

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Open Spaces/Assets/Highways.		
APPROVED BY: THE COUNCIL	DATE APPROVED: July 25 full council meeting.	NEXT REVIEW DATE: July 26
LOCATION / SERVICE: Parish wide	DATES PREVIOUS REVIEWS CARRIED OUT: July 24	
MANAGER RESPONSIBLE FOR THIS ASSESSMENT: Council Safety Cllrs – Sheerin, C Cooper, Thompson and White. Carried out by Cllr Thompson		

HAZARD Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: • Slipping / tripping hazards • Working at any height • Machinery • Vehicular movement • Flammable materials / sources of origin • Manual handling • Chemicals • Aggressive people / challenging behaviour • Electricity • Noise / vibration / dust / noise • Workplace stressors • Lay-out of workplace • Other things that could cause significant harm	WHO MIGHT BE HARMED? There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are: • Office Staff / depot staff / reception staff • Contractors • Members of the public • People sharing your workplace • Environment Pay particular attention to: • People with disabilities • New or expectant mothers • Young or inexperienced staff • Lone workers • Visitors / children	IS THE RISK ADEQUATELY CONTROLLED? Have you already taken precautions against the risks from the hazards you listed? For example, have you provided: • Adequate information, instruction, training and supervision? • Adequate systems or procedures? Do the precautions: • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practical? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? What more could you reasonably do for those risks which you found were not adequately controlled? You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order: • Remove the hazard completely • Substitute a safer alternative • Provide a safe system of work • Prevent access or exposure to the hazard • Organise work to reduce the frequency of exposure to the hazard • Issue personal protective equipment • Provide welfare and first aid facilities
--	---	---	--

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>		<u>PEOPLE</u>			<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY</u>
Assets – see accompanying document. Risk of loss of assets through neglect. Risk of injury to public. Risk of vandalism. No regular inspections carried out. The Council has not appointed a manager who is responsible for care of assets.	Impact 3	Likelihood 3	Score 9	The Council The Public	The Council is covered by insurance.	Appoint manager responsible for checking assets at least 6-monthly Check all new assets (playground equipment, village white gates, dog waste bins) are covered by insurance	July 2025 July 2025	The Council Clerk

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>	<u>PEOPLE</u>				<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY</u>
Telephone box – the telephone box was refurbished in 2018 and refitted as a tourist kiosk with a grant from Pewsey Vale Tourism. A new door was installed to replace broken door. Risk that the asset could fall into disrepair and lead to loss of service and risk of injury. Risk of vandalism.	2	2	4	The Council The Public Pewsey Vale Tourism	Currently no existing controls regarding inspection and reporting issues. The telephone box is covered by Council insurance.	No new actions.		
Litter bins – accumulation of litter risking loss of service and littering. Risk of vandalism.	3	3	9	The Council The Public The Environment	The playing field bins are regularly inspected by the Playground Manager and handyman who report issues back to the Clerk for action to be taken. Other bins are owned by Wiltshire Council who are responsible for emptying them. Wiltshire Council reporting methods are advertised by the Parish Council. Council insurance in place.	No new actions		
Dog waste bins – accumulation of dog waste leading to public health hazard. Risk of vandalism. Risk to the Council that the contractor, Tactical, does not fulfil its contract.	3	3	9	The Council The Public The Environment	The dog waste bins are emptied weekly by Tactical.	Check bins are covered by Council insurance	July 2025	Clerk

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>		<u>PEOPLE</u>			<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY</u>
Parish Council Shed – risk of vandalism, theft, risk of injury to public.	3	2	6	The Council	The Parish Council shed is fenced and secured with a locked gate. The Parish Council is insured for theft and vandalism. No high value items are stored in the shed to minimise risk of financial loss to the Council	Fence and lock issues will be reported by the Handyman to the Clerk for action to be taken.		Handyman and Clerk
Use of contractors – injury	2	2	4	The Council The Public	Contractors use their own equipment and are responsible for their own training and insurance.	Suitably qualified contractors with appropriate levels of public liability insurance must be appointed.	Each occasion	The Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>		<u>PEOPLE</u>			<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED BY</u>
War memorial – The War Memorial is situated on the Memorial Playing Field which is owned by the Village Hall Committee. The Council does not own the War Memorial or associated paving, but it does own the fence. The Council has the power but does not have a duty to maintain the War Memorial. The Council uses its power to carry out repairs and maintenance where necessary as agreed in the Service Agreement with the Village Hall Committee.	Impact 2	Likelihood 2	Score 4	The Council The Village Hall Committee. The Public	The Council has agreed to carry out regular inspections of the War Memorial. However, there has been a change in Councillors and there is no clarity as to who is responsible for inspections.	Confirm who is responsible for inspecting the War Memorial	July 2025	The Council

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk: <u>RISK</u><u>PEOPLE</u>				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk: <u>ACTION</u><u>BY WHEN</u><u>ACTIONED BY</u>		
There is a risk that the Parish Council does provide the service as agreed.								
Cold weather/winter maintenance of footpaths (not footways that run alongside carriageways), bridleways and restricted byways. Section 43 of the Highways Act 1980 states that the Parish Council has the power but not duty to maintain such thoroughfares. The Council chooses not to exercise its duty, consequently there is not risk to the PC.	0	0	0					
Cold weather – Highways clearance of ice and snow. The Parish Council does not have the power to maintain minor highways or footpaths which run alongside carriageways. The power to maintain such highways has not been delegated to it by Wiltshire Council using their power under section 101 of the Local Government Act 1972, consequently, there is no risk to the Parish Council. Grit bins. The Parish Council does not have the power to provide grit bins, consequently, there is no risk to Parish Council.	0	0	0					

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk: <u>RISK</u><u>PEOPLE</u>				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk: ACTIONBY WHENACTIONED BY		
Flooding Risk of not providing relevant information to Wilshire Council. There is a risk that the water courses in the village are not monitored. There is a risk that the gulleys are not regularly cleared leading to blockage and surface flooding. There is a risk that the PC does not provide assistance to the community in times of flooding.	Impact 3	Likelihood 4	Score 12	The Council The public The environment	There is information about the community Flood Group on the PC website. There is no PC representative on the Flood Group. There is no mechanism in place for residents to report flooding to the PC and so reports are received on an ad hoc basis and consequently flooding issues may not be reported to Wiltshire Council. Steward is asked to clear gulleys when it has been reported that they are blocked but there is no manager responsible for checking the gulleys. Annual “litter pick” by members of the public organised by the Council. 2 Councillors have signed up to receive flood warning information for onward transmission. Methods of reporting floods to Wiltshire Council are advertised on out of office email replies and from time to time on website. The Parish Council provides aqua sacs. This service is advertised on the Parish Council website.	No new actions.		

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>	<u>PEOPLE</u>				ACTION	BY WHEN	ACTIONED BY
Hedges and grass cutting – overgrown hedges and open spaces. The Council has a Service Agreement with the Village Hall Committee for upkeep of hedges and grass cutting at the Memorial Playing Field. There is a risk for the Council if it does not meet its service requirements. The Council is responsible for hedge cutting at the communal areas at the allotments. Risk to Council of service not being provided. The Council provides grass cutting services for the Churchyard – risk to Council in transparency of what service it is providing, costs and adequate service being provided. The Council is responsible for grass cutting at Jockey Green – risk to interruption of service. Reporting of overgrown hedges and grass on Wiltshire Council Highways land. Memorial Trees situated on the Playing Field. The trees are the responsibility of the Village Hall Committee, therefore, there is no risk to the Council. Trees on allotment boundary. Situated within hedges and are primarily holly and hawthorn. Risk that improperly maintained trees could cause a threat to public from limbs, or the whole tree falling.	Impact 2 2 2 2 3 0 3	Likelihood 2 2 2 2 3 0 3	Score 4 4 4 4 9 0 9	The Council, The Public, The Village Hall Committee	The Council has a contract with Lasts Landscaping for grass cutting services at the Memorial Playing Field and the churchyard and employs other contractors for the allotments and playing field hedge. A contractor cuts Jockey Green on an annual basis. These contracts are regularly reviewed. However, aside from the allotments, there is currently no inspection process in place to ensure the work is carried out in a satisfactory manner. The Council does not have an Open Spaces manager. There is no current Service Agreement in place between St Mary’s Parochial Parish Council and the Parish Council for the grass maintenance at the church. Public - the Parish Council advertises Wiltshire Council’s reporting tool on the website, Facebook page and out of hours email reply in order to encourage residents to report issues direct to Wiltshire Council. Parish Council - Minor highway issues are reported to the Parish Steward via the Clerk and Highways Manager. Major highways issues are reported to Wiltshire Council via the Clerk/Highways manager. Trees are reviewed at the point of appointing contractors to carry out work on allotment hedges.	Appoint an open spaces manager to check contractors have carried out work to an acceptable standard. Promote mechanism for public to report issues for the attention of the steward	July 2025 Ongoing	The Council Clerk

Great Bedwyn Parish Council

List hazards here:				List <u>specific</u> groups of staff/other people that are at risk: <u>RISK</u><u>PEOPLE</u>	List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk: ACTIONBY WHENACTIONED BY		
NEW for 2023 1 SID (Speed indicator device) and 4 posts. Risk or injury to drivers or pedestrians. Risk of injury to those moving the SID. Risk or deliberate or accidental damage or theft. Insurance risk. Updated 2024 to note that there are now 2 SIDS.	4	2	8	The Council. The public. Insurance Company. Volunteers	The volunteer/handyman risk assessment will be used when Cllrs and volunteers move the SID to a new location. This will include the guidance for working at height and safe lifting. The SID's will be added to the council's insurance policy. Wiltshire council have approved the locations of the SID/posts as being safe for pedestrians and traffic. If the public report any issues, the Clerk will act upon them accordingly.			
NEW for 2023 Noticeboards x 2 Great Bedwyn Village Centre Risk of injury to those updating the boards. Risk of deliberate or accidental damage or theft. Insurance risk.	3	2	6	The Council. The public. Insurance Company. Volunteers.	The handyman regularly updates the noticeboards and will update the Clerk of any issues. The person responsible for carrying out this RA will check both boards for signs of damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly.			
NEW for 2023 Wooden bollards at Village Centre. Risk of injury to the public due to damage or defects to the bollards.	3	2	6	The Council. The public. Insurance Company. Volunteers.	The person responsible for carrying out this RA will check the bollards for signs or damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly.			

Great Bedwyn Parish Council

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk: <u>RISK</u><u>PEOPLE</u>				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk: ACTIONBY WHENACTIONED BY		
NEW for 2025 Village signs – white gates at entrance to village Risk of deliberate or accidental damage or theft. Insurance risk.	3	3	9	The Council. The public. Insurance Company. Volunteers.	The person responsible for carrying out this RA will check the bollards for signs or damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly			