



TRAWDEN FOREST
PARISH COUNCIL



Play Area and Open Space Risk Assessment

Ball Grove Park, Ball Grove Drive, Colne, Lancs. BB8 7HY

The Parish Council is required to review its risk assessment/management arrangements annually. It is important that the Parish Council is able to demonstrate that it has effective risk management processes in place.

Risk management is the process by which risks are identified, evaluated and controlled and enables the Parish Council to avoid, or minimise, damaging actions or events. Risk management is a key element of the framework of governance.

The Lengthsman and Grounds Maintenance Team are 3rd party contractors and are not directly employed by the Parish Council.

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
	Play Areas							
1	Play Equipment	Physical injury to members of the public.	M	Equipment installed to current standards.	Borough Council		RoSPA Report	Weekly inspection reports submitted from the Borough Council.
				Recorded regular inspections by competent person.	Borough Council	Weekly		
				Annual inspections.	RoSPA	Annually		
				Repairs carried out as soon as possible by a competent person.	Borough Council/their contractors			
				Hazardous equipment removed from use/fenced off/signs erected/taped off, etc.	Borough Council			
				Phone number displayed for members of the public to report defects.	Clerk			

2	Paths, Safety Surfaces, Open Grass	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Recorded regular inspections for safety defects e.g. pot holes, glass etc. Repairs carried out according to the risk posed. Warning signs erected. Grass cuttings swept from walkways.	Borough Council Borough Council Borough Council Borough Council	Monthly As required Ongoing Ongoing		Report submitted to clerk weekly following inspection of whole site
3	Bins	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed. Dangerous bins removed from use, including base to prevent trip hazard. Bin constructed of toughened material. Bins emptied regularly.	Borough Council	Weekly		Report submitted to clerk weekly following inspection of whole site
4	Railings around playground	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed. Fence removed if in dangerous condition and temporary one erected.	Borough Council	Ongoing		Report submitted to clerk weekly following inspection of whole site
5	Seating	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Defective seating removed from use. Seating constructed of durable materials. Seating secured to ground to minimise vandalism. Regular inspections and repairs carried out according to risk posed.	Borough Council	Ongoing		Report submitted to clerk weekly following inspection of whole site
6	Dog Foul	Infection/ill health to members of the public, 3 rd party contractors, volunteers, employees	L	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.	Borough Council Parish Council Borough Council Borough Council	Ongoing		Report submitted to clerk weekly following inspection of whole site

7	Mowing & Strimming	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	All mowing and strimming carried out by 3 rd party contractor, with their own insurance, risk assessments and method statements.	Borough Council	Annually		
8	Gates	Entrapment - members of the public, 3 rd party contractors, volunteers, employees	L	Regular inspections and repairs carried out according to risk posed.	Borough Council ROSPA Inspection	Ongoing Annually		Report submitted to clerk weekly following inspection of whole site
9	Vegetation	Poison/injury - members of the public, 3 rd party Contractors, volunteers, employees	L	Non-hazardous plants in play areas. Hazardous vegetation removed and/or cut well back	Borough Council Borough Council	Ongoing Ongoing		
General Open Space								
10	Potholes in grass	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Grass area inspected when cut. Holes backfilled.	Borough Council	Ongoing		
11	Trees	Collapsing or damage causing injury to members of the public, 3 rd party contractors, volunteers, employees	L	Trees inspected on a regular basis. Complaint system in place.	Clerk/External tree specialist	Ongoing		
12	Furniture (Seating/Bins etc)	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Benches are bolted to the ground or too heavy to move. Litter bins emptied and inspected regularly. Any damage/vandalism reported and repaired.	Grounds Maintenance Nominated Councillor	Ongoing Monthly		

13	River	Drowning/Injury to members of the public, 3rd party contractors, volunteers, employees	L	Embankments are cut back regularly so that edge is clearly visible.	Grounds Maintenance	Ongoing		
14	Foot Bridge	Injury to members of the public, 3rd party contractors, volunteers, employees	L	Algae removed regularly. Handrails provide to bridge and are checked for security and safety on a weekly basis. Any defects reported as soon as possible.	Friends of Ball Grove Nominated Councillor	Monthly		
15	Footpaths	Slips/Trips/Falls - Injury to members of the public, 3rd party contractors, volunteers, employees	L	Paths checked on a regular basis for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly. Moss on footpaths is cleared regularly. Defects to footpaths are repaired according to the risk posed. Damage to footpaths caused by tree roots, monitored and actioned where damage is likely to pose trip hazard. Installation of Anti-slip strip from Keighley Road car park to bottom of vehicular access.	Nominated Councillor Grounds Maintenance Nominated Councillor Nominated Councillor Nominated Councillor	Monthly Ongoing Monthly Monthly Monthly		Trawden Forest Parish Council adopts a 'No Gritting' Policy, therefore extra care is needed during inclement weather.
16	Use of Drugs	Members of the public, 3rd party contractors, volunteers, employees	L	Employees / Volunteers advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps. Police advised of problem.	Council Clerk Clerk	If required		

17	Sexual Activities	Members of the public, 3rd party contractors, volunteers, employees coming into contact with bodily fluids	L	Contractors / Employees / Volunteers aware of problem and provided with suitable protective clothing. Police advised of the problem.	Clerk	If required		
18	Lighting	Members of the public, 3rd party contractors, volunteers, employees	L	Lighting regularly checked and repaired.	Nominated Councillor	Monthly		
19	Football Posts	Collapsing causing injury to members of the public, 3rd party contractors, volunteers, employees	L	Posts regularly inspected for damage/vandalism and record kept. Repairs carried out according to risk posed. Dangerous equipment removed from use.	Nominated Councillor	Monthly		
20	Winewall Road Car Park	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Surface regularly swept to keep debris to a minimum. Surface inspected for potholes.	Handyman Nominated Councillor	Quarterly Monthly		
21	Flag Pole	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Check for stability	Steeplejack every three years			Arranged by Borough Council as part of their district inspections.
22	Building	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Check for lifted/broken flags to front. Check for damage to gutters and downspouts.	Nominated Councillor			
23	Keighley Road Car Park	Injury to members of the public, 3 rd party contractors, volunteers, employees	L	Surface regularly swept to keep debris to a minimum. Surface inspected for potholes. Height barrier inspected for damage.	Handyman Nominated Councillor			

This Play Area, Recreational Ground & Open Space Risk Assessment was reviewed and adopted by Trawden Forest Parish Council:

Signed By:	
	The Chairman
Signed By:	
	The Parish Clerk

Adopted at the Parish Council Meeting on

Review every 12 months – next review