

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

1.

LOCATION : HAWSTEAD GREAT GREEN, POUND GREEN, BULL GREEN, BROOK GREEN, MILLENIUM FIELD		
OPERATIONS COVERED BY THIS ASSESSMENT Open green space with trees; capped well.		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Potentially prolonged		
HAZARDS: Falling trees/obstacles/ ground level trip hazard; Slippery ground causing hazard; Danger to pedestrians caused by permitted vehicular use of green; Dogs off lead causing hazard; Rubbish/vandalism.		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Summer maintenance routine for greens; Regular inspection of trees (tree officer supported by tree surgeon as required) PC Insurance		
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE
5	Very High	5
4	High	4
3	Moderate	3
<u>2</u>	<u>Slight</u>	<u>2</u>
1	Nil	1
	X	3
		4
		5
		Very Likely
		Likely
		Quite Possible
		Possible
		Unlikely
		RISK ASSESSMENT
		4
FURTHER ACTION REQUIRED : Establish regular inspection routine and log for 23/24		
SIGNED	ORIGINATOR:	REVIEW DATE:
	Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

2.

LOCATION : Swings on Great Green				
OPERATIONS COVERED BY THIS ASSESSMENT Use of play equipment by public including children				
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Potentially prolonged				
HAZARDS: Danger of a fall from equipment; Injury consequent to defective equipment; Injury consequent to wear and tear of equipment; Vandalism.				
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear. PC Insurance. Monthly monitoring reports received by WSC. Annual monitoring report received from WSC – timing variable				
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT	
5	Very High	5	Very Likely	
4	High	4	Likely	
<u>3</u>	Moderate	3	Quite Possible	
2	Slight	<u>2</u>	Possible	
1	Nil	1	Unlikely	
X			<table border="1"><tr><td align="center">6</td></tr></table>	6
6				
FURTHER ACTION REQUIRED : Monitor and act on recommendations in monthly reports from WSC. Establish regular visual inspection routine and log for 23/24				
SIGNED		ORIGINATOR:	REVIEW DATE:	
		Clerk	February 2024	
POSITION Chairman			DATE: 9 March 2023	

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

3.

LOCATION : Dog bins x 2			
OPERATIONS COVERED BY THIS ASSESSMENT Use of dog bins by members of public			
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Minimal			
HAZARDS: Danger of injury from use of defective bin; Danger caused by bin falling on member of public/ third party property; Vandalism. .			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear and log. PC Insurance.			
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5	Very High	5	Very Likely
4	High	4	Likely
3	Moderate	3	Quite Possible
<u>2</u>	<u>Slight</u>	2	Possible
1	Nil	<u>1</u>	<u>Unlikely</u>
	X		2
FURTHER ACTION REQUIRED : Establish regular visual inspection routine and log for 23/24			
SIGNED		ORIGINATOR:	REVIEW DATE:
		Clerk	February 2024
POSITION Chairman			DATE 9 March 2023

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

4.

LOCATION : Litter bins x 2			
OPERATIONS COVERED BY THIS ASSESSMENT			
Use of litter bins by members of public			
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public			
FREQUENCY & DURATION OF EXPOSURE : Minimal			
HAZARDS: Danger of injury from use of defective bin; Danger caused by bin falling on member of public/ third party property; Vandalism .			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear and log PC Insurance.			
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5	Very High	5	Very Likely
4	High	4	Likely
3	Moderate	3	Quite Possible
<u>2</u>	<u>Slight</u>	2	Possible
1	Nil	<u>1</u>	<u>Unlikely</u>
	X		2
FURTHER ACTION REQUIRED : . Establish regular visual inspection routine and log for 23/24			
SIGNED		ORIGINATOR:	REVIEW DATE:
		Clerk	February 2024
POSITION Chairman			DATE: 9 March 2023

RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

5.

LOCATION : Bus shelter																		
OPERATIONS COVERED BY THIS ASSESSMENT																		
Use of bus shelter by members of public																		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public																		
FREQUENCY & DURATION OF EXPOSURE : Medium																		
HAZARDS:																		
Danger of injury caused by lack of maintenance on bus shelter; Danger of damage to third party property caused through lack of maintenance on bus shelter; Rubbish/vandalism .																		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK :																		
Visual inspection for wear and tear. PC Insurance.																		
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">HAZARD SEVERITY</th> <th style="text-align: left;">LIKELIHOOD OF OCCURRENCE</th> <th style="text-align: left;">RISK ASSESSMENT</th> </tr> </thead> <tbody> <tr> <td>5 Very High</td> <td>5 Very Likely</td> <td></td> </tr> <tr> <td>4 High</td> <td>4 Likely</td> <td></td> </tr> <tr> <td>3 Moderate X</td> <td>3 Quite Possible</td> <td align="right" rowspan="4" style="border: 1px solid black; padding: 2px;">2</td> </tr> <tr> <td><u>2</u> Slight</td> <td>2 Possible</td> </tr> <tr> <td>1 Nil</td> <td><u>1</u> Unlikely</td> </tr> </tbody> </table>			HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT	5 Very High	5 Very Likely		4 High	4 Likely		3 Moderate X	3 Quite Possible	2	<u>2</u> Slight	2 Possible	1 Nil	<u>1</u> Unlikely
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT																
5 Very High	5 Very Likely																	
4 High	4 Likely																	
3 Moderate X	3 Quite Possible	2																
<u>2</u> Slight	2 Possible																	
1 Nil	<u>1</u> Unlikely																	
FURTHER ACTION REQUIRED :																		
Establish regular visual inspection routine and log for 22/23																		
SIGNED	ORIGINATOR:	REVIEW DATE:																
	Clerk	February 2024																
POSITION Chairman		DATE: 9 March 2023																

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

6.

LOCATION : Noticeboards x 3; Information Board; finger post signs Hawstead Brook		
OPERATIONS COVERED BY THIS ASSESSMENT Use of noticeboards by Councillors and members of public		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Minimal		
HAZARDS: Danger of injury to persons affixing notices to board; Danger of instability causing damage to third party property/ members of public caused through inadequate maintenance. .		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear. PC Insurance. Two new replacement noticeboards commissioned and installed March 2014 Finger post signs and info board new in 2018/19		
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE
5	Very High	5
4	High	4
3	Moderate	3
<u>2</u>	<u>Slight</u>	2
1	Nil	<u>1</u>
X		3
		4
		5
		Very Likely
		Likely
		Quite Possible
		Possible
		Unlikely
		2
FURTHER ACTION REQUIRED : . Establish regular visual inspection routine and log for 23/24		
SIGNED	ORIGINATOR:	REVIEW DATE:
	Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

7.

LOCATION : Village sign at Pound Green		
OPERATIONS COVERED BY THIS ASSESSMENT Use of village sign by members of public		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Minimal		
HAZARDS: Danger of instability/breakage causing damage to third party property/ members of public. .		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear PC Insurance.		
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE
5	Very High	5
4	High	4
3	Moderate	3
<u>2</u>	<u>Slight</u>	2
1	Nil	1
	X	3
		5
		4
		3
		2
		1
		Very Likely
		Likely
		Quite Possible
		Possible
		Unlikely
		2
FURTHER ACTION REQUIRED : Establish regular visual inspection routine and log for 22/23		
SIGNED	ORIGINATOR:	REVIEW DATE:
	Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

8.

LOCATION : Traffic calming gates x 2 and Road sign Larkfield corner		
OPERATIONS COVERED BY THIS ASSESSMENT		
Use of traffic calming gates in the normal course of highway use by members of public		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public		
FREQUENCY & DURATION OF EXPOSURE : Minimal		
HAZARDS: Danger of damage to third party property/ members of public caused through lack of maintenance to traffic calming gates/ warning sign. .		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK :		
Visual inspection for wear and tear PC Insurance.		
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE
5	Very High	5
4	High	4
3	Moderate	3
<u>2</u>	<u>Slight</u>	2
1	Nil	1
	X	3
		5
		4
		3
		2
		1
		Very Likely
		Likely
		Quite Possible
		Possible
		Unlikely
		2
RISK ASSESSMENT		
		2
FURTHER ACTION REQUIRED :		
Establish regular visual inspection routine and log for 23/24		
SIGNED	ORIGINATOR:	REVIEW DATE:
	Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

ASSET RISK ASSESSMENT – HAWSTEAD PARISH COUNCIL

9.

LOCATION : Benches x 3 on Great Green; 1 x bench on Pound Green; 1 x bench on millennium field			
OPERATIONS COVERED BY THIS ASSESSMENT			
Use of benches by members of public			
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public			
FREQUENCY & DURATION OF EXPOSURE : Moderate			
HAZARDS: Danger of collapse causing damage to third party property/ injury to members of public caused through lack of maintenance to benches. .			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK :			
Visual inspection for wear and tear. PC Insurance. New bench installed on Green in 2015.			
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5	Very High	5	Very Likely
4	High	4	Likely
3	Moderate <u>X</u>	3	Quite Possible
2	Slight	2	Possible
1	Nil	1	Unlikely
6			
FURTHER ACTION REQUIRED :			
Establish regular visual inspection routine and log for 23/24.			
SIGNED	ORIGINATOR:	REVIEW DATE:	
	Clerk	February 2024	
POSITION Chairman		DATE: 9 March 2023	

LOCATION : Picnic Table Millenium Field																				
OPERATIONS COVERED BY THIS ASSESSMENT																				
Use of picnic table by members of public																				
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public																				
FREQUENCY & DURATION OF EXPOSURE : Moderate																				
HAZARDS: Danger of collapse causing damage to third party property/ injury to members of public caused through lack of maintenance. .																				
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Table new in 2011 Visual inspection for wear and tear. PC Insurance.																				
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FURTHER ACTION REQUIRED : Establish regular visual inspection routine and log for 23/24																				
SIGNED	ORIGINATOR: Clerk	REVIEW DATE: February 2024																		
POSITION Chairman		DATE: 9 March 2023																		

LOCATION : Grit Bins x 13; shovels x 13		
OPERATIONS COVERED BY THIS ASSESSMENT		
Use of the grit bins by villagers during poor weather		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public		
FREQUENCY & DURATION OF EXPOSURE : Moderate		
HAZARDS: Danger of injury to villager/motorist when using the grit bins/shovels Danger of injury to third party property/ injury to members of public caused through lack of maintenance of the grit bins. .		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Villagers to wear high viz jackets when using bins; Visual inspection for wear and tear. PC Insurance. Two replacement bins purchased during 14/15 to replace damaged bins Two replacement bins and one new bin purchased 18/19 to bring complement to 13 Three replacement bins purchased to relaced damaged ones 22/23– current complement 13		
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5 Very High	5 Very Likely	
4 High	4 Likely	
<u>3</u> Moderate X	3 Quite Possible	6
2 Slight	<u>2</u> Possible	
1 Nil	1 Unlikely	
FURTHER ACTION REQUIRED : Establish regular visual inspection routine and log for /23/24 Repair/replace grit bins.		
SIGNED	ORIGINATOR:	REVIEW DATE:
	Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

LOCATION : Christmas tree lights																																
OPERATIONS COVERED BY THIS ASSESSMENT Use of Xmas tree lights to decorate village hall																																
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Moderate																																
HAZARDS: Danger of injury to person decorating tree; Danger of injury to third party property/ members of public caused through defective lights. .																																
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear. PC Insurance. Replacement external lights purchased Dec 2013.																																
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FURTHER ACTION REQUIRED : Establish regular visual inspection routine each year; Dispose of any damaged lights																																
SIGNED	ORIGINATOR: Clerk	REVIEW DATE: February 2024																														
POSITION Chairman		DATE: 9 March 2023																														

LOCATION : Emergency equipment, including Gas ring, torches and generator																																
OPERATIONS COVERED BY THIS ASSESSMENT Use by villagers during an emergency																																
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public FREQUENCY & DURATION OF EXPOSURE : Moderate																																
HAZARDS: Danger of injury to person operating equipment; Danger to persons operating equipment incorrectly; Danger of injury to third party property/ members of public caused through defective equipment/incorrect operation. .																																
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear. Generator service Autumn 2020; 2021																																
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1	Nil	1	Unlikely																													
FURTHER ACTION REQUIRED : Establish regular safety check routine each year and log; Check insurance cover on generator and gas ring; Training/familiarisation for those using equipment																																
SIGNED	ORIGINATOR:	REVIEW DATE:																														
POSITION Chairman	Clerk	February 2024																														
		DATE: 9 March 2023																														

LOCATION : Goal posts on Green		
OPERATIONS COVERED BY THIS ASSESSMENT		
Use by residents		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public		
FREQUENCY & DURATION OF EXPOSURE : Moderate		
HAZARDS: Danger of instability/breakage causing damage to third party property/ members of public.		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Visual inspection for wear and tear.		
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5 Very High	5 Very Likely	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>
4 High	4 Likely	
3 <u>Moderate</u>	3 Quite Possible	
X 2 Slight	2 <u>Possible</u>	
1 Nil	1 Unlikely	
FURTHER ACTION REQUIRED : Establish regular safety check routine each year and log for 23/24; Insurance		
SIGNED	ORIGINATOR	REVIEW DATE:
	: Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

LOCATION : Automatic defibrillators; village hall and Pinford End		
OPERATIONS COVERED BY THIS ASSESSMENT		
Use by residents and visitors		
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public		
FREQUENCY & DURATION OF EXPOSURE : Minimal		
HAZARDS: Danger of harm to operator/patient through incorrect use Danger of injury to members of public if equipment becomes faulty Danger of instability/breakage causing damage to third party property/ members of public.		
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Training for residents; clear use instructions displayed Maintenance in accordance with manufacturers guidelines Visual inspection for wear and tear.		
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT
5 Very High	5 Very Likely	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: auto;">6</div>
4 High	4 Likely	
3 <u>Moderate</u>	3 Quite Possible	
X 2 Slight	2 <u>Possible</u>	
1 Nil	1 Unlikely	
FURTHER ACTION REQUIRED : Both defibrillators monitored regularly by a councillor –webnos system records Insurance Refresh training regularly		
SIGNED	ORIGINATOR	REVIEW DATE:
	: Clerk	February 2024
POSITION Chairman		DATE: 9 March 2023

LOCATION : Well, Bull Green			
OPERATIONS COVERED BY THIS ASSESSMENT			
Use of Green by residents			
MAXIMUM NO. OF PEOPLE EXPOSED : Open to Public			
FREQUENCY & DURATION OF EXPOSURE : Minimal			
HAZARDS: Danger of harm to public from trip hazard/ falling in.			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK :			
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT	
5 Very High	5 Very Likely	<table border="1"> <tr> <td>6</td> </tr> </table>	6
6			
4 High	4 Likely		
<u>3 Moderate</u>	3 Quite Possible		
X			
2 Slight	<u>2 Possible</u>		
1 Nil	1 Unlikely		
FURTHER ACTION REQUIRED : Establish regular safety check routine each year and log for 22/23 Add to insurance upon review			
SIGNED	ORIGINATOR : Clerk	REVIEW DATE: February 2024	

LOCATION : Speedwatch signage and equipment; kept at Village Hall.			
OPERATIONS COVERED BY THIS ASSESSMENT			
Use by Speedwatch volunteers			
MAXIMUM NO. OF PEOPLE EXPOSED : Use restricted to trained Speedwatch team			
FREQUENCY & DURATION OF EXPOSURE : Moderate			
HAZARDS: Danger of harm to operator/ members of the public through faulty equipment Danger of harm to operator/members of public through incorrect/reckless use			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : Training for Speedwatch volunteers Insurance Operation of equipment by groups of trained volunteers only rather than individuals.			
HAZARD SEVERITY	LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT	
5 Very High	5 Very Likely	<table border="1"> <tr> <td>6</td> </tr> </table>	6
6			
4 High	4 Likely		
<u>3 Moderate</u>	<u>3 Quite Possible</u>		
X 2 Slight	2 Possible		
1 Nil	1 Unlikely		
FURTHER ACTION REQUIRED : Training of volunteers Establish regular safety check routine for equipment in accordance with manufacturers instructions and log; Insurance Refresh training regularly			
SIGNED	ORIGINATOR	REVIEW DATE:	
	: Clerk	February 2024	
POSITION Chairman		DATE: 9 March 2023	