

Wickham Parish Council Risk Assessment for Major Public Assets

Document Owner: [Parish Clerk](#)

Version: 5.0

April 2015

Document Control

Summary of Changes

Version Number	Version Date	Change	Date Approved
1.0		Initial Version	20.4.09
2.0	Nov 10	Revision 1	14.2.11
3.0	April 12	Revision 2 – facilities at Knowle added	28.5.12
4.0	April 13	Revision 3 – all weather pitch added	30.5.13
5.0	April 14	Revision 4	7.5.14
6.0	April 15	Revision 5	

Document Approvers

Position	Name
Parish Chair	Angela Clear

Notification List

People who must be informed of changes

Position/Function	Name
All Parish Councillors	

Document Review Plans

This document will be reviewed and updated, if necessary, as defined below:

- Following an annual review
- Following any legislative changes which impact these procedures
- Whenever changes to the processes or assets occur

How to find this document

The latest version of this document is filed at www.wickhamparishcouncil.org

Contents

- Document Overview4
- Purpose.....4
- How to use this document.....4
- Background.....4
- Scope.....4
- Inspection and Maintenance5
- Reporting and Tracking.....5
- Internal Controls6
- Sports pavilion at Wickham Recreation Ground.....6
- Football pitches, cricket pitch and tennis courts.....7
- Wickham Recreation Ground and Knowle Village Green.....9
- Play areas: Recreation Ground, Community Centre and skatepark, The Circle, Knowle MUGA, skatepark, Victoria Mews, Consort Mews and Barbastelle Walk 10
- Knowle Hospital Closed Cemetery and Dean Copse..... 12

Document Overview

Purpose

This document summarises Wickham Parish Council's risk assessment process for major public assets, how these risks are recorded together with the actions taken to remedy or mitigate these risks

How to use this document

This document should be used to understand

- the major public assets that fall within the Parish Council's remit
- the various types of identified risks associated with each type of asset
- the controls in place to minimise any potential or identified risks

Background

Wickham Parish Council is committed to improving, wherever possible, its service to the Parish. As part of this commitment the Council has made an inventory of the various assets for which it is responsible together with a risk assessment for each one. This assists the Council to put in place a maintenance and inspection regime to remove, as far as possible, risks to the users. It also enables the Council to provide documentation to insurers and other such bodies in a consistent and controlled manner.

Scope

This document covers the following:

- Major Public Assets
 - Wickham Recreation Ground
 - sports pavilion
 - car park
 - football pitch
 - tennis courts
 - play areas
 - Community Centre
 - play area and skatepark
 - all weather pitch
 - The Circle
 - Play area
 - Lysander Meadow
 - Knowle Hospital Closed Cemetery
 - Knowle village hall – hall is the responsibility of KCBA
 - Car park
 - MUGA
 - Skatepark
 - Cricket pitch

- Football pitches: 1 adult and 2 junior
 - Victoria Mews, Consort Mews, Barbastelle Walk and Greater Horseshoe Way play areas
 - Dean Copse
- Risks identified for each type of asset
 - Inspections and maintenance regimens in place
 - Reporting and repair tracking

Inspection and Maintenance

Inspection and maintenance falls into the following categories:

- Planned
 - This encompasses all regular inspections by qualified persons
 - Annual gas inspections by registered gas engineers
 - Fortnightly inspection of play equipment
 - Tree surveys
- As required
 - Equipment and buildings are subject to ad hoc inspection when the regular maintenance, such as grass cutting, is carried out.
 - Items reported by the public

Reporting and Tracking

- Formal reporting
 - This covers items that are reported as a result of the planned inspections.
 - Gas inspections will report any items that require attention and that are not covered by maintenance contracts
 - The fortnightly play equipment reports are tracked to ensure any items that require attention are dealt with and do not occur on consecutive reports
 - Tree surveys to establish work required to maintain public safety
- Ad hoc reporting
 - Items reported by ad hoc inspections and by the public are noted by the Parish Clerk and appropriate actions put in place to remedy according to the severity and urgency of the actions required
- Some actions are generated as a result of new/changed services or newly identified problems.
 - Examples
 - New signage requirements
 - Revision of hire agreement terms and conditions

No.	Internal Controls	Risks identified
1	Sports pavilion at Wickham Recreation Ground	
1.1	Building condition	Injury caused by defect
	Regular building inspection carried internally and externally by Paul Collins who reports any problems to the Parish Clerk	
	Access/egress routes clear and in good condition – including internal and external areas	
	Annual inspection of gas installations by registered gas engineer	
	Annual inspection of fixed electrical installations	
	Water risk assessment carried out by a competent person	
	Equipment removed from use if defective	
	Adequate storage facilities provided	
	Repairs carried out according to risk posed	
1.2	Fire	Burns, smoke inhalation, death
	Fire exits clearly marked and hirers to keep clear at all times.	
1.3	Security	Fire, vandalism, injury, theft
	Regular premises inspections. Building is reasonably visible from road, some cover by cctv	
1.4	Unsociable behaviour	Injury
	No lone working after dark.	
1.5	Car park	Slips, trips, falls, Traffic Accidents
	Surface condition regularly inspected	
	Posts and markers inspected regularly and recorded	
	Barrier inspected regularly for damage All barriers at a minimum of 2.2 metres high	

No.	Internal Controls	Risks identified
	Reflective strips on barriers Width of barriers sufficient for private use only vehicles	
	Gate closed from time to time to discourage overnight parking	
	Entry/exit points inspected to ensure clear visibility for traffic	
	Defects repaired according to risk they pose	
2	Football pitches, cricket pitch and tennis courts at Wickham and Knowle	
2.1	Defective surfaces	Slips, trips, falls
	Regular inspections for safety defects e.g. pot holes, glass etc carried out by Paul Collins, problems reported to Clerk	
	Referees inspect pitches before matches	
	Wickham Community Tennis Club also carry out regular recorded safety inspections	
	Police notified of any unauthorised vehicular use, e.g. off road motor bikes etc.	
	Repairs carried out according to risk posed.	
2.2	Fencing	Cuts
	Regular inspection.	
	Repairs carried out according to risk posed.	
2.3	Seating	Injury
	Regular inspection	
	Facilities constructed of durable materials	
	Facilities secured to ground to minimise vandalism.	
	Repairs carried out according to risk posed	
	Dangerous equipment removed from use	
2.4	Football goal posts	Injury due to collapse
	Dangerous equipment removed from use	
	Regularly inspect posts for damage/vandalism and record kept	

No.	Internal Controls	Risks identified
	Upright post movement to be checked regularly and remedied	
	Goal holes filled in when posts removed	
2.5	Dog fouling	Infection / ill health
	Dog bins provided and emptied regularly	
	Responsible dog owners welcome signs in place	
	WCC Dog warden will patrol area if notified of particular problem	
	Grass walked and fouling removed prior to grass cutting	
2.6	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
2.7	Bins	Cuts
	Regular inspection	
	Repairs carried out according to risk posed	
	Dangerous bins removed from use, including base to prevent trip hazard	
	Bin constructed of toughened material	

3	Wickham Recreation Ground and Knowle Village Green	
3.1	Open space	Potholes in grass
	Grass area inspected by Groundsman when cut	
	Holes backfilled	
3.2	Trees	Collapse, structural damage
	Trees inspected on a regular basis by Groundsman	
	Council responds to complaints from members of the public if concerns raised about tree condition	
3.3	Fencing	Cuts
	Regular inspection.	
	Repairs carried out according to risk posed.	
3.4	Seats and picnic benches	Injury
	Benches are bolted to the ground	
	Dog bins inspected and emptied weekly	
	Litter bins emptied and inspected regularly	
	Any damage/vandalism reported and repaired	
3.5	Dog fouling	Infection / ill health
	Dog bins provided and emptied regularly	
	Responsible dog owners welcome signs in place	
	WCC Dog warden will patrol area if notified of particular problem	
	Grass walked and fouling removed prior to grass cutting	

3.6	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
3.7	Bins	Cuts
	Regular inspection	
	Repairs carried out according to risk posed	
	Dangerous bins removed from use, including base to prevent trip hazard	
	Bin constructed of toughened material	
3.8	Use of drugs	Employees and/or members of the public coming into contact with drugs, needles, body fluids etc.
	Prompt response to complaints of sharps	
	Police advised of problems as necessary	
	Groundsman Paul Collins has a sharps bin	
3.9	Sexual activities	People coming into contact with body fluids
	Contractors/employees aware of problem and provide their own suitable protective clothing.	
4	Play areas: Recreation Ground including tennis courts, Community Centre including the skatepark The Circle, Knowle games area and skatepark, Victoria Mews, Consort Mews, Barbastelle Walk and Greater Horseshoe Way	
4.1	Play equipment	Physical injury
	Recorded regular inspections by OCS	
	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	

4.2	Defective surfaces e.g. paths, safety surfaces, open grass	Slips, trips, falls
	Recorded regular inspections by OCS	
	Repairs carried out according to the risk posed	
	Weekly maintenance by Paul Collins	
4.3	Trees	Collapse, structural damage
	Trees inspected on a regular basis by Groundsman	
	Council responds to complaints from members of the public if concerns raised about tree condition	
4.4	Fencing	Cuts
	Regular inspection.	
	Repairs carried out according to risk posed.	
4.5	Seats and picnic benches	Injury
	Benches are bolted to the ground	
	Litter bins emptied and inspected regularly	
	Any damage/vandalism reported and repaired	
4.6	Dog fouling	Infection/ill health
	Dog bins inspected and emptied weekly	
4.7	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
4.8	Bins	Cuts
	Regular inspection	
	Repairs carried out according to risk posed	
	Dangerous bins removed from use, including base to prevent trip hazard	
	Bin constructed of toughened material	

4.9	Use of drugs	Employees and/or members of the public coming into contact with drugs, needles, body fluids etc.
	Prompt response to complaints of sharps	
	Police advised of problems as necessary	
	Groundsman Paul Collins has a sharps bin	
4.10	Sexual activities	People coming into contact with body fluids
	Contractors/employees aware of problem and provide their own suitable protective clothing.	
5	Knowle Hospital Closed Cemetery and Dean Copse	
5.1	Defective surfaces e.g. paths, safety surfaces, open grass	Slips, trips, falls
	Annual inspection	
	Repairs carried out according to the risk posed	
5.2	Trees	Collapse, structural damage
	Trees inspected annually	
	Council responds to complaints from members of the public if concerns raised about tree condition	
	Repairs carried out according to risk posed.	
5.3	Fencing	Cuts
5.4	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
	Annual inspection.	

6	Lysander Meadow	
6.1	Defective surfaces e.g. paths, safety surfaces, open grass	Slips, trips, falls
	Annual inspection	
	Repairs carried out according to the risk posed	
6.2	Trees	Collapse, structural damage
	Trees formally inspected annually, informally inspected regularly by Clerk and Paul Collins	
	Council responds to complaints from members of the public if concerns raised about tree condition	
	Repairs carried out according to risk posed.	
6.3	Fencing	Cuts
6.3	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
	Annual inspection.	

No.	Internal Controls	Risks identified
7	Knowle Village Hall car park	
		Slips, trips, falls, Traffic Accidents
	Surface condition regularly inspected, cleared of debris by Paul Collins as necessary	Ongoing request for path lighting
	Posts, planting and trees inspected regularly and any damage recorded	
	Prevention of unwanted access. Bollards installed in 2011 to prevent access by large vehicles. Locked in position as appropriate.	
	Gate closed from time to time to discourage overnight parking	
	Entry/exit points inspected to ensure clear visibility for traffic	
	Defects repaired according to risk they pose	
8	Wickham all weather pitch	
8.1	Defective surfaces e.g. paths, safety surfaces, open grass	
	Inspected daily before school opens during term time litter collected, inspected three times a week during holidays	
	Formal inspection recorded and maintenance carried out bimonthly by HB Sports Surfaces	
	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	

8.2	Fencing	Cuts
	Regular inspection.	
	Repairs carried out according to risk posed.	
8.3	Gates	Entrapments
	Regular inspection	
	Repairs carried out according to risk posed	
8.4	Bins	Cuts
	Regular inspection	
	Repairs carried out according to risk posed	
	Bin constructed of toughened material	