



Activity	Hazard	Person at Risk	Risk Level	Control Measures	Risk Level after Control Measures
Benches	Risk of injury from defective benches	Members of the public	Low	Weekly inspections carried out by lead Councillors. Damage and defects to be reported to the Clerk same day. Quarterly operational inspections undertaken by competent person. Annual inspection undertaken by competent person. Repairs to be carried out in a timely manner. Warning signs erected as necessary. Hazard warning tape installed to highlight areas of concern. Cordon area to prevent use where necessary.	Low
Bins	Risk of overflow and contamination of area	Members of the public	Low	Weekly inspections carried out by lead Councillors. Full bins to be reported to the Clerk the same day. Weekly attendance by Charnwood Borough Council contractors to empty general and dog waste bins.	Low
	Risk of injury from damaged bins	Members of the public	Low	Weekly inspections carried out by lead Councillors. Damage and defects to be reported to the Clerk immediately. Repairs to be carried out in a timely manner. Dangerous bins to be removed from use immediately.	Low
	Fire – accidental or deliberate	Members of the public	Low	Bins constructed of fire proof material. No smoking policy in park area and appropriate signage. Bins are regularly emptied of any waste to keep combustible materials stored to a minimum.	Low
Covid - 19	Risk of Illness/Contamination	Members of the public, Staff and Councillors	High	Weekly inspections carried out by lead Councillors to include cleanliness. Concerns to be reported to the Clerk the same day.	Low

				<p>Clerk to initiate rapid cleansing if required and put in place temporary park closure.</p> <p>Continue to adhere to current Government guidance.</p> <p>Advisory signage installed for members of the public/park users as follows:</p> <p>Members of the Public/Park Users not to attend if feeling unwell or self-isolating.</p> <p>Children under 14 years to be accompanied by an adult.</p> <p>Members of the public/Park Users advised to use hand sanitiser before and after each visit.</p> <p>All visitors to the park to keep 2 metres away from all other users of the playground.</p> <p>Consider wearing face coverings.</p> <p>Avoid touching your face where possible.</p> <p>Dispose of face coverings and gloves at home.</p> <p>Do not consume food or drink in the playground.</p>	
Defective Surfaces	Risk of injury – slips trips and falls	Members of the public	Medium	<p>Weekly inspections carried out by lead Councillors.</p> <p>Defects to be reported to the Clerk the same day.</p> <p>Quarterly operational inspections undertaken by competent person.</p> <p>Annual inspection undertaken by competent person.</p> <p>Repairs to be carried out in a timely manner.</p> <p>Fortnightly grass cutting.</p> <p>Warning signs erected as necessary.</p> <p>Hazard warning tape installed to highlight areas of concern.</p> <p>Cordon area to prevent access where necessary.</p>	Low
Dog Fouling	Risk of illness/ill health	Members of the public	Medium	<p>Weekly inspection carried out by lead Councillors.</p> <p>Dog fouling to be reported to Clerk the same day.</p> <p>Weekly attendance by Charnwood Borough Council contractors.</p> <p>Fortnightly grass cutting.</p> <p>'NO DOGS' signs erected in play park area.</p> <p>Provision of 2 x Dog Waste Bins.</p>	Low

Fencing	Risk of injury from damaged panels at risk of falling in high winds	Members of the public	Medium	<p>Weekly inspections carried out by lead Councillors. Damage and defects to be reported to the Clerk same day. Quarterly operational inspections undertaken by competent person. Annual inspection undertaken by competent person. Repairs to be carried out in a timely manner. Warning signs erected as necessary. Hazard warning tape installed to highlight areas of concern. Cordon area to prevent close proximity where necessary.</p>	Low
Equipment – All Items	<p>Risk of injury from falling</p> <p>Risk of injury from damaged/defective equipment</p>	Members of the Public - Park Users	High	<p>Children under 14 years to be supervised by accompanied by an adult. All play equipment located on appropriate wet pour surfacing.</p> <p>Weekly inspections carried out by lead Councillors. Defects to be reported to the Clerk same day. Quarterly operational inspections undertaken by competent person. Annual inspection undertaken by competent person. Repairs to be carried out in a timely manner. Warning signs erected as necessary. Hazard warning tape installed to highlight areas of concern. Cordon area to prevent access where necessary. Use of locks to close play park until hazardous equipment has been repaired or removed if necessary. Signage installed re contact telephone number to report defects.</p>	Low
Gates – Play Park	Risk of injury and entrapment	Members of the public	Medium	<p>Weekly inspections carried out by lead Councillors to include gate closure mechanisms. Defects to be reported to the Clerk same day. Quarterly operational inspections undertaken by competent person. Annual inspections undertaken by competent person.</p>	Low

				Repairs to be carried out in a timely manner. Use of locks to prevent opening and closing whilst defective.	
Litter, Glass, Needles	Risk of injury from cuts, abrasions, needle stick injuries	Members of the public	Medium	Weekly inspections carried out by lead Councillors. Litter to be reported to the Clerk the same day. Weekly attendance by Charnwood Borough Council contractors to empty general and dog waste bins and litter pick. Litter pick as required.	Low
Trees and Woodland	Risk of injury from falling branches/trees	Members of the public	High	Weekly inspections carried out by lead Councillors. Issues/Concerns to be reported to the Clerk same day. Duty of Care Tree Inspection to be carried out once every four years and reviewed bi-annually on trees within Parish Council maintained land. Works to trees to be carried out in a timely manner according to the risk identified. Warning signs erected as necessary. Hazard warning tape installed to highlight areas of concern. Cordon area to prevent close proximity where necessary.	Low
Vegetation	Risk of injury/illness from stings, poisoning, cuts, allergic reactions	Members of the public	Medium	Weekly inspections carried out by lead Councillors. Issues/Concerns to be reported to the Clerk same day. Fortnightly grass cutting. Hazardous vegetation removed and/or cut well back.	Low

Location: Bob Bown Memorial Field and Play Park, Grey Crescent, Newtown Linford, Leicester LE6 0AA

Risk Assessment carried out by: _____ Date: _____

Date of Review: _____ Comments: _____

Risk Assessment to be reviewed annually and approved at the Annual Meeting of the Parish Council in May of each year.

Lead Councillors to keep a record of weekly inspections carried out, to include date, time, comments, issues arising and action taken.

RISK RATING	ACTION REQUIRED
Low – Possibility of minor injury only	No further action
Medium – Possibility of significant injury	If it is not possible to lower the risk further, consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
High – Possibility of serious injury/fatality	Identify further controls to reduce the risk rating.