

PLAYFORD PARISH COUNCIL - Risk Assessment (reviewed May 2023)

Item	Risk	Consequence	Action	Person responsible	Funds to be set aside	Priority Level
Parish Hall/Playing Field Entrance from Butts Rd	Injury or worse due to negligence in upkeep	Personal liability insurance covering the Council and Councillors	1. Regular Checks to be made on the whole area. 2. Keep insurance policy up to date and ensure that the amount insured is suitable and sufficient.	Steve Hicks Clerk & PC		Medium Low
Deep ditch on LH side of entrance to car park at parish hall	Children/cyclists/pedestrians slip into ditch	as above	Drain cover has been installed and is to be inspected regularly to ensure that any build up of debris is cleared so that drain entrance does not get blocked	PC		Medium
Grass and Hedge	Cost of keeping hedges and grass cut and in good order	If costs increase there would be insufficient funds to cover cost for full years cutting	Get quote for hedge and grass cutting in the winter before setting the precept to make sure sufficient funds are available	Clerk and PC		Medium
Grass and Hedge	If damage or disease attacks the hedge or grass	There would be an requirement for extra funds over and above the normal budget	Set aside funds in the deposit account to cover this possibility during annual budget review	PC	£500	Low
Chestnut and other trees	The chestnut trees or any of the trees on Parish Council land might become diseased or damaged by wind or storms	Cost would be incurred if the trees needed treating, trimming and/or removing	Set aside funds to cover this in the deposit account estimate around £500 per tree but this could be more during annual budget review Older trees to be checked regularly by tree surgeon.	Joan Metcalfe to assess trees every 3 months and after storms. PC to assess budget	£500	Low/med
Parking and Access to the playing field in case of an accident	1. The gate must be kept clear 2. If the gate needs to be opened	If access is blocked, it may not be possible to bring through necessary medical equipment in the event of an emergency Key no longer needed	Playford Parish Hall committee to be kept aware of problems and parking plan to be given out by the booking secretary and bookers to be made very aware of the problem Lock not now in use	Joan Metcalfe Joan Metcalfe		Low/Med Low/Med
Sand bins	Wear and tear and need for replacement in the future	Need to buy more bins especially if they are not replaced by Highways.	Budget for perhaps 2 replacements to be kept in the budget (2 x £200) until required	Clerk & PC		Low
					£400	

PLAYFORD PARISH COUNCIL - Risk Assessment contd.

Goal Posts and Fence	Wear and tear and need for replacement in the future	Possible need to replace fence in the next 2-4 years.	Funds for replacement of the fence to be kept in the budget until required.	SH	£500	Low
	Wear& tear on grass in front of goal	Trip hazards	Needs levelling, possibly Astro turf? SH to investigate			
Basketball post & net	Wear & tear - post may work loose, pads may slip.	Injury if post moved/fell. Fingers trapped etc	Keep an eye on it and report any wear & tear	Steve Hicks		Medium
Bottle Bank	Broken glass and rubbish around bottle bank area	Injury and personal liability claims on PC	1.Regular checks to be made on condition of the area 2. Insurance policy kept up to date and ensure amount is suitable	SH	£1,835	Medium
	Bottle bank containers in wrong place	Broken glass may pose a problem over a greater area	Bottlebank currently being revamped - work in progress not currently sitting within the enclosed area.	PC		Low
Clothing Bank	Bags of clothes left outside the bank if it is full	Looks untidy	Ensure that no bags left outside the clothing bank and that it is emptied regularly	SH		Low
Village sign, Notice Board and Bench	Damage by elements or persons unknown	Insurance	Regular Checks	JM		Low
Dog Waste Bin	Wear and Tear	Inform County and/or District Council	Checks	PC		Low