

BODICOTE PARISH COUNCIL RISK ASSESSMENT -

ASSESSMENT DATE : April 2017

ASSESSMENT OFFICER : Councillor Chris Watts

	<u>AREA</u>	<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>	<u>DATE REVIEWED</u>	<u>COMMENTS</u>
<u>CHURCHYARD</u>	Flowerbeds	-	X	-	April 2017	<i>Work responsibility of P.C.C.</i>
	Paths	-	X	-	April 2017	<i>Slippery when wet. No signage. Work responsibility of P.C.C.</i>
	Grasscutting	-	X	-	April 2017	<i>Work completed by contractor on behalf of BPC</i>
	Headstones	-	X	-	April 2017	<i>Responsibility of P.C.C.</i>
	Walls	-	X	-	April 2017	<i>Rear wall partially rebuilt in 2012. More repairs to rear wall in August 2014. Check as required - Ivy has died back from walls at back</i>
	Waste Disposal	-	X	-	April 2017	<i>Needs regular inspection - used by others ie. Church Working Group. No issues reported.</i>
	Clock	X	-	-	April 2017	<i>Last serviced 2014 - working at time of visit to church.</i>
<u>CHRISTMAS LIGHTS</u>	Lights	-	X	-	April 2017	<i>Lights to be fully checked before use this year.</i>
	Electricity	-	NA	-	April 2017	<i>Lights to be battery powered this year.</i>
<u>HEDGES AND TREES</u>	Trees	-	X	-	April 2017	<i>Tree survey undertaken in 2014 and priority work carried out. Trees and hedges discussed regularly at main Committee meetings and Environment Committee meetings.</i>
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<u>BURIAL GROUND</u> (Regular inspections carried out by the Parish Council throughout the year)	Grasscutting	-	X	-	April 2017	<i>All work completed by a contractor on behalf of BPC. Details of contracts held by Parish Clerk on behalf of BPC.</i>
	Paths	X	-	-	April 2017	<i>Inspected April 2017. Paths in a good state of repair at this time. Some evidence of rabbits close to path edges.</i>
	Headstones	-	X	-	April 2017	<i>Stability tests carried out in 2014. Remedial work carried out in 2015. Inspected April 2017, no issues seen at time of visit.</i>
	Seats & Bins	X	-	-	April 2017	<i>Sets and bins meet required standard as of April 25th 2017.</i>
	Shelter	X	-	-	April 2017	<i>No issues to report at the time of inspection - 25th April 2017.</i>
	Walls	-	X	-	April 2017	<i>No issues to report at the time of inspection - 25th April 2017.</i>
	Hedges & Trees	X	-	-	April 2017	<i>Two trees in middle in full flower - low in height along main path. Inspected 25th April 2017.</i>
	Gates	-	X	-	April 2017	<i>Main gates need lifting into the holder when open. Pedestrian gate to Wykham Lane doesn't spring shut. Spring in place. Gate to footpath to village - latch doesn't reach post. Secured with chain only.</i>
<u>GENERAL</u>	Bus Shelters	-	X	-	April 2017	<i>Councillor Margaret Christer liaises with Stagecoach and reviews Bus Shelters/locations. Bus sign on Freeman's Road, behind Fairholme, is on an angle.</i>
	Flowerbeds	-	X	-	April 2017	<i>All beds stripped back. Scaled back operation. Awaiting Contractor information.</i>

	Flyover Land	-	X	-	April 2017	<i>Regular Agenda item. Last cut in September 2016 - annual task only. Visited 25th April 2017 - Canoe in middle of area.</i>
	Litter Bins/Litter Picking	-	-	X	April 2017	<i>If any evidence of high risk waste is found, such as needles, Contractor should notify the Parish Clerk and relevant department at CDC. All bins except Park End in good repair.</i>
	Dog Bins	-	X	--	April 2017	<i>Dog bins emptied by authorised contractor only. Contract details held by parish Clerk on behalf of BPC.</i>
	Seats	-	X	-	April 2017	<i>Flagged at meeting on 19/4/17. All painted in September 2016, except the bench in White Post Road.</i>
	Village Sign	-	X	-	April 2017	<i>Inspected April 2017. No visual issues seen.</i>
	Green @ The Rydes	-	X	-	April 2017	<i>No issues to report at the time of the inspection. Path by green are covered by moss.</i>
	Green Area @ The Rydes	-	X	-	April 2017	<i>No issues to report at the time of the inspection.</i>
	Green @ Town Furlong	-	X	-	April 2017	<i>Further erosion at of the banks has taken place since the inspection. Matter has been raised to Oxfordshire Highways by the Parish Clerk on behalf BPC. Exposed drain cover also.</i>
	Village Grasscutting	-	X	-	April 2017	<i>All work completed by a contractor on behalf on BPC. Details of contracts held by Parish Clerk on behalf of BPC.</i>
	Wellington Memorial	-	X	-	April 2017	<i>No issues to report at the time of the inspection.</i>
	Open Space Areas	-	X	-	April 2017	<i>Inspected Park End Green. Some signs of vehicular damage - to be monitored. Agenda item at Environment Committee for follow up.</i>

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<u>BODICOTE PARISH COUNCIL SNOW AND ICE PLAN</u>	Snow and Ice Plan	-	X	-	April 2017	<p><i>BPC provides the necessary tools and equipment, including the grit and salt to carry out a clearance programme to specific areas of the village as deemed necessary.</i></p> <p><i>Operatives are provided with the necessary protective clothing ie: visibility jackets, gloves etc.</i></p> <p><i>BPC will communicate their plans to the community via the website, social media, newsletter, notice boards and minutes of the meeting. If the plans change, this will also be communicated to the community.</i></p> <p><i>Once a clearance programme is implemented, it will be maintained for the whole period when there is snow and ice.</i></p> <p><i>Where the Council takes on the responsibility for clearing snow or ice from the paths, it will exercise reasonable care in doing so and ensure the safety of the public, employees and volunteers.</i></p> <p><i>Care will be taken in deciding where the snow is moved to so it does not block roads, paths or drains. The middle of the path will be cleared first so there is a safe surface to walk on.</i></p> <p><i>After the snow and ice has been cleared, water will not be used as this may cause black ice, salt or grit will be used on the treated areas.</i></p> <p><i>In the event of any concerns or or problems, the operative(s) will report to the Parish Clerk or Chairman as soon as possible.</i></p>

Regular inspections of all areas of the village to be carried out by Bodicote Parish Council members, who have been allotted specific areas. Any problems to be noted, reported to full Council & action taken as necessary.

Report circulated to Clerk and Chair ahead of May 2017 PC Meeting.