

# Whiteley Town Council Risk Assessment for Major Public Assets

*Document Owner: Town Clerk*

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## Document Control

### Summary of Changes

Version Number	Version Date	Change	Date Approved
1.0	2012.13		May 13
2.0	2013.14		2 <sup>nd</sup> June 14
3.0	2014.15		
4.0	2015.16		

### Document Approvers

Position	Name
Chairman	Mike Evans

### Notification List

*People who must be informed of changes*

Position/Function	Name
All Town 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.whiteleytowncouncil.co.uk](http://www.whiteleytowncouncil.co.uk)

**Contents**

Document Overview .....4  
    Purpose.....4  
    How to use this document.....4  
    Background.....4  
    Scope.....4  
    Inspection and Maintenance .....5  
    Reporting and Tracking.....5  
Internal Controls .....6

## Document Overview

### Purpose

This document summarises Whiteley Town 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 Town 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

Whiteley Town Council is committed to improving, wherever possible, its service to the Town. 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 process 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
  - Meadowside Recreation Ground
    - Three football pitches
    - Play area
    - Skatepark
  - Rosemary Gardens play area
  - Caraway play area
  - Saffron Way play area and open space
  - Mollison Rise play area
  - Cheshire Close play area
  - Meadowside Council Rooms
- Risks identified for each type of asset
- Inspections and maintenance processes 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
    - Fortnightly inspection of play equipment
    - Tree surveys
- As required
  - Equipment is 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.
    - The fortnightly play equipment reports are tracked to ensure any items that require attention are dealt with and do not occur on consecutive reports where there is a demonstrable danger to the public
    - 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 Town 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
    - Play area equipment repairs

<b>No.</b>	<b>Internal Controls</b>	<b>Risks identified</b>
<b>1</b>	<b>Meadowside Recreation Ground football pitches</b>	
<b>1.1</b>	<b>Defective surfaces</b>	<b>Slips, trips, falls</b>
	Regular inspections for safety defects e.g. pot holes, glass etc carried out by OCS, problems reported to Clerk	
	OCS Groundsman and Club referees inspect pitches before matches	
	Police notified of any unauthorised vehicular use, e.g. off road motor bikes etc.	
	Repairs carried out according to risk posed.	
<b>1.2</b>	<b>Fencing</b>	<b>Cuts</b>
	Regular inspection.	
	Repairs carried out according to risk posed.	
<b>1.3</b>	<b>Seating</b>	<b>Injury</b>
	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	
<b>1.4</b>	<b>Football goal posts</b>	<b>Injury due to collapse</b>
	Dangerous equipment removed from use	
	Regularly inspect posts for damage/vandalism and record kept	
	Upright post movement to be checked regularly and remedied	
	Fixing holes filled in when posts removed	
<b>1.5</b>	<b>Dog fouling</b>	<b>Infection / ill health</b>
	Dog bins provided and emptied regularly	
	Responsible dog owners welcome signs in place	

<b>No.</b>	<b>Internal Controls</b>	<b>Risks identified</b>
	WCC Dog warden will patrol area if notified of particular problem	
	Grass walked and fouling removed prior to grass cutting	
<b>1.6</b>	<b>Gates</b>	<b>Entrapments</b>
	Regular inspection	
	Repairs carried out according to risk posed	
<b>1.7</b>	<b>Bins</b>	<b>Cuts</b>
	Regular inspection	
	Repairs carried out according to risk posed	
	Bin constructed of toughened material	
	Bins replaced with anti vandal design to prevent bin fires	

No.	Internal Controls	Risks identified
<b>2</b>	<b>Meadowside Recreation Ground amenity grass and conservation area, Saffron Way amenity grass</b>	
<b>2.1</b>	<b>Open space</b>	<b>Potholes in grass</b>
	Grass area inspected by OCS Groundsman when cut	
	Holes backfilled	
<b>2.2</b>	<b>Trees</b>	<b>Collapse, structural damage</b>
	Trees inspected on a regular basis by OCS Groundsman	
	Council responds to complaints from members of the public if concerns raised about tree condition	
<b>2.3</b>	<b>Fencing</b>	<b>Cuts</b>
	Regular inspection by OCS Groundsman	
	Repairs carried out according to risk posed.	
<b>2.4</b>	<b>Seats</b>	<b>Injury</b>
	Benches are bolted to the ground	
	Dog bins inspected and emptied weekly	
	Litter bins emptied and inspected regularly	
	Any damage/vandalism reported and repaired	
<b>2.5</b>	<b>Dog fouling</b>	<b>Infection / ill health</b>
	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	



No.	Internal Controls	Risks identified
2.6	<b>Gates</b>	<b>Entrapments</b>
	Regular inspection	
	Repairs carried out according to risk posed	
2.7	<b>Bins</b>	<b>Cuts</b>
	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	
2.8	<b>Use of drugs</b>	<b>Employees and/or members of the public coming into contact with drugs, needles, body fluids etc.</b>
	Prompt response to complaints of sharps	
	Police advised of problems as necessary	
	Grounds contractor has a sharps bin	
2.9	<b>Sexual activities</b>	<b>People coming into contact with body fluids</b>
	Contractors/employees aware of problem and provide their own suitable protective clothing.	
3	<b>Play areas: Meadowside Recreation Ground, Meadowside skatepark, Rosemary Gardens, Caraway, Saffron Way, Mollison Rise, Cheshire Close</b>	
3.1	<b>Play equipment</b>	<b>Physical injury</b>
	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	

No.	Internal Controls	Risks identified
3.2	<b>Defective surfaces e.g. paths, safety surfaces, open grass</b>	<b>Slips, trips, falls</b>
	Recorded regular inspections by OCS	
	Repairs carried out according to the risk posed	
3.3	<b>Trees</b>	<b>Collapse, structural damage</b>
	Trees inspected on a regular basis by OCS	
	Council responds to complaints from members of the public if concerns raised about tree condition	
3.4	<b>Fencing</b>	<b>Cuts</b>
	Regular inspection.	
	Repairs carried out according to risk posed.	
3.5	<b>Seats</b>	<b>Injury</b>
	Benches are bolted to the ground	
	Litter bins emptied and inspected regularly	
	Any damage/vandalism reported and repaired	
3.6	<b>Dog fouling</b>	<b>Infection/ill health</b>
	Dog bins inspected and emptied weekly	
3.7	<b>Gates</b>	<b>Entrapments</b>
	Regular inspection	
	Repairs carried out according to risk posed	
3.8	<b>Bins</b>	<b>Cuts</b>
	Regular inspection	
	Repairs carried out according to risk posed	
	Dangerous bins removed from use, including base to prevent trip hazard	

<b>No.</b>	<b>Internal Controls</b>	<b>Risks identified</b>
3.8	<b>Bins cont.</b>	<b>Cuts</b>
	Bin constructed of toughened material	
3.9	<b>Use of drugs</b>	<b>Employees and/or members of the public coming into contact with drugs, needles, body fluids etc.</b>
	Prompt response to complaints of sharps	
	Police advised of problems as necessary	
	OCS has a sharps bin	
3.10	<b>Sexual activities</b>	<b>People coming into contact with body fluids</b>
	Contractors/employees aware of problem and provide their own suitable protective clothing.	
4	<b>Meadowside Council Rooms</b>	
4.1	<b>Slips trips and falls</b>	
	Rooms are leased from Winchester City Council and managed by PFP who carry out independent risk assessments	
	Disabled access is via the leisure centre lift, assistance opening doors to the Council Room's walkway and corridors likely to be needed	
	Rooms and walkway / corridors are well lit	
	Spillages only likely in kitchen where there is cleaning equipment	
	No trailing leads permitted in the rooms	
4.2	<b>Work at height</b>	
	Contractors to carry out risk assessments prior to carrying out maintenance work	
4.3	<b>Hazardous substances</b>	
	PFP has health and safety file for the cleaning contractor, cleaning contractor trained by employer OCS	

No.	Internal Controls	Risks identified
4.4	<b>Electricity – risk of shock or burns from faulty equipment</b>	
	Regular inspections carried out by PFP as part of their management responsibilities	
	Stored equipment and manual handling	
	No heavy equipment or materials within the rooms	
	Fire	
	Fire risk assessment is the responsibility of PFP. Town Council to ensure fire exits are kept clear at all times, particularly during public meetings	
4.5	<b>Defibrillator</b>	
	Machine wired into Meadowside electrical system, it is self monitoring and is checked monthly to ensure it is in working condition	