

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE WESLEY - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

Hazard and Risk	Those at Risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Action
Electricity -Electrocution -Electric Shock -Fire	General public Employees Hirers /Users	Use of circuit breakers on DB board. Portable Appliance Testing (PAT)	Electrical Integrity check carried out on wiring system. Smoke detectors fitted Plugs visually inspected for damage and scorching, on-going monitoring Cables visually inspected for damage (Split/repaired). No overloading of sockets. Use of extension cables minimal. Emergency lights checked monthly PAT conducted as scheduled and appliances labelled		All Low	
Fire -Smoke inhalation -Burns -Death	Employees Public Hirers/users	Smoke detectors installed (Sealed units/long life lithium batteries).	Automated fire alarm installed Regular checks recorded Fire blanket and extinguisher installed in kitchen area. Fire evacuation procedure circulated, maintain 6 monthly professional inspection		All Low	
Fire (Cont'd) -Smoke inhalation -Burns -Death	General Public Employees Users /Hirers	Furniture complies with fire retardant requirements. Fire-fighting equipment available and routinely inspected. 'No smoking' policy. Exit signs clearly visible. Emergency lighting system maintained and logged. Fire doors not locked or wedged open. Fire muster point in car park	Furniture complies with fire retardant requirements. Fire-fighting equipment available and routinely inspected. Maintain annual professional inspection Exit signs clearly visible Emergency lighting system properly maintained. Checks recorded Fire doors not locked or wedged open.		Low Low Low Low	

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE WESLEY - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

<p>Uneven Surfaces - trips</p>	<p>General Public Hirers Employees</p>	<p>Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Rapid response to repairs. Temporary warning signs erected as necessary.</p>	<p>Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Rapid response to repairs. Hall floor monitored for deterioration Accident book in kitchen drawer</p>		<p>Low Low Low Low Med</p>	
<p>Legionella - bacteria breathed in and causing Legionnaires Disease</p>	<p>Public Employees Hirers</p>	<p>Water spray/aerosol conditions not present. Hot water temperature kept 50-60c.</p>	<p>On-going monitoring No stored water – pressurised system Weekly run through of all systems during prolonged period of facility closure</p>		<p>Low</p>	
<p>Slippery Surfaces -slips</p>		<p>Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Temporary warning signs erected as necessary. External mossy areas treated as necessary. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Leaves cleared from access areas.</p>	<p>Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Cleaners work when hall not used Pressure wash as necessary Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Sign – ‘wet surface’ as necessary Accident book in kitchen drawer</p>		<p>Low Low Low Low Low</p>	

RISK ASSESSMENT FORM

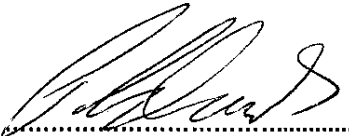
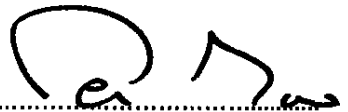
ELMSWELL PARISH COUNCIL

THE WESLEY - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

Building Structure i.e. floors, walls, roof etc - Asbestos	Employees Public Users		Asbestos-free construction		Low Low	
Lighting -Electrocution -Electric Shock -Fire -Trips and falls if inadequate light	Public Employees Hirers	Electrical Integrity check carried out on wiring system. Portable equipment tested. Broken bulbs promptly replaced, both inside and outside	Annual electrical check Broken bulbs promptly replaced, both inside and outside Portable equipment PAT tested as appropriate		Low Med low	
External	Public Employees Hirers	Check Car Park for stones and pot-holes Keep grass areas surrounding building well maintained to facilitate collect of hazardous litter - i.e. broken glass	Car Park litter-picked daily Keep grass areas surrounding building well maintained to facilitate collect of hazardous litter - i.e. broken glass		low Med	

Assessors Signature: 	Parish Clerk's Signature: 
Date: <u>31.3.2020</u>	Date: <u>31.03.2020</u>

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

Hazard and Risk	Those at Risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Action
Electricity -Electrocution -Electric Shock -Fire	General public Employees Hirers /Users	Use of circuit breakers on DB board. Power supply to stage area automatically isolated in case of fire alarm Portable Appliance Testing (PAT)	Electrical Integrity check carried out on wiring system. Smoke detectors fitted Plugs visually inspected for damage and scorching, on-going monitoring Cables visually inspected for damage (Split/repaired). No overloading of sockets. Use of extension cables minimal. Emergency lights checked monthly PAT conducted as scheduled and appliances labelled		All Low	
Fire -Smoke inhalation -Burns -Death	Employees Public Hirers/users	Smoke detectors installed (Sealed units/long life lithium batteries).	Automated fire alarm installed Regular checks recorded Fire blanket and extinguisher installed in kitchen areas. Fire evacuation procedure circulated, maintain 6 monthly professional inspection		All Low	
Fire (Cont'd) -Smoke inhalation -Burns -Death	General Public Employees Users /Hirers	Furniture complies with fire retardant requirements. Fire-fighting equipment available and routinely inspected. 'No smoking' policy. Exit signs clearly visible. Emergency lighting system well maintained. Fire doors not locked or wedged open. Fire muster point outside children's play area	Furniture complies with fire retardant requirements. Fire-fighting equipment available and routinely inspected. Maintain annual professional inspection Exit signs clearly visible Emergency lighting system properly maintained. Checks recorded Fire doors not locked or wedged open.		Low Low Low Low	

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

Uneven Surfaces - trips	General Public Hirers Employees	Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Stair carpets fitted properly. Rapid response to repairs. Temporary warning signs erected as necessary.	Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Use of loose rugs minimised. Rapid response to repairs. Hall floor monitored for deterioration Accident book in 3 kitchen drawers		Low Low Low Low Med	
Legionella - bacteria breathed in and causing Legionnaires Disease	Public Employees Hirers	Water spray/aerosol conditions not present. Hot water temperature kept 50-60c.	On-going monitoring No stored water – pressurised system Weekly run through of all systems during prolonged period of facility closure		Low	
Slippery Surfaces -slips		Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Ice / snow on walkways / car park Temporary warning signs erected as necessary. External mossy areas treated as necessary. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Leaves cleared from access areas.	Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Salt spreader & salt on hand Cleaners work when hall not used Pressure wash as necessary Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Sign – ‘wet surface’ as necessary Accident book in 3 kitchen drawers		Low Low Low Low Low	

RISK ASSESSMENT FORM


ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - GENERAL BUILDING.

ASSESSMENT DATE: Mar 2020

REVIEW DATE: Mar 2021

<p>Building Structure i.e. floors, walls, roof etc - Asbestos</p>	<p>Employees Public Users</p>	<p>Building surveyed for asbestos and locations readily identifiable. Permit to work system in place. No maintenance work permitted without prior agreement of Clerk. Employees trained in dangers of asbestos and familiarised with locations/type present.</p>	<p>Asbestos-free construction</p>		<p>Low</p>	
<p>Lighting -Electrocution -Electric Shock -Fire -Trips and falls if inadequate light</p>	<p>Public Employees Hirers</p>	<p>Electrical Integrity check carried out on wiring system. Portable equipment tested. Broken bulbs promptly replaced, both inside and outside</p>	<p>Annual electrical check Broken bulbs promptly replaced, both inside and outside Portable equipment PAT tested as appropriate</p>		<p>Low</p>	
<p>External</p>	<p>Public Employees Hirers</p>	<p>Check Car Park for stones and pot-holes Keep grass areas surrounding building well maintained to facilitate collect of hazardous litter - i.e. broken glass</p>	<p>Car Park litter-picked daily Keep grass areas surrounding building well maintained to facilitate collect of hazardous litter - i.e. broken glass</p>		<p>low</p>	<p>Med</p>

Assessors Signature: 

Parish Clerk's Signature: 

Date: 31.3.2020

Date: 31.03.2020

Elmswell Parish Council Risk Assessment Form

Street furniture – as scheduled			Assessment Date: March 2020	Review Date: March 2021		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Litter, dog & grit bins - Injury	Public	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Annual review of schedule of street furniture & formal inspection	Low	
Seats - Injury	Public	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Annual review of schedule of street furniture & formal inspection	Low	
Notice boards - Injury	Public	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Council responds to complaints from employees and public if concern raised about condition Defects repaired asap.	Annual review of schedule of street furniture & formal inspection	Low	

Schedule – map refers

LOCATION		OK		OK		OK		OK		OK	COMMENTS
Ashfield Road - Green Farm			dog bin	✓							
Ashfield Road – Baptist Chapel	litter bin	✓									
Blackbourne Meadow – entrance	litter bin	✓									
Blackbourne Road near FP 9			dog bin	✓							
Ashfield Road / Station Road	litter bin	✓					notice bd	✓			
Station Road – Fox	litter bin	✓									
Station Road – Flower Station			dog bin	✓							
Crown Mill – notice board	litter bin	✓					notice bd	✓			glazed notice board
Crown Mill - seat									seat	✓	Installed Feb. 2019

...continues...

Schedule continued

LOCATION		OK		OK		OK		OK		OK	COMMENTS
Crown Mill - centre	litter bin	✓	dog bin	✓							
Crown Mill – access from Bennett Avenue	litter bin	✓									
Eastern Way – access to Lord’s Bridge	litter bin	✓	dog bin	✓							
Boat & Plane (Miller Close green space)	litter bin	✓	dog bin	✓							
The Street	litter bin	✓	dog bin	✓							
Pightle Close – end Rose Lane			dog bin	✓							
School Road – opposite Wesley	litter bin	✓									
School Road – outside takeaway shop	litter bin	✓					notice bd				
Penny Lane – School Road junction	litter bin	✓	dog bin	✓	grit bin	✓					
School Road / Church Road junction					grit bin	✓					
Church Hill – cemetery					grit bin	✓					
Church Road – opposite St. John’s House	litter bin	✓					notice bd	✓			
Church Road – Lukeswood access			Dog bin	✓							
Spong Lane – junction Church Road	litter bin	✓	dog bin	✓							
Newson’s Corner junct, Ch. Rd / New Rd	litter bin	✓					notice bd	✓			
Cooks Road / Cross Street junction	litter bin	✓	dog bin						seat	✓	Seat non commercial manf.
Wetherden Road – bus shelter	litter bin	✓					notice bd	✓			
Wetherden Road / opposite Jubilee Terrace					grit bin	✓					
Mill gardens – entrance to FP 22			dog bin	✓							
Rowan Green – on green space	litter bin	✓									
Pightle Close – green space fronting Sch. Road			dog bin	✓							
Thedwastre Close at Clay field entrance			dog bin	✓							
Church Road – maze site adj. Hanover Court									seat	✓	
Rowan green opposite Bennett Avenue							notice bd	✓			
Thedwastre Close – opposite Manns Court									seat	✓	
Thedwastre Close – opposite Miller Close			dog bin	✓	grit bin	✓					
Thedwastre Close – opposite seat			dog bin	✓							
Pightle Close – opposite Hanover Court			dog bin	✓							
School Road – both bus stops ie 2 No.	litter bins	✓									

All items ticked ✓ are approved as satisfactory. Otherwise, ✗, ‘Comments’ column refers.

Peter Edmonds, Assessor’s signature:



31.3.2020



Peter Dow, Parish Clerk’s signature



31.03.2020

Risk Assessment Form

Activity: Tavern Site - Elmswell			Assessment Date: March 2020	Review Date: March 2021		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective structural matters beyond the scope of the Tenant's Maintenance & Service agreement	Public	Regular liaison with Tenant Rapid response to repairs deemed as necessary. Temporary warning signs erected as necessary.	Rapid response to repairs. Temporary warning signs erected as necessary.	Regular liaison with Tenant	Low	Parish Clerk
Grassed area to rear of building	Public	Inspected regularly by Village Warden Rapid response to problems arising	Rapid response to arising	Area to be remediated to boundaries	Med	Parish Clerk

Assessor's signature:  Date: 31.3.2020	Clerk's signature  Date: 31.03.2020
--	---

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - BOWLS PAVILION.

ASSESSMENT DATE:

March, 2020

REVIEW DATE:

March, 2021

Hazard and Risk	Those at Risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target Date and By Whom
Electricity Electrocution -Electric Shock -Fire	Members	PAT certificates or similar obtained from visiting users of electrical supply Use of circuit breakers on DB board.	Plugs visually inspected for damage and scorching. Cables visually inspected for damage (Split/repaired). No overloading of sockets. Use of extension cables minimal. Equipment PAT tested as scheduled		Med	
	Guests				Low	
	Employees				Low	
	Hirers				Low	
	Users				Low	
Gas -Carbon Monoxide - Poisoning -Fire	Members	Tamper tags on gas supply.	Safety Certification Inspections by CORGI registered person/contractor. No ad hoc repairs to equipment permitted. Vents checked in doors/windows to ensure not blocked.		Low	
	Guests				Low	
	Employees				Low	
	Hirers				Low	
Fire -Smoke inhalation -Burns -Death	Members	Smoke detectors installed (Sealed units/long life lithium batteries).	Fire blanket and extinguisher installed in kitchen areas.		Low	
	Guests				Low	

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - BOWLS PAVILION.

ASSESSMENT DATE:

March, 2020

REVIEW DATE:

March, 2021

Fire (Cont'd) -Smoke inhalation -Burns -Death	Members Guests Employees Users Hirers	Furniture complies with fire retardant requirements. Fire fighting equipment available and routinely inspected. 'No smoking' policy. Exit signs clearly visible. Fire evacuation practices carried out and recorded. Emergency lighting system well maintained. Fire doors not locked or wedged open.	Furniture complies with fire retardant requirements. Fire fighting equipment available and routinely inspected. Exit signs clearly visible Fire doors not locked or wedged open.		Low Low Low Low	
		Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Professionally fitted carpets/lino Step unit from path to green provided & with integral handrails Rapid response to repairs. Temporary warning signs erected as necessary.	Access paths/steps in good condition. Repair action taken swiftly as necessary. Professionally fitted carpets/vinyl Use of loose rugs minimised. Rapid response to repairs.		Low Low Low Med	
		Inspect regularly Concrete 'lip' painted yellow	Inspect regularly Concrete 'lip' painted yellow	Portable steps for access to and egress from Green	Low	
					Low	

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - BOWLS PAVILION.

ASSESSMENT DATE:

March, 2020

REVIEW DATE:

March, 2021

<p>Slippery Surfaces -slips</p>	<p>Members Guests Hirers Users Employees</p>	<p>Access paths/steps in good condition, inspected and findings recorded. Action taken as needed. Temporary warning signs erected as necessary. External mossy areas treated regularly. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas. Leaves cleared from access areas.</p>	<p>Access paths/steps in good condition, inspected and action taken as needed. Spillage clean up procedure in place i.e. clean & dry. Rapid response to remedy slippery areas.</p>		<p>Low Low Low Low</p>	
<p>Glazing -cuts</p>	<p>Members Guests Hirers Users Employees</p>	<p>Assessment on glazing done as per Reg 14 Workplace Regs. Glazing in good condition i.e. no cracks, glazing beads are present etc. Glazing in doors is safety glass (Kite marked or similar). Any broken glazing repaired with safety glazing.</p>	<p>Glazing in good condition i.e. no cracks, glazing beads are present etc. Vandalised windows repaired immediately as matter of policy Any broken glazing repaired with safety glazing.</p>		<p>Low Low</p>	
<p>Building Structure i.e. floors, walls, roof etc -injury due to poor maintenance</p>	<p>Members Guests Hirers Users Employees</p>	<p>Regular visual inspection of structure, recorded. Defects noted and investigated by competent person. Repairs undertaken promptly. Warning signs erected pending repairs. Repairs undertaken by competent contractors/person.</p>	<p>Regular visual inspection of structure Defects noted and investigated by competent person. Repairs undertaken promptly Repairs undertaken by competent contractors/person.</p>		<p>Low Low Low Low</p>	

RISK ASSESSMENT FORM

ELMSWELL PARISH COUNCIL

THE BLACKBOURNE - BOWLS PAVILION.

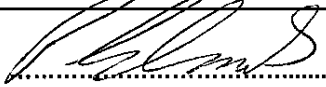
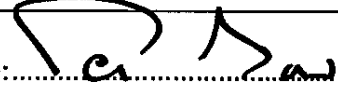
ASSESSMENT DATE:

March, 2020

REVIEW DATE:

March, 2021

Building Structure i.e. floors, walls, roof etc - Asbestos	Contractors Emergency Services Members Guests Hirers Users Employees	Building surveyed for asbestos and locations readily identifiable. Permit to work system in place. No maintenance work permitted without prior agreement of Clerk. Employees trained in dangers of asbestos and familiarised with locations/type present.	Asbestos-free construction (2001) No maintenance work permitted without prior agreement of Clerk.	Portable lightweight metal ramp for mower	Low Low	

Assessors Signature: 	Parish Clerk's Signature: 
Date: <u>31.3.2020</u>	Date: <u>31.03.2020</u>

Risk Assessment Form

Blackbourne Meadow Activity: Playing Fields			Assessment Date: March 2020	Review Date: March 2021		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Paths, surfaces Car park etc	Hirers/users Club Members Public/performers Employees	Regular inspections made Rapid response to reports of defects	Regular inspections made Rapid response to reports of defects		Low Low	
Goal posts	Hirers/users Club Members Employees/public Performers	Regular inspections made Rapid response to reports of defects Dangerous equipment removed from use Public discouraged from swinging on crossbars	Goal posts removed each year for cricket season - inspected in the process – welds, etc. holes covered for summer Dangerous equipment removed from use Public discouraged from swinging on crossbars Clubs made aware		Low Low Med Med	
Fencing	Hirers/users Club Members Employees/public Performers	Regular inspections made Rapid response to reports of defects Dangerous sections removed from use Commercially-produced equipment made with durable materials only are used	Regular inspections made Rapid response to reports of defects Mostly covered by hedges which are regularly trimmed on behalf of EPC Dangerous sections removed from use Commercially-produced equipment made with durable materials only are used		Low Low Low Low	

Risk Assessment (Continued)

Blackbourne Meadow Activity: Playing Fields			Assessment Date: March 2020	Review Date: March 2021		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Seating/Gates/ Bins	Hirers/users Club Members Employees/public	Regular inspections made Rapid response to reports of defects	Regular inspections made Rapid response to reports of defects		Low	
		Commercially-produced equipment made with durable materials only are used	Commercially-produced equipment made with durable materials only are used		Low	
Dog Fouling	Hirers/users Club Members Employees/public	Regular inspections made	Regular inspections made		Low	
		‘Dogs on leads’ sign displayed	‘Dogs on leads’ sign displayed		Low	
Vegetation	Hirers/users Club Members Employees/public	Grass areas regularly cut	In-house cutting when MSDC not scheduled		Low	
		Regular inspections made	Regular inspections made		Low	
Peter Edmonds, Assessor’s signature:			Peter Dow, Parish Clerk’s signature			
Date: 31.3.2020			Date: 31.03.2020			

RISK ASSESSMENT FORM

Elmswell Parish Council.

Bus Shelter , Wetherden Road.

Assessment Date: March 2020

Review Date: March 2021

Hazard and Risk	Those at Risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Notes & action
Interior	General public	Regular litter picking to remove potentially dangerous detritus	Regularly visited by Village Warden	Encourage feedback from Village Warden	low	
Structure	General Public	Regular monitoring for deterioration	Inspect for structural soundness NB ivy overgrowth Ensure wrought iron gates can be secured		Both Low	Refurbished 2011
Uneven Surfaces -trips	General Public	Access paths/steps in good condition, inspected and necessary repair action taken. Rapid response to repairs. Temporary warning signs erected as necessary.	Access paths/steps in good condition, inspected and findings recorded. Repair action taken. Rapid response to repairs.		Both Low	

RISK ASSESSMENT FORM

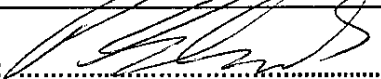
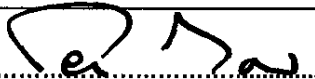
Elmswell Parish Council.

Bus Shelter , Wetherden Road.

Assessment Date: March 2020

Review Date: March 2021

<p>Slippery Surfaces</p> <p>-slips</p>	<p>General Public</p>	<p>Access paths/steps in good condition, inspected and action taken as needed.</p> <p>Temporary warning signs erected as necessary.</p> <p>External mossy areas treated as required.</p> <p>Spillage clean up procedure in place i.e. clean & dry.</p> <p>Rapid response to remedy slippery areas.</p> <p>Leaves cleared from access areas.</p>	<p>Access paths/steps in good condition, inspected and findings recorded. Action taken as needed.</p> <p>Rapid response to remedy slippery areas.</p>		<p>All Low</p>	
--	-----------------------	---	---	--	----------------	--

<p>Assessors Signature: </p>	<p>Parish Clerk's Signature: </p>
<p>Date: <u>31.3.2020</u></p>	<p>Date: <u>31.03.2020</u></p>

Risk Assessment Form

E.P.C. Crown Mill


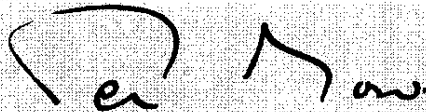
Assessment Date: March 2020

Review Date: March 2021

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Paths - Trips	Public	Surface condition regularly inspected and recorded by competent person. Defects repaired asap.	Surface condition regularly inspected and recorded by competent person. Defects repaired asap.		Low Low	
Trees - Injury	Public	Council responds to complaints from employees and public if concern raised about tree condition. Trees re-inspected on a regular basis, according to level of risk.	Trees surrounding Crown Mill and central tree maintained in good order. Part of regular H & S check by Village Warden reporting to Parish Clerk		Low Low	
Hedge Trimming - Personal injury	Contractor Public	SPECIFIC RISK ASSESSMENT FOR EMPLOYEES DOING WORK. Work done by competent contractor when required. Contractor provides PPE, training and equipment to his staff. Contractors own Risk Assessments done for the work and copies obtained.	Contractor provides PPE, training and equipment to his staff.		Low	
Fixed furniture, e.g. benches etc - Injury	Public	Benches secured into ground. Litter bins emptied and inspected regularly. Inspections recorded. Contractor/employee formally reports any damage. Play area inspected by MSDC nominated contractor	Benches secured into ground. Litter bins emptied and inspected regularly. Contractor/employee formally reports any damage Notice Board inspected by way of regular use Play area inspected by MSDC nominated contractor		Low Low Low	

Risk Assessment (Continued)

E.P.C. Crown Mill area			Assessment Date: March 2019	Review Date: March 2020		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Grass areas	Public	Regular litter picking to remove potentially dangerous detritus	Regular litter picking to remove potentially dangerous detritus		Low	
		Regular grass maintenance to eliminate danger of hidden discarded waste	Regular grass maintenance to eliminate danger of hidden discarded waste Regular litter pick		Low	
Damaged lighting columns (or similar) - injury	Public	Lights inspected as part of street light maintenance regime Defects repaired as soon as practicably possible.	Lights regularly and inspected. Defects repaired as soon as practicably possible.		Low	
Traffic including pedestrian traffic	Employees Public	Clear directional arrows/signs in place.			Low	
		Pavements provided for pedestrians. Lighting provided. Speed limit in place.	Safety railings near road regularly inspected		Low	
		Separate entry and exit points. Clear visibility for oncoming traffic at entry/exit points.	Traffic calming measures in place. Clear visibility for oncoming traffic at entry/exit points.		Low	

Assessor's signature: 	Clerk's signature 
Date: 31.3.2020	Date: 31.03.2020.

Risk Assessment Form

Activity: Cemeteries - Elmswell

Assessment Date: March 2020

Review Date: March 2021

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective Surfaces –Paths, Car park area, Open grass - Slips/trips	Employees/public	Regular inspections for safety defects Rapid response to repairs. Temporary warning signs erected as necessary.	Rapid response to repairs. Temporary warning signs erected as necessary.	Regular inspections for safety defects	Med Low	Parish Clerk
Fencing/walls - injury due to poor maintenance	Employees/public	Inspected regularly Rapid response to repairs.	Rapid response to repairs.	Inspected regularly	Med Low	Parish Clerk
Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Grass cleared before mowing. Village Warden monitors.	No evidence of abuse		Low	
Gates -injury due to poor maintenance	Employees/public	Closures inspected regularly and findings recorded. Rapid response to repairs.	Regular inspections		Low	
Bins -injury due to poor maintenance	Employees/public	Inspected regularly Rapid response to repairs.	Regular inspections		Low	
Seating - injury due to poor maintenance	Employees/public	Inspected regularly Rapid response to repairs.			Low	

Risk Assessment (Continued)

Activity: Cemeteries - Elmswell Assessment Date: March 2019 Review Date: March 2020

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Unstable Memorials - injury due to poor maintenance	Employees/public	Regularly inspected	Regularly inspected – no problems ever recorded		Low	
Grave Kerbs - injury due to poor maintenance	Employees/public	Regularly inspected	Graves regularly inspected and problems attended to immediately			
Vehicles - Collision with other vehicles and/or pedestrians	Employees/public	Grounds maintenance vehicles well maintained.	One-way system via linked Allotments site encouraged		Low	
Roadway Tripping hazard	Employees/Public		Rapid response to reports of damage Roadway through cemetery and Allotments maintained		Low low	

Assessor's signature:  Date: 31.3.2020	Clerk's signature:  Date: 31.03.2020
---	---

Risk Assessment Form


E.P.C. Footbridge Site - Crown Mill

Assessment Date: March 2020

Review Date: March 2021

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Action	
Grass areas	Public	Regular litter picking to remove potentially dangerous detritus	Regular litter picking to remove potentially dangerous detritus		Low		
		Regular grass maintenance to eliminate danger of hidden discarded waste	Regular grass maintenance to eliminate danger of hidden discarded waste		Low		
Damaged lighting columns (or similar) - injury	Public	Lights regularly inspected. Defects repaired as soon as practicably possible.	Regular litter pick				
			Lights regularly inspected. Defects repaired as soon as practicably possible.	Lights regularly inspected. Defects repaired as soon as practicably possible.		Low	
Traffic	Employees Public	Pavements provided for pedestrians. Street lighting adjacent Speed limit in place. Clear visibility for oncoming traffic	Street lighting monitored				
			Clear visibility for oncoming traffic			Low	
						Low	
					Low		

Assessor's signature:



Date:

31.3.2020

Clerk's signature



Date:

31.03.2020

