



EAST COKER PARISH COUNCIL

Members of the public and press are entitled to attend the following socially distanced meeting. In accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution enters confidential session, when the public are lawfully excluded.

To: All members of East Coker Parish Council

You are summoned to attend the Monthly Meeting of East Coker Parish Council, on the 8th February 2023 7pm. At the **East Coker Pavilion** when the following business will be transacted.

To ensure Council meetings are no longer in duration than 2 hours, all meeting attendees are requested to adhere to the following meeting Standing Orders. All conversations should be directed through the Chair.

*County and District Councillors, will only have **3 minutes** to speak. Should any member of the public wish to attend and speak at this meeting then please email Clerk@eastcokerparish.com. Any public questions or observations regarding any agenda item should be emailed to the clerk prior to 12 noon on the day of the meeting. Members of the public will be given a maximum of **3 minutes** to speak.*

*Multiple conversations by Council or members of the public whilst the meeting is in session are **NOT** permitted. If this occurs you will be requested to leave the meeting.*

Council members give their vote to a resolution by a show of hands, and this decision cannot come back to Council for 6 months.

Yours sincerely,

Jude Heggarty Clerk and Proper Officer

Monthly Agenda – 8th February 2023

23/18 Election of Chair and Vice Chair for this meeting

23/19 To receive any apologies and reasons for non-attendance.

23/20 To receive any declarations of interest in items on this agenda.

23/21 To receive and approve the minutes of the Parish Council, meeting which was held on the 11th January 2023

23/22 Public Question Time

(1) Members of the Public

(2) County / District Councillors

23/24 To discuss and make observations on SSDC - Planning Applications

A **15/01000/OUT Location:** Keyford

B **22/00704/HOU Location:** Townsend Farm Main Street (GR:354245/112181)

Proposal: Demolition of existing single storey rear extension and erection of new single storey extension together with exterior and interior alterations. Demolition of existing wood store.

23/25 Finance

To approve the following items of expenditure and those paid under delegated powers. Please see attached reports.

23/26 Memorial Requests: None

23/27 Matters for discussion and resolution:

1. Review of the Recreation Ground Risk Assessment, incorporating dog access
2. Gritting of road in the Village
3. Grit bin for recreation ground
4. Tree Planting at Pin Cushion Corner Lease and Insurance
5. No through road sign at the Helyar
6. Quotes for Notice Boards
7. Quotes for Bins

23/28 To receive the Clerk's report.

1. Pavilion users meeting

23/29 receive correspondence from the SSDC / SCC

23/30 To receive and discuss Parishioner Correspondence.

1. Email Received from a Parishioner expressing an interest in becoming a Councillor.

2. Email received from the organisers of the Od Arts festival requesting use of Chapel between 24th to the 29th May for an exhibit.

23/31 Discuss Working Groups

1. The Pavilion Modernisation
2. Parish Communications

23/32 Group Representative Reports

Village Hall – Cllr Carter-Uren

Alms Houses – Cllr B. Sugg

Primary School – Cllr C Warwick-Mortimer

23/33 To discuss and identify Highways Issues and resolve.

23/34 To discuss and identify items for the Village Ranger

23/35 To discuss and resolve the following topics;

Resolution sought to exclude the public (*Non Parish Council Members*)

23/36 Agenda items for the next meeting, Wednesday 8th March 2023

Aged Payables Feb 2023

Clare's Cleaning	£225.00
Clerk wages	£815.29
EDF	£479.81
Peninsula Pensions	£225.41
SSDC - Ranger Dec	£384.14
Total	£2,129.65

The above figures are subject to change due to invoicing dates

Bank Accounts Summery

ECPC CURRENT £29,527

ECPC PAVILION £82,940

ECPC PROJECTS £8,517

Total £120,984

January 2023 Current Account Transactions**Paid Out**

Electricity for Christmas tree	£60.00
Viking Stationary	£43.36
Old Mill Xero Fee	£75.60
Amazon	£8.99
SSDC	£70.00
Tetra	£372.00
SSDC	£960.37
Clare's Cleaning	£180.00
Kathryn Sturtridge	£150.00
Peninsula Pensions	£225.41
Clerk wages	£813.79
K M Dike	£968.94
Dag design	£150.00
SSDC	£768.30
ECPC transfer to Pavilion Fund	£5,000.00
Total	£9,846.76

Paid In

Amazon	£8.99
HMRC VAT	£1,344.92
East Coker Pre-School	£487.00
Total In	£1840.91

HEALTH & SAFETY

Tetra Consulting Ltd RISK ASSESSMENT

Recreation Ground, Long Furlong Lane, East Coker
BA22 9LQ

Completed by

Ryan Lacey TechIOSH TIFireE AIRSM AIFSM DipFD

On behalf of



East Coker Parish Council

Report No: Hsra2-L-375373-141222

Date of assessment: 14/12/2022

Recommended review date: December 2025

REPORT DEVELOPMENT

Report completed by:	
	Ryan Lacey TechIOSH TIFireE AIIRSM AIFSM DipFD
Report validated by:	
	Graham Bridge
Date of validation:	19/12/2022

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1.0 INTRODUCTION

1.1 SCOPE OF ASSESSMENT

In accordance with health and safety legislation, Tetra Consulting Ltd was instructed to carry out a general health and safety risk assessment of Recreation Ground, Long Furlong Lane, East Coker, BA22 9LQ on behalf of East Coker Parish Council.



The assessment was carried out by Ryan Lacey TechIOSH TIFireE AIIRSM AIFSM DipFD, who has been deemed competent by Tetra Consulting Ltd to carry out risk assessments of this nature, based on their skills, knowledge and experience.

Key details about the assessment are as follows:

Responsible Person/Landlord:	East Coker Parish Council
Additional Duty Holder/Managing Agent:	East Coker Parish Council
Assessment date:	14/12/2022
Person(s) consulted during inspection:	None.

Areas inspected:	External areas as advised by the client within the fenced boundary line - Car parking area - Children's play area - Football and Cricket pitches - Grass area behind the pavilions
Areas excluded:	Pavillions - Areas under the control of the local authority - Areas the other side of the boundary fence

1.2 BENCHMARKING

This assessment follows guidance provided in:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Other relevant British health and safety legislation made under the Health & Safety at Work. Act 1974
- Occupiers' Liability Act 1984
- Other relevant technical British and European Standards

1.3 LIMITATIONS

The observations and recommendations made in this report relate to conditions and documentation observed during the site inspection, and information provided by the client.

The site inspection covered only areas that were safely accessible as listed in 1.1 above.

The risk assessment is not an audit of any health and safety policy, procedures and arrangements present within the client organisation.

The risk assessment is not an audit of planned maintenance activities. A full review of mechanical, electrical, plant and equipment inspection, testing and servicing records was not undertaken, only where statutory records are required.

The risk assessor used professional expertise and judgement in making their recommendations. Assessments are open to individual interpretation however and an enforcement officer may hold a different view.

1.4 SUMMARY OF FINDINGS

A summary of the risk controls observed in the report is as follows:

	HEALTH & SAFETY
Number of controls adequately in place	13
Number of controls requiring improvement	13
Compliance score	50 %

In addition, the number of actions raised in the report is as follows:

Priority	Action required within	Number of actions
1	24 hours	0
2	3 months	1
3	6 months	12
4 (advisory)	-	0
Total number of actions identified:		13

All priority 1 actions are notified to the client on the day of audit.

Based on these observations and the conditions observed during the site visit, the overall risk of harm is deemed to be:

HEALTH AND SAFETY

LOW

1.5 CLIENT SPECIFIC REQUIREMENTS

None advised.

1.6 RECOMMENDED REVIEW

Legislation requires that risk assessments are reviewed. Based on the conditions observed, it is recommended that this risk assessment be reviewed within:

3 years

An earlier review should be carried out if:

- there is significant change in layout or use
- there is reason to believe it is no longer valid
- an accident or incident occurs

2.0 PROPERTY DETAILS

2.1 SUMMARY

Principal property usage:	Leisure
Other property usage:	Car park
Property size:	Not known

Date of construction:	N/A - External areas only
Details of construction:	Tarmac/ concrete car park area - Tarmac footpaths - Grass fields

Number of floors:	External ground floor only
Classed as High Rise Residential Building:	N/A - External areas only
Areas not occupied or in regular use:	None.
Number of exits:	1 vehicle entrance/exit
Number of stairwells:	None.
Number of lifts:	None.

Car park details:	Open air parking
Security measures:	None.
Current fire evacuation strategy:	Not Applicable

Additional information (health & safety):	The site is used for football, cricket, and dog walkers. As the fields are used by children, it is highly recommended that dogs are always kept on a lead, and dog walkers only walk their dogs on the perimeter of the fields. It is also recommended that dog owners pick up any dog mess and it is disposed of in the dog bins provided, due to the associated health hazard.
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2.2 OCCUPANTS AT RISK

Total building occupancy:	(external area only)
Total number of employees / tenants:	(external area only)
Total number of visitors / members of public:	(external area only)
Occupants identified at special risk:	Elderly, Infirm, Pregnant women, Lone workers, Children, Young persons (under 18), Disabled persons, Persons with impaired mobility, Lone working contractors

Note: all figures are approximate

3.0 ASSESSMENT OF RISK & CONTROLS MEASURES

The assessment has been broken down into several areas of observation, based on likely hazards found. For each hazard, a series of statements is presented of possible controls that could be in place to control the inherent risks. An assessment is made as to whether these controls are applicable and, if they are, whether they are correctly implemented or otherwise.

An overall risk rating of low, medium or high is made for each hazard considered based on the risk assessor's professional judgement of the likely harm and severity of the hazard being realised.

Where control measures are missing or unsuitable, a defect/hazard assessment is made with actions highlighted and prioritised to reduce the risks – see section 4 for further details.

3.1 HEALTH & SAFETY

3.1.1 ASBESTOS

General observation	
External area only - asbestos survey not considered necessary.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.2 CHEMICALS & HAZARDOUS SUBSTANCES

General observation	
External area only.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.3 CONTROL OF CONTRACTORS

General observation		
Contractors engaged in area inspected.		
Assessment of controls	In place?	Comments
Contractors are subject to competency checks prior to being engaged?	X	Contractors used are only required to provide relevant qualifications and insurance.
Suitable exchange of health and safety information between contractors and the client?	X	No information exchanged.
A permit to work system is in operation for high risk operations?	N/A	Permit to work activities rarely undertaken. If required, would be considered on case by case basis.
Suitable arrangements in place for contractors to sign in / out?	N/A	Property unmanned.
Contractors provided with site safety rules or briefing / induction prior to undertaking work?	X	No site safety rules provided.
Suitable arrangements in place to monitor contractor performance?	X	No arrangements in place.
Contractors on site were observed to be working safely, with no risks posed to other building users?	N/A	No contractors observed.
Defect / hazard reference(s) (see section 4)		1
Overall risk rating for this area of observation:		MEDIUM

3.1.4 ELECTRICITY

General observation		
Electrical installations and/or appliances observed in area inspected including: lighting / power		
Assessment of controls	In place?	Comments
Fixed wiring installations inspected within suitable timescales?	✓	Carried out 21-02-2020 - Unsatisfactory
Remedial works have been implemented where identified by fixed wiring inspection?	X	Remedial works not carried out.
Access to electrical areas is secured and controlled?	N/A	Electrical areas not found or observed.
Appropriate hazard warning signage is displayed?	N/A	Electrical areas not observed.
Electric shock posters available where required and are up to date?	N/A	Electrical areas not observed.
Suitable rubber matting is available beneath electrical installations where appropriate?	N/A	Electrical areas not observed.
Electrical installations are unobstructed and in good condition?	N/A	Electrical areas not observed.
There are suitable lock-off procedures in place for isolating electrical installations?	N/A	Electrical areas not observed.
Suitable earthing arrangements in place to minimise risks from static?	N/A	No arrangements required
Client's portable electrical equipment has been tested within suitable timescales?	N/A	No portable electrical equipment observed.
Other portable electrical equipment has been tested within suitable timescales?	N/A	No portable electrical equipment observed.
Defect / hazard reference(s) (see section 4)		2
Overall risk rating for this area of observation:		LOW

3.1.5 EMPLOYEE ARRANGEMENTS

General observation	
No employees present.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.6 ENVIRONMENTAL CONCERNS

General observation	
Environmental concerns not within scope of this assessment.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.7 FALLS & FALLING OBJECTS

General observation		
Risk areas identified relate to building structure only. Note: risk areas relating to access and people working are considered separately under Work at Height section below.		
Assessment of controls	In place?	Comments
External elevations and building fabric appear to be in good condition with no observed defects?	N/A	External elevations and building fabric not in scope of this inspection.
Items present on external elevations and roof which could pose a falling object risk are suitably secured or managed?	N/A	No such items observed.
Condition survey of building fabric carried out as required?	N/A	Condition survey not required.
Internal building fabric in good condition, with no risk of injury or falling objects identified?	N/A	Internal building fabric not in scope of this inspection.
Handrails, banisters, balustrades and grab rails available where required and in good condition to prevent fall?	N/A	None present or required.
External objects and structures secure and in good condition?	X	Hazards identified.
Falls in accessible locations suitably protected?	N/A	No risk areas identified.
Open water hazards suitably controlled?	N/A	No open water hazards identified.
Materials and objects are stored safely and securely?	N/A	No storage areas observed.
Defect / hazard reference(s) (see section 4)		5; 6
Overall risk rating for this area of observation:		LOW

3.1.8 FIRE

General observation	
A fire risk assessment is not considered necessary and no fire safety issues were identified.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.9 FIRST AID & ACCIDENT REPORTING

General observation		
Accident reporting procedure and first aid provision under consideration.		
Assessment of controls	In place?	Comments
Appropriate first aid provisions available?	N/A	Contractors responsible for their own first aid provisions.
First aid provisions adequately stocked and in date?	N/A	No first aid provisions present.
Responsible person monitors first aid provisions and replenishes as required?	N/A	No first aid provisions present.
Appointed person nominated or suitable number of trained first aiders available?	N/A	No employees present.
Names of first aiders and location of first aid provisions communicated to others?	N/A	Not required.
Compliant accident book available and completed correctly?	N/A	Accident book not required - unmanned site.
Accident reporting procedure in place?	✓	No issues identified. On notice board.
Escalation procedure in place for accidents which are reportable under RIDDOR?	✓	No issues identified.
Accident investigation carried out and accident statistics reviewed where required?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.10 HEAD INJURIES

General observation	
No head hit hazards identified in area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.11 LEGIONELLA

General observation	
Any water outlets and equipment present are within tenants' demised areas and, we are advised, their responsibility. A legionella water risk assessment is not considered necessary bib tap(s)	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.12 LIFTS & LIFTING EQUIPMENT

General observation	
There is no lifting equipment present in the area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.13 NOISE & VIBRATION

General observation	
No hazards observed in area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.14 PLANT & WORK EQUIPMENT

General observation		
The following principal plant / equipment observed in area inspected: Children's play area and a manual gate		
Assessment of controls	In place?	Comments
Areas containing plant and work equipment are suitably locked and secured?	N/A	No plant / equipment present.
Safe access to plant and work equipment available?	N/A	No plant / equipment present.
Suitable safety signage is displayed on access doors and within plant rooms?	N/A	No plant / equipment present.
Emergency controls available and suitably identified?	N/A	Plant / equipment not observed.
Suitable guarding in place where required?	N/A	No guarding requirements identified.
Gas safety certificate available and up to date?	N/A	No gas installations present.
Planned maintenance schedule in place?	N/A	No plant / equipment present.
Plant & work equipment in good condition and maintained as per the planned maintenance schedule?	N/A	Plant / equipment not observed.
Written scheme of examination available for pressure systems?	N/A	No pressure systems observed.
Statutory insurance inspections are carried out on applicable equipment and up to date records are available?	N/A	No plant / equipment present where statutory inspection required.
Personal protective equipment (PPE) is provided where necessary and in good condition, and/or mandatory signage is displayed?	N/A	Not provided or required.
Powered access gates have been visually inspected and no issues identified?	N/A	None present in area inspected.
Gym / play equipment is in suitable condition and suitable precautions in place for safe use?	X	Equipment overdue for inspection.
Confined spaces identified and suitable precautions in place to control risks?	N/A	No confined spaces identified.
Defect / hazard reference(s) (see section 4)		3
Overall risk rating for this area of observation:		LOW

3.1.15 SLIPS & TRIPS

General observation		
All areas under inspection have potential for slips and trips.		
Assessment of controls	In place?	Comments
Internal floor surfaces are in good condition with no holes, bumps, uneven or slippery surfaces observed?	N/A	No internal areas within scope of this assessment.
Weather mats are available where required and in good condition with no defects/hazards observed?	N/A	Not present or deemed necessary.
Changes of level are suitably highlighted or signed as appropriate?	N/A	No changes of level observed.
Internal / external surfaces are clear of loose debris and items?	✓	No issues identified.
External access / egress routes in good condition?	X	Slip/trip hazards identified.
Traffic routes in good condition?	✓	No issues identified.
Suitable arrangements in place for snow and ice clearance?	X	No arrangements in place.
Stairwells and steps are in adequate condition?	N/A	No stairwells or steps within scope of this assessment.
Bunding present and in good condition, where processes and plant may discharge or leak liquid?	N/A	No areas identified where bunding required.
Adequate drainage available?	X	Drainage blocked.
Drains, drainage channels and service covers are in good condition?	✓	No issues identified.
Lighting levels are sufficient throughout the area inspected?	✓	No issues identified.
Light switches are easily identified and correctly positioned?	N/A	No light switches present.
Defect / hazard reference(s) (see section 4)		7; 8; 9; 10; 11
Overall risk rating for this area of observation:		LOW

3.1.16 TRAFFIC MANAGEMENT

General observation		
Traffic movements take place in areas inspected. Cars; Delivery Vans; Motorcycles		
Assessment of controls	In place?	Comments
Road markings are legible and in good condition?	✓	No issues identified.
Other traffic management arrangements in place?	X	Further traffic management arrangements required. Current arrangements: parking restrictions
Appropriate signage in place e.g. speed limit signage, height restrictions?	✓	Signage displayed: HGV warning
Plant / equipment suitably protected from vehicle movements?	N/A	No plant / equipment present.
Suitable arrangements in place to control risks from vehicles with poor rear visibility?	X	High risk locations identified and inadequate arrangements in place.
Pedestrian routes are suitably marked and separated from traffic routes where practicable?	N/A	Dedicated pedestrian routes not practicable.
Suitable arrangements in place to control pedestrian access in areas where large vehicle movements occur?	N/A	No large vehicle movements.
Defect / hazard reference(s) (see section 4)		4
Overall risk rating for this area of observation:		LOW

3.1.17 VACANT AREAS

General observation	
No vacant areas observed.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.18 WELFARE FACILITIES

General observation	
There are no toilet or kitchen/tea point facilities in the area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.19 WINDOWS & GLAZING

General observation	
Windows / glazing present but is the responsibility of others.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.20 WORK AT HEIGHT

General observation	
No direct access to work at height areas. Contractors are responsible for arranging safe access and working under site specific risk assessments and method statements. arborist works	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.21 WORKPLACE SAFETY

General observation		
This section principally covers requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 which are not already considered under other areas of observation.		
Assessment of controls	In place?	Comments
No smoking sign present at property entrance(s)?	N/A	No signage required.
Adequate ventilation available?	✓	No issues identified.
Air monitoring is carried out where required?	N/A	Not considered necessary.
Temperature of indoor workplaces is reasonable and controlled as far as is practicable?	N/A	No indoor workplaces identified.
Emergency lighting provided in high risk locations (e.g. plant rooms) as required?	N/A	Not considered necessary as there is considered to be adequate natural / borrowed light available.
Emergency lighting tested and maintained as required?	N/A	No emergency lighting in areas inspected.
Suitable housekeeping regime in evidence?	✓	No issues identified.
Doors and building fabric / equipment in good condition and pose no health and safety risks?	X	Hazards / defects identified.
Has a suitable Access Audit been undertaken to identify potential access barriers to site?	N/A	No access audit required.
Adequate provision of drinking water?	N/A	Not considered necessary.
Suitable facilities for storing and changing clothing?	N/A	Not considered necessary.
Suitable facilities in place to rest and eat meals?	N/A	Not considered necessary.
Adequate management inspections are carried out and remedial action implemented?	✓	Regular property inspections.
Defect / hazard reference(s) (see section 4)		12; 13
Overall risk rating for this area of observation:		LOW

4.0 PRIORITY ASSESSMENT OF ACTIONS

4.1 METHODOLOGY

For each defect identified in section 3 above, an action is generated. These actions are prioritised based on an assessment of risk. The objective of risk assessment is to systematically and numerically evaluate the likelihood of a potential hazard to cause harm, and the severity of that harm.

For each hazard/defect, the people at risk are identified based on the following groupings:

E/T	Employees / Tenants	P/V	Members of public / Visitors
C	Contractors	O	Others

A risk rating is calculated based on the Severity (S) of what could go wrong if the hazard is realised, combined with the Likelihood (L) of this occurring, to give an overall risk rating (R) of either low (L), medium (M), high (H) or advisory (A) based on the following table:

This is translated into a low, medium or high priority rating based on the following table:



	SEVERITY		
	1 Minor injury / illness	2 Short term incapacity / ill health	3 Fatality or long term incapacity / ill health
LIKELIHOOD			
A	Advisory action		
1 Remote	Low	Low	Medium
2 Possible	Low	Medium	High
3 Likely	Low	Medium	High



Advisory actions are those which rely on others to complete e.g., tenant issues, or those which should be implemented when/if practicable e.g., at next planned refurbishment.

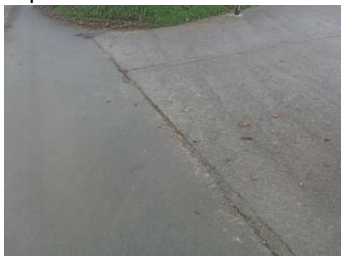
4.2 PRIORITY ASSESSMENT




Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
1	Contractors. (CONTROL OF CONTRACTORS)	There are limited arrangements in place to ensure that potential risks introduced by contractors are managed. Increased likelihood of accidents and incidents.	✓	✓	✓		None.	3	1	M	Devise and implement suitable arrangements to ensure that potential risks introduced by contractors are managed. This includes: - undertaking vetting prior to engaging contractors, to ensure they have suitable health and safety arrangements and insurances in place; - ensuring contractors provide site specific risk assessments and method statements relating to work they carry out; - ensuring contractors are provided with suitable health and safety information relating to the area they are working - ensuring contractors are provided with any site safety rules or induction / training relating to the property; - ensuring contractors are regularly monitored whilst carrying out their tasks to ensure they are not posing risks to themselves or other site users.
2	Fixed wiring remedials. (ELECTRICITY)	Remedial works identified on fixed wiring certificate have not been carried out. Electric shock hazard and increased fire risk.	✓	✓	✓		None.	2	1	L	Undertake remedial works identified on periodic inspection of fixed wiring electrical installations, which are currently unsatisfactory. Highest risk actions (priority 1 and 2) should be done first and a new certificate issued.
3	Childrens play equipment. (PLANT & WORK EQUIPMENT)	The annual inspection for the play equipment is overdue as it was carried out on 14-07-2021. Potential for equipment to fail with hazardous consequences.	✓		✓		None.	2	1	L	Ensure a re-inspection is carried out and routine inspection / maintenance programme in place and implemented for play equipment present.





Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
4	Main entrance. (TRAFFIC MANAGEMENT)	Blind corner on traffic route presents possible collision / impact hazard.  <i>Main entrance</i>	✓	✓	✓	✓	None.	2	1	L	Erect convex mirror on corner to allow approaching vehicles to see other vehicle and / or pedestrian movements.
5	Multiple trees on the boundary, for example, adjacent to the childrens play area. (FALLS & FALLING OBJECTS)	Large trees observed in external areas. Potential falling object hazard and damage to building fabric if trees in poor condition / health.  <i>Multiple trees on the boundary, for example, adjacent to the childrens play area</i>	✓	✓	✓	✓	Grounds maintenance contract in place.	2	1	L	Undertake survey of all large trees in external areas to determine their condition / health. Implement any remedial works identified.




Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
6	Main entrance. (FALLS & FALLING OBJECTS)	External wall damaged. Potential collapse / falling object hazard.  Main entrance	✓	✓	✓		None.	2	1	L	Repair / replace damaged wall, ensuring it is secure.
7	Adjacent to the childrens play area. (SLIPS & TRIPS)	Tree stump presenting trip hazard.  Adjacent to the childrens play area	✓	✓	✓		None.	1	2	L	Remove Tree stump and make flush with floor. As an interim measure, highlight tree stump with black and yellow chevron tape or cover with high visibility item such as a bollard/cone to draw attention to the hazard.



Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
8	General. (SLIPS & TRIPS)	No evidence of suitable snow / ice clearance policy. Increased likelihood of slip hazard during freezing weather conditions.	✓	✓	✓		None.	1	2	L	Develop and implement simple snow / ice clearance policy to cover: - arrangements to minimise risks from snow / ice e.g. gritting, snow clearance, closure of some access routes e.g. scope, limit and frequency of these activities; - provision of additional matting / warning signs in internal areas, particularly access points, which may become more slippery from people bringing in water, snow or slush on their shoes; - responsibilities for completing arrangements identified in policy.
9	Main entrance. (SLIPS & TRIPS)	Uneven concrete presenting trip hazard.  Main entrance	✓	✓	✓		None.	1	2	L	Undertake patch repairs to uneven concrete surfaces, ensuring a secure and level finish.

Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
10	Far end of the car park. Childrens play area - right hand side. Childrens play area - left hand side. (SLIPS & TRIPS)	Moss / weed growth on external surfaces. Presents slip hazard, especially during inclement weather conditions.  <i>Far end of the car park</i>	✓	✓	✓		None.	1	1	L	Remove all moss and vegetation growth from external surfaces.
10		 <i>Childrens play area - right hand side</i>								L	
10		 <i>Childrens play area - left hand side</i>								L	

Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
11	Main vehicle entrance. (SLIPS & TRIPS)	Drain gullies blocked. Localised flooding could lead to increased likelihood of slip hazard, especially during wet or freezing weather condition.  Main vehicle entrance	✓	✓	✓		None.	1	1	L	Unblock and clear blocked drain gullies.

Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
12	<p>All boundaries, excluding the wooden car park fence and the hedge adjacent to the road.</p> <p>For example, Boundary fence - rear football pitch.</p> <p>Boundary fence to left hand side of the site, for example the corner post.</p> <p>Boundary fence to left hand side of the site, for example adjacent to the pavillions.</p> <p>Boundary fence to Far end side of the site, for example bottom corner.</p> <p>(WORKPLACE SAFETY)</p>	<p>Barbed wire is installed at low level (less than 2.4m). Increased likelihood of injury / laceration hazard.</p>  <p>Boundary fence - rear football pitch</p>	✓	✓	✓	✓	None.	1	1	L	Barbed wire to be removed where possible or installed above 2.4m high only. Where this not practical, display warning signage stating "Caution - barbed wire".

Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
12		 <p>Boundary fence to left hand side of the site, for example the corner post</p>								L	
12		 <p>Boundary fence to left hand side of the site, for example adjacent to the pavillions</p>								L	
12		 <p>Boundary fence to Far end side of the site, for example bottom corner</p>								L	

Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
13	Boundary fence to Far end side of the site, bottom corner. Boundary fence to Far end side of the site, entrance to adjacent field. (WORKPLACE SAFETY)	Barbed wire is damaged and in poor condition. Increased likelihood of injury / laceration hazard.  <i>Boundary fence to Far end side of the site, bottom corner</i>	✓	✓	✓	✓	None.	1	1	L	Damaged barbed wire to be removed and repaired / replaced.
13		 <i>Boundary fence to Far end side of the site, entrance to adjacent field</i>								L	

5.0 ACTION PLAN

The action plan which follows is a summary of all of the actions generated in section 4.2 above. This should enable you to prioritise the allocation of time and resources when scheduling the remedial action identified.

To assist you, the following timeframes are suggested:

Risk rating	Priority	Action required	Action completed
HIGH (H)	1	Immediately (24 hours)	Within 1 month
MEDIUM (M)	2	Within 3 months	Within 6 months
LOW (L)	3	Within 6 months	Within 1 year
ADVISORY (A)	4	When practicable, or action relies on others	

The specific actions and time frames allocated to individual hazards / defects in this report are a guidance to effectively manage any deficiencies, as opposed to a completion timeframe. They should be used as a guide to implementing remedial measures to enhance management and completed within defined timescales for the relevant property.

You should include a comment for every section.

Remember “No action” is still a viable option, provided you can demonstrate that the action identified is not reasonably practicable to implement. This means that the cost of implementing the proposed action in terms of time, money and trouble far outweighs the benefit that will be achieved from it.

Actions marked with a “*” are outstanding from the previous assessment.

5.1 PRIORITY 1 ACTIONS– *WITHIN 24 HOURS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
NONE IDENTIFIED				

5.2 PRIORITY 2 ACTIONS– *WITHIN 3 MONTHS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
1	Contractors.	Devise and implement suitable arrangements to ensure that potential risks introduced by contractors are managed. This includes: - undertaking vetting prior to engaging contractors, to ensure they have suitable health and safety arrangements and insurances in place; - ensuring contractors provide site specific risk assessments and method statements relating to work they carry out; - ensuring contractors are provided with suitable health and safety information relating to the area they are working - ensuring contractors are provided with any site safety rules or induction / training relating to the property; - ensuring contractors are regularly monitored whilst carrying out their tasks to ensure they are not posing risks to themselves or other site users.		

5.3 PRIORITY 3 ACTIONS– *WITHIN 6 MONTHS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
2	Fixed wiring remedials.	Undertake remedial works identified on periodic inspection of fixed wiring electrical installations, which are currently unsatisfactory. Highest risk actions (priority 1 and 2) should be done first and a new certificate issued.		
3	Childrens play equipment.	Ensure a re-inspection is carried out and routine inspection / maintenance programme in place and implemented for play equipment present.		
4	Main entrance.	Erect convex mirror on corner to allow approaching vehicles to see other vehicle and / or pedestrian movements.		
5	Multiple trees on the boundary, for example, adjacent to the childrens play area.	Undertake survey of all large trees in external areas to determine their condition / health. Implement any remedial works identified.		
6	Main entrance.	Repair / replace damaged wall, ensuring it is secure.		
7	Adjacent to the childrens play area.	Remove Tree stump and make flush with floor. As an interim measure, highlight tree stump with black and yellow chevron tape or cover with high visibility item such as a bollard/cone to draw attention to the hazard.		
8	General.	Develop and implement simple snow / ice clearance policy to cover: - arrangements to minimise risks from snow / ice e.g. gritting, snow clearance, closure of some access routes e.g. external stairs / roof / ladders; - scope, limit and frequency of these activities; - provision of additional matting / warning signs in internal areas, particularly access points, which may become more slippery from people bringing in water, snow or slush on their shoes; - responsibilities for completing arrangements identified in policy.		
9	Main entrance.	Undertake patch repairs to uneven concrete surfaces, ensuring a secure and level finish.		

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
10	Far end of the car park. Childrens play area - right hand side. Childrens play area - left hand side.	Remove all moss and vegetation growth from external surfaces.		
11	Main vehicle entrance.	Unblock and clear blocked drain gullies.		
12	All boundaries, excluding the wooden car park fence and the hedge adjacent to the road. For example, Boundary fence - rear football pitch. Boundary fence to left hand side of the site, for example the corner post. Boundary fence to left hand side of the site, for example adjacent to the pavillions. Boundary fence to Far end side of the site, for example bottom corner.	Barbed wire to be removed where possible or installed above 2.4m high only. Where this not practical, display warning signage stating "Caution - barbed wire".		
13	Boundary fence to Far end side of the site, bottom corner. Boundary fence to Far end side of the site, entrance to adjacent field.	Damaged barbed wire to be removed and repaired / replaced.		

5.4 PRIORITY 4 (ADVISORY) ACTIONS

– WHEN PRACTICABLE (OR RELIES ON OTHERS)

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
NONE IDENTIFIED				

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