

**COPDOCK AND WASHBROOK PARISH COUNCIL RISK ASSESSMENT REGISTER 03 12 18**

No	Risk Area & Specific Risks	Identified Issues	Mitigation Measures Put in Place	Likelihood 1 is low 3 is high	Severity 1 is low 3 is high	Action Required	Sign off	Frequency of Inspections Weekly W Monthly M Quarterly Q Annually A
<b>PARISH ASSETS</b>								
<b>PA1</b>	<b>Allotments 31 plots</b>			1	1			
	Gates & fences							A
	Water troughs 3 (+ 1 old bath)							A
<b>PA2</b>	<b>Waste Bins:</b>							
	a) Collapse of posts		Bins with rubber lids provided	1	1			Q
	b) Scratches on hands of users & c) bin emptiers		Bins with rubber lids provided	1	1			Q
	d) Drugs Parafinalia etc.	Contaminated Contents	Tape Down Lid / Advise LA to remove contents	2	3			Q
	Cop-01-D OLR (Northbound) Folly Lane							
	Cop-02-L OLR (Northbound) Elm Lane							
	Cop-03-D OLR (Northbound) School Hill							
	Cop-06-D The Street Near to Brook							
	Cop-07-D Mill Lane Ply Area							
	Cop-08-D School hill Pheasant Rise							
	Cop-09-D Back Lane Fen View							
	Cop-10-L Back Lane Bus Shelter							
	Cop-11-L The Street Brook inn							
	Cop-12-L Mill Lane Play Area							
	Cop-13-L Whights Corner Hill Farm							
	Cop-14-L OLR Near Village Hall							
	Cop-15-D Amor Lane							
Dog & Litter bin layby nrth bnd Elm Lane								
Litter Bin Sth bnd Bush shelter 5								
Dog bin Bottom of the street east side by bridge								
<b>PA3</b>	<b>Bins Sand (5)</b>							
	a) Contaminated contents		Sand bins provided to protect contents	1	1			A
	b) loose sand trip hazard		Sand cleared up after winter	1	1			A
	Bin 1 - By Bus Shelter in the Street							
	Bin 2 - Phaesant Rise							
	Bin 3 - Persons Way By Bottle Bank							
	Bin 4 - At School School Hill							
Bin 5 - Bus Shelter Fen View								
<b>PA4</b>	<b>Bus Shelters</b>							
	Collapse of walls and roof			1	1			A
	Collapse of seats			1	1			M
	Dirt on seats			1	1			M
	Drugs, Parafinalia etc.	Contaminated Contents	Tape off Shelter / Advise LA to remove contents	2	3			M
BS 1 - Junction Back Lane / Fen View	Brick & Felt Flat Roof							

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SB	BS 2 - The Street by the Brook Inn	Brick & Tiles						
SB	BS 3 - East side London Rd by Gladwells	Timber						
SB	BS 4 - East side London Rd by Rec. Field	Timber						
SB	BS 5 - East Side London Rd by Folly Lane	Timber						
NB	BS 6 - West Side London Rd by Maycroft	Timber						
NB	BS 7 - West Side London Rd by Elm Lane	Brick						
SB	BS 8 - East side nr The Paddocks	Timber	Not previously on list					

PARISH COUNCIL MATTERS - Finance Committee								
PC1	Council Assets		Insurance cover in place					M
PC2	Council Meetings	By Hirer	Venue risk assessment, issues raised with:					M
	Safety of venue		Inspect before each use					
	Church Room							
	Pavilion							
	Village hall							
PC3	Parish Council Elections	Cost to parish	Budget for - Funds held in reserves					As & When
	Extra Costs							
PC4	Insurance		Clerk has diary system and Insurers issue renewal reminders Council asset register reviewed two months prior to renewal				Check diary system	
	Failure to renew							
PC5	Parish Financial Control	Cost to parish	All payments reviewed at PC meetings Cheque book held by Parish Clerk Cheques signed by 2 Councillors Invoices inspected. Invoice & Cheque stubs initialled by cheque signers plus annual audit					M M M M
	Inappropriate expenditure Loss of Parish funds							
PC6	Parish Council Standing Orders							A
PC7	Parish records		Back up computer records and lodge copy with Chairman. Remove old minute books etc to Records Office				Clerk lodged with Suffolk Records Office 2010	M A

RECREATION FIELD								
F1	Football changing rooms (demolished)		Services terminated at source. Tails of pipe & cable positioned under paving slabs	1	1			
	Redundant underground services							
F2	Football/Bowls club toilets (demolished)			1	1			

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	Redundant underground services		Services terminated at source. Tails of pipe & cable positioned under paving slabs					
F3	<b>Recreation field</b>						Sign erected 2011/12	
	Ground - Trips and falls			1	1			A
	Injury from debris left on pitch			1	1			M
	Collapse of goals			1	3			Q
	Dog fouling			3	2			M
Boundary fencing security	Main Road adjacent to site	Security fencing erected	1	1			Q	
	Wooden fencing by Village Hall/play equipment			2	1			

PLAY AREAS								
JM1	<b>Jubilee Meadow Amenity Area</b>	Play equipment inspected by contractor						
	Ground - Trips & falls			1	2			M
	Trees falling			1	3			A
	Picnic bench			1	1			M
	Open water to Brook			2	3			A
JM2	<b>Zip wire' Jubilee Meadow</b>	Play equipment inspected by contractor	Inspected annually by H&S contractor					
	Uneven ground			1	1			Q
	Stand unsafe			1	1			A
	Wire worn			1	1			A
JM3	<b>Pedestrian Bridge over Brook</b>	Owned by SCC						
	Handrail	Open sided	None to date. Historical use as is	1	3			A
	Slips & Trips		Wire mesh laid to deck	1	2			A
ML1	<b>Play Area - Mill Lane</b>	Annual inspections by outside company see report	Maintenance as required					
	Fencing/gates/signs							6M
	Surface							A
	Play equipment							A
	Damage by users							M
FV1	<b>Play Area - Fen View</b>	Annual inspections by outside company see report	Maintenance as required					
	Fencing/gates/signs							6M
	Surface							A
	Play equipment							A
	Damage by users							M
VH1	<b>Play Area - Village Hall</b>	Annual inspections by outside company see report	Maintenance as required					

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	Fencing/gates/signs							6M
	Surface							A
	Play equipment							A
	Damage by users							M
<b>Village General Environment</b>								
<b>VG1</b>	<b>Notice Boards</b>							
	Rot in structure, collapse			1	1			A
	Broken Glass			1	1			
	By School							
	Elm lane							
	Bus Shelter Fen View							
	Folly Lane							
<b>VG2</b>	<b>Street Lighting</b>	Managed by SCC						
<b>VG3</b>	<b>Verge cutting - The Street</b>	Maintained by LA						A
<b>VG4</b>	<b>Village sign / Memorial</b>	Rebuilt 2017 of brick plinth						
	Falling and injury to passer by			1	1		Risks will increase	A
<b>VG5</b>	<b>Old Phone box The Street</b>							
	Broken Glass			1	1		Inspect & replace with perspex	Q
	People trapped in box			1	1			
	Trapped fingers			1	2			
<b>VG6</b>	<b>Flag pole - The Brook bus shelter</b>							
	Risk of colapse	Risk increase with age.		1	1			M
<b>VG7</b>	<b>Planter - School Hill</b>							A
	Damage/maintenance	Maintined by volunteers		1	1			A
<b>VG8</b>	<b>Seats (7)</b>							
	Collapse of slats and legs			1	1			A
	Seat 1 - Old A12 near barrier							
	Seat 2 - Bottom of the Street LHS							
	Seat 3 - Bottom of the Street RHS							
	Seat 4 - Church Room	Plastic composite						
	Seat 5 - Adjacent Vilage sign / memorial	Plastic composite						
	Seat 6 - Top School Hill							
	Seat 7 - Village Hall Play Area							
	Wooden bench by bus stop Fen View							
<b>FOOTPATHS</b>								
<b>FP1</b>	Volunteer working party safety		Team leader of working party to have mobile phone, for use in case of emergency	1	2			Every time when Working Party in use

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FP2	Injury from machinery - machinery e.g. strimmers & brushcutters		New users trained by experienced users Regular maintenance of equipment Eye & ear protection provided and informed that it must be worn when using equipment All volunteers to wear suitable footwear, gloves and high vis vests or jackets. Safe distance to be maintained between volunteers using machinery & other helpers	1	3		Increased use of County Council Contractors New equipment to be purchased, when old equipment not safe or past safe use.	Every time when Working Party in use
FP3	Volunteers over-exerting themselves		Briefing before working and oversight. Regular breaks. Volunteers to advise if they have any health issues which could be of a hazard if using machinery.	1	2			Every time when Working Party in use
FP4	Volunteers - Lone Working		Where machinery is being used lone working will not be permitted. For non machinery activities any lone worker is to advise others of whereabouts. Team leader to be advised of time of lone worker leaving, expected time of return. Mobile phone to also be taken.	1	2			Every time when Working Party in use
FP5	Public Safety		Public to be advised of works being carried out by volunteers. Signs to be provided. All volunteers to be vigilant. All works to cease when public are passing working area. Tool or equipment not to be left lying around unattended or in the line of the path.	1	2			Every time when Working Party in use
FP6	Volunteers using manual hand tools		Training to be provided where necessary to ensure good handling techniques. All equipment to be inspected before use on each session and whilst in use. All tools to be carried below waist height and sharp points downward.	1	2		Equipment to be replaced when damaged or not safe to use.	Every time when Working Party in use
FP7	Animal safety		All helpers to be mindful of dogs and farm livestock when working. Works to be ceased if possibility of spooking any animals.	1	1			Every time when Working Party in use

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FP8	Parking and or working near public highways		Use of off road parking where possible. Liaison with landowners if necessary and possible. Where working adjacent highway without footpath, helpers either side of working to be positioned to give advance warning of works being carried out. High vis jackets to be worn by all in working group.	1	1			Every time when Working Party in use
FP9	Environmental Risks		All helpers to be advised to be aware of the possibility of ticks and snakes. Cutting of such plants as bracken, hogweed etc to be avoided. Weather forecast to be checked before commencing work. Suitable clothing, refreshments, sunblock, hats etc should be taken by volunteers to suit weather conditions likely to be experienced.	1	2			Every time when Working Party in use
FP10	Installation of waymarkers or signposts		Safe manual handling techniques to be used. Wheelbarrows or trolley to be used for heavy objects. For heavy lifts of large size items, additional assistance to be provided. No items exceeding 25kg to be lifted by an individual. Materials to be delivered to as close as possible to fixing position. Inspection and awareness of ground conditions prior to work commencing to ensure safe route and working condition. Before excavating for posts be mindful of possible presence of underground services. If in doubt do not proceed until advise is given by utility service provider.	1	2			Every time when Working Party in use

Reviewed 3 monthly (March, June, Sept & Dec) during Parish Council meeting and minuted.

		Severity/Consequence		
		Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly unlikely (1)	Trivial risk (Score 1)	Tolerable risk (Score 2)	Moderate risk (Score 3)
	Unlikely			

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(2)	Tolerable risk (Score 2)	Moderate risk (Score 4)	Substantial risk (Score 6)
Likely (3)	Moderate risk (Score 3)	Substantial risk (Score 6)	Intolerable risk (Score 9)