

Fairlight Parish Council's risk assessment for Wood Field

Setting the scene

The Parish Council decided to do a risk assessment of Wood Field to control the risks to people who used the field and are involved in its maintenance and upkeep.

The Council did not have a legal requirement to record the findings of this risk assessment as less than five people work for the Council.

Much of the repair and maintenance work at the field is done by Councillors and volunteers, who have responsibility for their own health and safety.

However, the Council decided that there were sound legal reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those carrying out activities on the field on behalf of the Council.

The Parish Clerk did the risk assessment

How was the risk assessment done?

The Clerk followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

- 1 To identify the hazards, the Clerk:
 - Met with three Councillors at Wood Field walked around the field, cricket pitch, tennis courts, basketball area, playground and other areas noting things that might pose a risk and to identify who might be harmed.
- 2 The Clerk then wrote down who could be harmed by the hazards and how.
- 3 They wrote down what controls were already

in place to manage these.

- 4 The Clerk will share the findings with the Council. The Council will then decide whether to put in place all the additional risk controls the Clerk has suggested. The Council will also need to decide if the risk assessment will be shown to the public, and groups and clubs who use the field.
- 5 The Clerk will put the findings of the risk assessment into practice, writing down who is responsible for doing what, and by when. They will tick off each action when it completed, and record the date when it is done.
- 6 The Clerk will arrange for Council to review the risk assessment of an annually, or immediately if any significant changes occur during the year.

Location :Wood Field

Date of risk assessment: 10th August 2017

What are the hazards/activities?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls E.g. uneven road access, undulating ground, rabbit holes, cricket pitch boundary etc	Users of the field, contractors working on site, volunteers.	<ul style="list-style-type: none"> ■ Weekly visual checks ■ Land Management Working Party report to full Council each month. ■ Road/path surface checked and filled when necessary ■ Grass cut regularly 	<ul style="list-style-type: none"> ■ Pot holes need filling on road into field 	Tony King	TBC	
Dog fouling	Users of the field, contractors working on site, volunteers.	<ul style="list-style-type: none"> ■ Dog fouling signs at entrances ■ Dog waste bins available, and emptied weekly ■ Daily checks to ensure bins are emptied, and report to RDC immediately if not. ■ Grass cut regularly ■ Children's play area fenced off to prevent dogs, and 'no dog' signs at entrance. 				
Hazardous plants/overgrown boundaries E.g. brambles, nettles, overhanging tree branches, ragwort	Users of the field, contractors working on site, volunteers.	<ul style="list-style-type: none"> ■ Weekly visual checks ■ Land Management Working Party report to full Council each month. ■ Cut back when/where necessary ■ Ensure safe to do so when cutting back, and dispose of vegetation appropriately. ■ No horses sign at entrance to field (ragwort) 				
Knowle Wood E.g. uneven ground, scratches/stings from plants	Walkers, volunteers	<ul style="list-style-type: none"> ■ Regular checks by Councillor ■ Volunteer group help maintain the woods ■ Report to full Council when necessary 	<ul style="list-style-type: none"> ■ Ensure all volunteers are aware of the risks ■ Ensure all volunteers wear/use appropriate equipment e.g. gloves and closed toe shoes 	David Thatcher	TBC	

Location :Wood Field

Date of risk assessment: 10th August 2017

What are the hazards/activities?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Littering	Users of the field, contractors working on site, volunteers.	<ul style="list-style-type: none"> Weekly visual checks 3 x litter bins available and emptied regularly 				
Grass cutting E.g. flying debris, injury from using equipment	Users of the field, contractors using the equipment	<ul style="list-style-type: none"> Contract only awarded company who has H&S procedures, risk assessments and insurance in place. Clerk checks insurance on an annual basis Contractors avoid play areas when in use 	<ul style="list-style-type: none"> Review contract for 2018 	The Clerk/ Council	Nov 17	
Basketball area, and picnic bench E.g. balls, trip hazards.	Users of the field, contractors working on site, volunteers.	<ul style="list-style-type: none"> Weekly visual checks Land Management Working Party report to full Council each month. Fence in place to stop balls leaving area Remove weeds from tarmac regularly 	<ul style="list-style-type: none"> Fencing, hoop and playing surface to be included in Annual independent playground inspection 	The Clerk/ Tony King	30/9/17	
Cricket E.g. balls out of boundary, trips over boundary, rabbit holes	Users of the field, contractors working on site, volunteers, players	<ul style="list-style-type: none"> Parkhurst Cricket Club has its own risk assessment in place and has provided a copy to the Council Cricket Club has its own PL Insurance and provides a copy to the Council on an annual basis Cricket Club maintains equipment and stores safely Cricket Club and Council notify residents of matches via village website, Club website and residents e-mail system. Club notify Council of works to be carried out to the pitch, and Council notifies residents where practicable. 	<ul style="list-style-type: none"> Cricket club to put up signs at 4 x entrances to field to warn walkers when practice sessions/matches in place. 	Tony King to order signs	30/9/17	
			<ul style="list-style-type: none"> Cricket Club to cordon off sections to fill in rabbit holes. They will use mesh that is not harmful to animals, and ensure any sharp spikes are covered with highly visible scaffolding pole foam. 	Parkhurst CC	ongoing	

What are the hazards/activities?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Football goal E.g. balls, tripping on string, entrapment	Users of the goal, users of the field	<ul style="list-style-type: none"> ■ Weekly visual checks ■ Land Management Working Party report to full Council each month. ■ Repairs made when necessary 	<ul style="list-style-type: none"> ■ To be included in Annual independent playground inspection 	The Clerk/ Tony King	30/9/17	
Playground E.g. accidents on equipment, trips, falls, dog fouling, brambles around play area	Users of the playground, contractors, volunteers	<ul style="list-style-type: none"> ■ Weekly visual checks ■ Land Management Working Party report to full Council each month. ■ Annual independent inspection ■ Asset register and insurance kept up to date ■ Repairs/maintenance carried out when necessary ■ Play area enclosed to prevent dogs from entering area ■ Brambles cut back regularly ■ Sign notifying users that PC is responsible for maintenance on gates. 	<ul style="list-style-type: none"> ■ Annual independent inspection overdue 	The Clerk/ Tony King	30/9/17	
			<ul style="list-style-type: none"> ■ Picnic benches to be replaced 	Jennifer Annetts	30/9/17	
			<ul style="list-style-type: none"> ■ Rubber matting under slide and swings needs to be lifted and re-laid as currently trip hazard 	Land Mgt		
			<ul style="list-style-type: none"> ■ Rust on swings to be painted 	Land Mgt		
			<ul style="list-style-type: none"> ■ Sign on gate to be replaced as current one is split with sharp edge. 	Tony King	30/9/17	

Assessment review date: August 2018