clerk	If Required		
17	Sexual Activities	Members of the public, 3rd party contractors, volunteers, employees coming into contact with bodily fluids	L	Contractors / Employees / Volunteers aware of problem and provided with suitable protective clothing. Police advised of the problem.	Clerk	If Required		
18	Lighting	Members of the public, 3rd party contractors, volunteers, employees	L	Lighting regularly checked and repaired.	EON	Annually		
Sports Pitch (Wentlows)								
19	Car Park & Pitch	Members of the public, 3rd party contractors, volunteers, employees	L	Regular inspections for safety defects e.g. pot holes, glass etc. Repairs carried out according to risk posed. Mossy areas cleared regularly. Grass cuttings swept from walkways. Police notified of any unauthorised vehicular use, e.g. off road motor bikes, etc. Responsibilities clearly set out in hire agreement.	Lengthsman Council/Clerk	Ongoing Annually	Hire Agreement	To be created
20	Football Posts	Collapsing causing injury to members of the public, 3rd party contractors, volunteers, employees	L	Posts regularly inspected for damage/vandalism and record kept. Repairs carried out according to risk posed. Dangerous equipment removed from use.	Football Clubs	Ongoing		

			<p>Fixing bolts/welds regularly inspected and tested at the beginning of the season.</p> <p>Members of the public discouraged from swinging on them when observed by Employees / Volunteers.</p> <p>Responsibilities clearly set out in hire agreement</p>	Council/Clerk	Annually	Hire Agreement	To be created
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This Play Area, Recreational Ground & Open Space Risk Assessment was reviewed and adopted by Checkley Parish Council:

Meeting Date:	15 th September 2020
Minute Reference:	09.20/5g
Signed By:	
	The Chairman (Vice)
Signed By:	
	The Parish Clerk

Reviewed by Checkley Parish Council June 2021