

Houghton Parish Council – Risk Assessment

Risk Assessment for Playground/Recreation Area/Bus Shelters

Assessment carried out by: Houghton Parish Council

Date of Assessment Review: 7th May 2024

Recreation Area/Playground

What are the hazards?	Who might be harmed and how?	What we are already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Defective surfaces – grass/tarmac car park	<i>Public, Employees, Contractors and Volunteers</i> Slips/trips	Regular grass cutting/inspection of paths/record defects.	Follow up any recorded defect and repair/resolve.	HPC/contractor	As soon as possible after identification of issues
Trees – 1x Horse Chestnut 1x Lime plus various small trees	Injury due to falling branches/dead wood	Regular visual checks by Councillor on all trees. Annual tree survey and report carried out by qualified tree surgeon on 2 x large trees – remedial work carried out when reported as necessary	Continue with regular visual checks and annual inspections. Further inspection/work carried out if needed after storms etc.	HPC/contractor	As soon as possible after identification of issues

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Dog fouling	<i>Public, Employees, Contractors and Volunteers</i> Health issues	Regular visual checks carried out. No current identified issues with dog fouling.	Continue visual checks and follow up identified issues.	HPC	As soon as possible after identification of issues
Play equipment and benches	Injury due to poor maintenance/damage/bird fouling	Annual RoSPA inspection carried out and follow up remedial repairs. Equipment removed from use or taped off with hazard tape if necessary until repaired/replaced. Weekly cleaning by volunteer of play equipment to remove bird fouling.	Continue annual inspections and regular cleaning. Follow up inspection report to attend to remedial works as soon as possible.	HPC/contractor/volunteer	As soon as possible after identification of issues
Gates/Fences	Injury due to poor maintenance	Regular visual checks carried out.	Continue visual checks and follow up any identified issues.	HPC/contractor	As soon as possible after identification of issues
Spread of Covid 19	Any person due to transmission of virus.	Following Government guidelines about opening/closing of play equipment/recreation area. Display government/safety advice in prominent positions, advising all visitors to wash hands, before and after visit or use alcohol gel, and to follow current government advice about social distancing and restrictions of numbers.	Ensure timely and clear communication on websites, village email, village magazine and village noticeboards.	HPC	As soon as possible after any changes in government advice

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Bus Shelters

What are the hazards?	Who might be harmed and how?	What we are already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Bus Shelters	<i>Public, Employees, Contractors and Volunteers</i> Injury due to poor maintenance/ damage/weathering	Regular visual checks. Minor maintenance carried out by Lengthsman.	If required, contractor engaged to carry out maintenance.	HPC/contractor/ Lengthsman	As soon as possible after identification of issues
Spread of Covid 19	Any person due to transmission of virus.	Display advice about keeping socially distanced.	Display/update advice as and when available.	HPC	When advice is available/changed

Risk Assessment adopted: 10th November 2020, Minute Item 8

Reviewed and adopted: 17th May 2022, Minute Item 13a

Reviewed and adopted: 16th May 2023, Minute Item 10a

Review and adopted: 7th May 2024, Minute Item 15a

Review Date: **Annually**