

Risk Assessment Register

May 2024



Recreation Ground

What are the Hazards	Who might be harmed and how	Prob/ Impact/ score	What are you Doing Already	What Further Action is Necessary	How will you put the Assessment into Action	Next Review Date
					By Whom When	
Pavilion Electricity	Users – Electric shock, injury through no lighting	L/H/L	Electrician called as necessary. All items PAT tested by qualified electrician bi annually	None	Clerk	May 2025
Pavilion Kitchen	Users – Burns	L/H/L	Urns/kettles provided with instructions. User manual now kept in kitchen.	None	Council	May 2025
Pavilion Steps	Users/Public – trip injury	L/M/L	Non-slip covering on steps	None	Checked as part of weekly inspection	May 2025
Sewage Treatment Unit	Users/Public – health risks	L/M/L	Annual servicing and emptying; caretaker aware of issues when weekly checks carried out.	None	Clerk	May 2025
Rubbish - health risks	Users – health risks	L/L/L	Litter bins provided and emptied regularly	None	Councillors Monthly Inspections	May 2025
Pavilion - Fire	Users – Fire. Buildings - Fire	L/H/L	Annual Fire Extinguisher inspection JS Fire Ltd. Fire Risk Assessment carried out annually Buildings insured	Fire Risk Assessment to be completed	Council	May 2025
Pathway trip risk in the dark	Persons visiting Pavilion or Youth Hut in dark	M/M/M	Contractor installed bollard lighting in August 2022.	None	Council	May 2025
Trees	Users of the recreation ground	L/M/L	Tree Inspections- Bi annual Recent survey led to high priority works being carried out (Spring '24)	Follow recommendations from tree inspection report	Council	October 2024

Children's Playground

What are the Hazards	Who might be harmed and how	Prob/ Impact/ score	What are you Doing Already	What Further Action is Necessary	How will you put the Assessment into Action	Next Review Date
					By Whom When	
Safety	Users – falling, running into car park	L/M/M	Area fenced and gated. High mesh fence to protect from balls from Recreation Ground. Weekly inspection and annual independent inspection. Seats provided for adult supervision. Accident book kept in Clerk's office. Wood chips raked weekly	None	Council	May AGM
Injury from Equipment	Users – physical injury	M/M/M	Weekly inspection and records kept. Annual independent inspection. Chippings maintained. Logged Issues Register kept. Contracts for cleaning and maintenance in place.	None	Clerk/Council	May AGM
Rubbish - health risks	Users – contaminated by refuse	L/L/L	Litter bins provided and emptied regularly. Contracts for maintenance in place. Bins replaced when needed. Commercial waste disposal contracts in place.	None	Monthly inspection by Councillors	May 2025

Clerk's Office /Admin

What are the Hazards	Who might be harmed and how	Prob/ Impact/ score	What are you Doing Already	What Further Action is Necessary	How will you put the Assessment into Action	Next Review Date
					By Whom When	
Website	Clerk/Council/Users – lack of up to date, accurate information	L/L/L	Update monthly as a minimum. Migration of new website complete. New website hosting – Ciaran Day to migrate as necessary. Clerk to upload some historic information.	None	Clerk / Ciaran Day / Deputy Clerk	May 2025
Computerised Accounts loss of data	Clerk/Council – incorrect records	L/H/L	Finance system is cloud based and hosted. Monthly finance report is also retained.	None	Clerk	May 2025
Data Protection / GDPR Breach	Anyone with data held/processed by the PC	L/M/M	Risk Impact Assessment completed. Privacy statement added to website All email contacts given option to withdraw from list. New .gov.uk email addresses for all councillors set up summer 2023.	None	PC / ICO /Clerk / Deputy Clerk	May 2025

			Annual subscription to ICO (Information Commissioners Office) CCTV footage viewed by the clerk or deputy clerk only and passed to police as necessary.			
Injury through working practices	Clerk	L/M/L		None	Clerk	May 2025
Loss/theft of clerk's laptop	Clerk	L/L	Insurance company has confirmed cover of the laptop. Data on the laptop is backed up to the cloud.	None		May 2025