

REPORT 20.060 (4A)

Laverstock & Ford Parish Council Assets Risk Assessment (Parish Council Managed) 2020

Presented to Council for Approval 20 July 2020

The Parish Council is responsible for establishing arrangements for the management of risk. Procedures and consequential risk management arrangements should be reviewed by the council regularly, and whenever a new process is introduced, or a new type of asset acquired.

Risk assessment is a systematic general examination of conditions, activities and processes as well as environmental factors, to enable the council to identify potential risks. Based on the assessment, the council should take all practical and necessary steps to reduce or eliminate the risks, to enable it to safely deliver the services expected.

The management of risk ensures that our staff and the people who use our facilities are safe, and that our assets are protected.

Purpose of Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Risk Assessment was conducted as follows: -

1. Identify the **Assets** to be reviewed.
2. **Identify the Risk.**
3. Assess the **Risk Level** and categorise. 1 = Low, 5 = High.
4. Decide on how to **Manage & Control the Risk.**
5. Identify any **Action Required.**

The Risk Assessment will be reviewed annually unless there is a significant material change to any asset, or a new asset added, when that part of the assessment will be updated. A programme of weekly, monthly and annual inspections is in place to ensure all assets are maintained in good condition.

Area	Risk Identified	Risk Level	Management & Control of Risk	Action Required	Date last monitored
Litter Bins and	Accidental damage or	1	Monthly inspection programme to	None	18 March 2020

Benches	vandalism, age or deterioration may leave items unsafe to use.		assess condition. Repairs and replacement arranged as needed.		
Bus Shelters	Accidental damage or vandalism, age or deterioration may leave items unsafe to use.	2	Monthly inspection programme to assess condition. Repairs and replacement arranged as needed.	None	18 March 2020
Access Bollards	Accidental damage or vandalism, age or deterioration may leave items unusable.	1	Monthly inspection programme to assess condition. Repairs and replacement arranged as needed.	None	18 March 2020
	Emergency Access may be hindered.	3	Monthly inspection and operation of padlocks and bollards to be established	New padlocks required	18 March 2020
Whitebridge Boardwalk	Accidental damage or vandalism, age or deterioration may leave items unusable.	1	Monthly inspection programme to assess condition. Repairs and replacement arranged as needed.	None	18 March 2020
	Narrow walkway close to water. Risk of fall from edges.	2	Signs in place forbidding cycling and to keep dogs on leads, reducing hazards. Checked on monthly inspection.	None	18 March 2020
	Recycled plastic surface may become slippery.	2	Monthly inspection will monitor and arrange cleaning as necessary.	None	18 March 2020
	Walkway through woodland – large overhanging trees	2	Regular Tree condition survey and works carried out following recommendations	None	Surveyed by Astills June 2019
Noticeboards	Accidental damage or vandalism, age or deterioration may leave items unsafe to use.	1	Noticeboards updated monthly with minutes and agendas and condition assessed each time. Repairs needed will be raised.	None	16 March 2020

	Unable to post Council communications if damaged.	1	Alternative communication channels – social media/website can be used.	None	16 March 2020
Public Spaces – Whitebridge, Pilgrims Way, Norman Drive, Old Sarum Swales Area, Land adj to OSCC	Large trees in some areas	2	Regular Tree survey and works carried out following recommendations	None	Astills June 2019
	Vandalism/Damage	1	Mainly open grassland – regular monthly inspections		18 March 2020
	Trespass/Unauthorised encampments	2	Areas overlooked and well used by local residents. Parish Council contact details available on Play Area signs.	None	18 March 2020
	Some areas in need of increased protection – fencing around swales heads, cycle barriers	2	Monthly inspections to confirm barriers maintained in good condition	None	18 March 2020
Land at Norton Drive	Large trees	2	Regular Tree condition survey as public path through small area of large trees	None	Astills June 2019
	Metal Post and Barbed wire	3	Risk of injury to public	Arrange removal	18/3/2020
Play Areas	All Children’s Play Areas within the Parish, consisting of a variety of Play Equipment, Gym Equipment, Ball Courts and MUGA. All ages covered.	2	Robust inspection procedures in place – Parish Council visual inspection weekly, Quarterly Maintenance Inspections and Annual ROSPA inspection.	None	Quarterly Inspection 23/3/2020
Parish Office – Building and Furniture	Fixed portacabin subject to faster deterioration than permanent building.	2	Regular monthly inspection.	None	18/3/20
	Electricity Supply served with circuit breaker.	3	Check last certified Fixed Wire inspection – arrange if necessary	Check dates – should be every 5	Not known

	Office furniture	1	Regular monthly inspection	years None	18/3/20
Printers, Laptops, Dehumidifiers, Laminator, Shredder, Conference System.	Some items more than four years old should be PAT tested	3	To confirm with Farm Office when inspector next on site	Arrange PAT test	None