

Risk assessment form – Outside Spaces

Activity: Car parks - general

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Damaged lighting (or similar) - Injury.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Lights regularly and formally inspected by Handyman and RJ Electrical Defects repaired according to the risk posed. 	Apply if and when necessary	L	Handyman/ Clerk as required
Traffic movement - Vehicle collision. - Injury.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Pavements or segregated area provided for pedestrians. Lighting provided. Designated/lined parking bays including disabled provision. Clear visibility for oncoming traffic at entry/exit points. 	Apply if and when necessary	L	Clerk
Surface drainage - Slips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Drains regularly cleaned. Sitting water noted and request for drain clearance made to responsible authority. Potholes repaired as soon as possible. 	Review and monitor as required and apply when necessary	L	Clerk/ Handyman
Snow/ Ice	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> Snow clearance/ gritting by site staff. Close Kilham Hall according to severity of problem. Kilham Hall Field leave until melted – not in use as much in the winter and surrounded by grassed recreation site. 	Monitor annually	M	Clerk/ Handyman

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: Outdoor Gym (general assessment)

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Equipment - Siting of equipment - proximity of unsupervised children's play equipment	Members of the public	<ul style="list-style-type: none"> • Children's play area is over 25m away from outdoor gym • Weekly inspections by site staff • Regular inspections by CDC which are reported and any remedial action taken • Annual Inspection by ROSPA 	Monitor and review annually as required. Ensure all future equipment installed meets Play Inspectors recommendations	L	Handyman / CDC via Clerk
Suitability of equipment -age range - other available facilities within proximity	Members of the public	<ul style="list-style-type: none"> • Existing facilities on the site are aimed at other user groups; play area for children who should be supervised; • Fencing/ screening was not considered necessary as the site is situated away from other play equipment and access to the road is fenced 	Ensure all future equipment is installed in accordance with Play Inspectors recommendations	L	Handyman / CDC via Clerk
Health and safety inspections – Maintenance and security	Users Members of the public Staff	<ul style="list-style-type: none"> • Equipment designed and installed by competent play provider/ supplier. • Yearly inspections by ROSPA as part of annual inspections – started in October 2022 and will continue every Sept/ Oct each year. • 3 times per week inspections of equipment and safety surfaces by PC staff of structures and cleaning/ litter picking • 6/8 week inspections by CDC – reporting of inspection and remedial action taken where necessary. • Records of all inspections kept. 	Monitor and review according to usage/ legislation	M	Clerk (via Handyman)

Completed and signed by: B. Walton (Clerk to the Council)

Date: 21/07/2025

Risk assessment form

Activity: Playground (general assessment)

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Play equipment - Physical injury.	Members of the public	<ul style="list-style-type: none"> • Equipment installed to current standards. • Recorded weekly inspections by site staff (trained to Level 1 Rospa) • Regular recorded inspections by CDC. • Annual inspections undertaken by ROSPA and remedial work undertaken as required) – started October 2022 and will continue yearly in Sept/ Oct each year. • Repairs carried out as soon as possible by a competent person. • Hazardous equipment removed from use/fenced off/signs erected/taped off, etc as required. 	Monitor and review annually as required.	M	Handyman / CDC via Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections for safety defects e.g. pot holes, glass etc. • Repairs carried out according to the risk posed. • Warning signs erected. • Lighting regularly checked and repaired. • Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Bins - Cuts.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections and repairs carried out according to risk posed in line with CDC grounds maintenance contract • Dangerous bins removed from use, including base to prevent trip hazard. • Bin constructed of toughened material. • Bins emptied regularly as part of CDC grounds maintenance contract. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk

Fencing - Cuts.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. Fence removed if in dangerous condition and temporary one erected. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk
Seating - Injury.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Defective seating removed from use. Seating constructed of durable materials. Seating secured to ground to minimise vandalism. Recorded regular inspections and repairs carried out according to risk posed by site staff 	Monitor and review annually as required.	L	Handyman / CDC via Clerk
Dog fouling - Infection/ill health.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Bins provided and emptied regularly. 'No Dogs' signs erected. Request local authority dog warden patrols area. Grass walked and fouling removed prior to grass cutting. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Mowing and strimming - Various.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> See individual Risk Assessments 		L	Handyman / CDC via Clerk
Gates - Entrapments.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Vegetation - Poisoning. - Cuts.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Non-hazardous plants in play areas. Hazardous vegetation removed and/or cut well back. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk

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Date: 21/07/2025

Risk assessment form

Activity: Multi Use Games Area - MUGA (general assessment)

Assessment date: 21/07/25

Review date: 07/2026

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Leaves falling onto surface – slippery when wet.	Members of the public	<ul style="list-style-type: none"> • There are trees in proximity to the MUGA and although at present they do not overhang in inclement weather leaves will be blown onto the MUGA surface. Handyman does visual checks three times a week. • Annual Tree Inspection commissioned. • Undertake any work as required. 	Users to notify of any problems with leaves. Contact details to be displayed on the MUGA fencing.	M	Handyman / CDC via Clerk
Equipment - Physical injury.	Members of the public	<ul style="list-style-type: none"> • Equipment installed to current standards. • Recorded weekly inspections by site staff (trained to Level 1 Rospa) • Regular recorded inspections by CDC. • Annual inspections undertaken by ROSPA and remedial work undertaken as required). • Repairs carried out as soon as possible by a competent person. • Hazardous equipment removed from use/fenced off/signs erected/taped off, etc as required. 	Monitor and review annually as required.	M	Handyman / CDC via Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections for safety defects • Repairs carried out according to the risk posed. • Warning signs erected. • Lighting regularly checked and repaired. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Risk of collision with the fencing during play	Members of the Public	<ul style="list-style-type: none"> • The fence that surrounds the perimeter of the MUGA is in good condition. • The fencing for individual items (as applicable) is as supplied by the manufacturer as part of the equipment. • Should a user collide with it at speed there could be minor bruising/bumps and/or grazing. 	Users will be made aware of this risk and play on the MUGA at their own risk. Children playing on the MUGA in an organised activity will be made aware of the risk.	M/H	Members of the Public via Clerk

Risk of graze - when falling on surface.	Members of the Public	<ul style="list-style-type: none"> The flooring is an anti-slip surface. Lines and zones are painted onto this surface therefore there is no risk of tripping or disrepair to the surface. The Parish Council's recommendation on footwear is as follows:- <ul style="list-style-type: none"> No spiked or studded footwear or stiletto heels. No muddy footwear on the surface. 	This information to be displayed on the MUGA and also available when booking. Users to notify of any problems – contact details to be displayed on the perimeter fencing.	M/L	Members of the Public
Bins - Cuts.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed in line with CDC grounds maintenance contract Dangerous bins removed from use, including base to prevent trip hazard. Bin constructed of toughened material. Bins emptied regularly as part of CDC grounds maintenance contract. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Fencing - Cuts.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. Fence removed if in dangerous condition and temporary one erected. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk
Gates - Entrapments.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Bike Store - Injury/Theft.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> Equipment installed to current standards. Recorded weekly inspections by site staff (trained to Level 1 Rospa) Repairs carried out as soon as possible by a competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off, etc as required. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk
Other low source risks – Damage to the surface of the MUGA	Members of the public	<ul style="list-style-type: none"> No smoking will be permitted in the MUGA or within 3 feet of the external perimeter fencing. No animals will be allowed (with the exception of registered assistance dogs) in the MUGA. No chewing gum will be permitted in the MUGA. No fizzy drinks will be permitted in the MUGA 	Information to be displayed	L	Handyman / Clerk

Weather conditions	Employees / Volunteers / Members of the Public	<ul style="list-style-type: none"> • Effects of extreme heat, snow, ice and heavy rain 	No shelter is provided at the MUGA. Users use the MUGA at their own risk. Users to wear appropriate clothing and take suitable refreshments	M	Handyman / Members of the Public
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Date: 21/07/25

Risk assessment form

Activity: Park & recreation ground

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Open Field/Football area / fitness trails	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> • Site staff undertake weekly litter picking at Kilham Hall Field. Posts regularly inspected for damage/vandalism and record kept. • Repairs carried out according to risk posed. • Dangerous equipment removed from use. • Members of the public discouraged from swinging on them when observed by Employees / Volunteers. 	<p>Monitor via PC insurance annually to ensure adequate cover.</p> <p>Monitor CDC grounds maintenance contract.</p>	L	Handyman via Clerk
Public Liability		<ul style="list-style-type: none"> • PC currently holds £10m insurance cover 	Monitor via PC insurance annually to ensure adequate cover	L	Clerk/ RFO

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Date: 21/07/2025

Risk assessment form

Activity: Volunteers (Watering)

Assessment date: 21/07/2025

Review date: 07/2026

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Watering equipment - Physical injury.	Employees / Members of the public who volunteer	<ul style="list-style-type: none"> • Equipment inspected by site staff prior to use • Repairs carried out as soon as possible by a competent person or faulty equipment replaced. • Heavy lifting involved – take care when carrying equipment especially where ground is obscured by vegetation • Staff use a ramp to roll water barrels into their car • Manual Handling Training attended • Spacial awareness especially when watering in the car park at Kilham Hall 	Monitor and review annually as required.	M	Site staff/ CDC via Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections for safety defects e.g. pot holes, glass etc. • Repairs carried out according to the risk posed. • Warning signs erected. • Lighting regularly checked and repaired. • Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Road Safety - Physical Injury.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • When watering the village roadsigns or Christmas Trees Hi-Viz is to be worn • Be conscious where your vehicle is parked and put hazard warning lights on if needbe • Heavy lifting involved – take care when carrying equipment especially where ground is obscured by vegetation • Spacial awareness 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk

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Date: 21/07/2025

Section 2: Management Procedures

Set out below are the risk assessments for the following management procedures;

7. Age of Workers
8. First Aid
9. Use of contractors

Please also refer to the adopted Health and Safety Policy