

Risk Assessment Register

May 2025



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	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 (Last done in June 2023)	PAT Testing in June 2025	Clerk	May 2026
Pavilion Kitchen	Users – Burns	L/H/L	Urns/kettles provided with instructions. User manual now kept in kitchen.	None	Council	May 2026
Pavilion Steps	Users/Public – trip injury	L/M/L	Non-slip covering on steps and veranda	None	Checked as part of weekly inspection	May 2026
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 2026
Rubbish - health risks	Users – health risks	L/L/L	Litter bins provided and emptied regularly	None	Councillors Monthly Inspections	May 2026
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 2026
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 2026
Trees	Users of the recreation ground	L/M/L	Tree Inspections- Bi annual Recent survey led to high priority works being carried out (Autumn 2024)	Follow recommendations from tree inspection report	Council	May 2026

Tennis Court / MUGA and equipment	Injury to user. Damage to court surface from vandalism. Theft of equipment that isn't fixed.	L/M	Insurance company confirmed liability cover in place provided regular inspections of court surface carried out. Policy includes court reinstatement cover. Equipment is kept in locked shed or is fixed to the ground.	Regular checks of court surface for defects. Padlocks checked for durability.	Councillors during regular Rec Ground inspections	May 2026
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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	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 2026
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 2026
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 2026

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	Review Date
					By Whom When	
Website	Clerk/Council/Users – lack of up to date, accurate information	L/L/L	Update monthly as a minimum. New website design recently carried out. Automatic renewal of domain name.	None	Clerk	May 2026

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 2026
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. Annual subscription to ICO (Information Commissioners Office)	None	PC / ICO /Clerk	May 2026
Injury through working practices	Clerk	L/M/L		None	Clerk	May 2026
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 2026