

## BODICOTE PARISH COUNCIL RISK ASSESSMENT -

ASSESSMENT DATE : October 2016  
ASSESSMENT OFFICER : Councillor Chris Watts

|                                | <u>AREA</u>    | <u>LOW</u> | <u>MEDIUM</u> | <u>HIGH</u> | <u>DATE REVIEWED</u> | <u>COMMENTS</u>  |
|--------------------------------|----------------|------------|---------------|-------------|----------------------|--|
| <b><u>CHURCHYARD</u></b>       | Flowerbeds     | -          | X             | -           | October 2016         | <i>Work responsibility of P.C.C.</i>   |
|                                | Paths          | -          | X             | -           | October 2016         | <i>Slippery when wet.<br/>No signage.<br/>Work responsibility of P.C.C.</i>  |
|                                | Grasscutting   | -          | X             | -           | October 2016         | <i>Work completed by contractor on behalf of BPC</i>   |
|                                | Headstones     | -          | X             | -           | October 2016         | <i>Responsibility of P.C.C.</i>  |
|                                | Walls          | -          | X             | -           | October 2016         | <i>Rear wall partially rebuilt in 2012.<br/>More repairs to rear wall in August 2014.<br/>Check as required.</i>   |
|                                | Waste Disposal | -          | X             | -           | October 2016         | <i>Needs regular inspection - used by others ie. Church Working Group.</i>   |
|                                | Clock          | X          | -             | -           | October 2016         | <i>Last serviced 2014?</i>   |
| <b><u>CHRISTMAS LIGHTS</u></b> | Lights         | -          | X             | -           | October 2016         | <i>Lights to be fully checked before use this year.</i>  |
|                                | Electricity    | -          | NA            | -           | October 2016         | <i>Lights to be battery powered this year.</i>   |
| <b><u>HEDGES AND TREES</u></b> | Trees          | -          | X             | -           | October 2016         | <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> |
|                                | Hedges         | -          | X             | -           | October 2016         | <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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| <b><u>BURIAL GROUND</u></b><br>(Regular inspections carried out by the Parish Council throughout the year) | Grasscutting               | -          | X             | -           | August 2016          | <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          | -             | -           | August 2016          | <i>Inspected August 2016. Paths in a good state of repair at this time.</i>  |
|  | Headstones                 | -          | X             | -           | August 2016          | <i>Remedial work carried out - 2008. Stability tests carried out in 2014. Remedial work to be carried out in 2015. Inspected...August 2016</i>                 |
|  | Seats & Bins               | X          | -             | -           | August 2016          | <i>No issues to report at the time of the inspection.</i>  |
|  | Shelter                    | X          | -             | -           | August 2016          | <i>No issues to report at the time of the inspection.</i>  |
|  | Walls                      | -          | X             | -           | August 2016          | <i>No issues to report at the time of the inspection.</i>  |
|  | Hedges & Trees             | X          | -             | -           | August 2016          | <i>No issues to report at the time of the inspection.</i>  |
|  | Gates                      | -          | X             | -           | August 2016          | <i>No issues to report at the time of the inspection.</i>  |
| <b><u>GENERAL</u></b>  | Bus Shelters               | -          | X             | -           | October 2016         | <i>Councillor Margaret Christer liaises with Stagecoach and reviews Bus Shelters/locations.</i>  |
|  | Flowerbeds                 | -          | X             | -           | October 2016         | <i>Regular Agenda item.</i>  |
|  | Flyover Land               | -          | X             | -           | September 2016       | <i>Regular Agenda item. Last cut in September 2016 - annual task only.</i>   |
|  | Litter Bins/Litter Picking | -          | -             | X           | October 2016         | <i>Have upgraded litter bins from low risk to high risk on the back of needles found in the village. PC to ensure correct PPE available for emptying bins.</i> |
|  | Dog Bins                   | -          | X             | --          | October 2016         | <i>Dog bins emptied by authorised contractor only. Contract details held by parish Clerk on behalf of BPC.</i>   |

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| <b><u>GENERAL cont....</u></b> | Seats                  | -          | X             | -           | October 2016         | <i>Regular Agenda item. All painted in September 2016 - except the bench in White Post Road.</i>  |
|                                | Village Sign           | -          | X             | -           | August 2016          | <i>Inspected in August 2016. Need to review if the light is working correctly.</i>  |
|                                | Green @ The Rydes      | -          | X             | -           | October 2016         | <i>No issues to report at the time of the inspection.</i>   |
|                                | Green Area @ The Rydes | -          | X             | -           | October 2016         | <i>No issues to report at the time of the inspection.</i>   |
|                                | Green @ Town Furlong   | -          | X             | -           | October 2016         | <i>Grass bank is suffering vehicular damage. Vehicles have also caused damage to concrete step by the bench. Suggest remove step to avoid further ongoing damage.</i> |
|                                | Village Grasscutting   | -          | X             | -           | October 2016         | <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             | -           | October 2016         | <i>No issues to report at the time of the inspection.</i>   |
|                                | Open Space Areas       | -          | X             | -           | October 2016         | <i>Inspected Park End Green. Some signs of vehicular damage - to be monitored.</i>  |

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| <b><u>BODICOTE<br/>PARISH<br/>COUNCIL<br/>SNOW AND<br/>ICE PLAN</u></b> | Snow and Ice Plan | -          | X             | -           | October 2016         | <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 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 October 2016 PC Meeting.*

*For future Risk Assessments and village Health and Safety issues I propose taking digital images as a record of completed checks and to record current state of assets.*