



Lapley, Stretton  
& Wheaton Aston  
Parish Council

## Risk Assessment & Management 2019/20

Risk is assessed as the product of the consequences of an event occurring and the probability that it will occur. Various risk scenarios are described and assessed subjectively according to the following guidelines:

### Consequences

	Rating	Description
1	Trivial	Minor cuts and bruises treated on site by first aid. Loss of <£10
2	Non serious	Cuts and bruises which need to be seen by a doctor/nurse. Loss of <£100
3	Serious	Minor injury which requires treatment as a hospital outpatient or Loss of £1,000
4	Very serious	Injury which requires treatment as an in patient or loss of <£10,000
5	Catastrophic	Serious, permanent disability or death or loss of <£100,000

### Probability

	Rating	Probability ratio
1	Almost impossible	1/1,000,000
2	Highly unlikely	1/10,000
3	Unlikely	1/1,000
4	Possible	1/100
5	Probable	1/10

### The risk is classified as follows:

1-5	Trivial, no action required
6-10	Tolerable
11-15	Moderate risk, wherever possible action should be taken to reduce the risk to a level that is as low as is reasonably practical.
16-20	High risk, action must be taken to reduce it to a level which is as low as is reasonable practical
21-25	Unacceptable risk. Activity should be discontinued unless it is possible to reduce the risk to an acceptable limit (12)

Hazard	Consequence	Probability	Risk	Control measures
<b>Christmas Lights</b>				
Accident whilst being installed or post installation	5	2	10	Use specialist contractors who are experienced in this work. Require them to comply with Staffordshire County Council code of practice
Public making contact with dangerous electrical supplies	5	1	5	Use low voltage supplies for equipment less than 2.5 metres off ground. Restrict 240V bulbs to heights above 2.5 metres above ground.
Accident whilst stone circle is being removed to reveal the socket for the tree	4	2	8	Plate is removed by South Staffordshire Council workers who are experienced in removing the plate.
Public making contact with dangerous electrical supplies	5	1	5	Use low voltage supplies for equipment less than 2.5 metres off ground. Specialist contractors are to ensure safety of equipment
Tree falling due to extreme weather conditions	5	2	10	Parish Council Clerk, Chairman and Chair of CLWG will check the weather forecasts regularly and will arrange for the tree to be monitored and taken down (if required) if high wind (31-38mph) is predicted.
People walking into tree in village centre	1	2	2	Fencing around tree Area well lit When the plate is removed the area is fenced off
<b>Primrose Bank Children's Play Area</b>				
Dangers of road nearby	5	3	15	Historic play area open on 2 sides to the road and traffic can see children moving around. The road is a cul-de-sac and the probability of cars travelling at excessive speed is low. Signs to be added advising of children playing Users are reminded that the PC do not hold responsibility for play
Dangers of canal nearby	5	2	10	Historic play area, canal some distance away, with a hedge, fencing and trees restrict access. Chicane fencing added to lower risk of children accessing the canal area

Hazard	Consequence	Probability	Risk	Control measures
				Additional fencing added on boundary line Users are reminded that the PC do not hold responsibility for play
Injury using play equipment	3	3	9	Equipment recommended, supplied and installed by reputable supplier and complies with EN1176. RoSPA undertook post installation and undertake annual inspections. Play area checked regularly by Parish Council. Area is regularly litter picked. Sign erected with details of where to report problems. Users are reminded that the PC do not hold responsibility for play

<b>Employment &amp; Staff with access to funds</b>				
Injury to employees	4	2	8	The Parish Council works in a normal office environment with no additional hazards. A first aid kit is in the office and the office has been cleared of unnecessary items. The litter pickers are provided with a litter grab and gloves. They are required to adhere to the S Staffs Council policy on the disposal of drug related litter. The village orderly possesses a high-visibility jacket and has gloves and litter picker. A Health and Safety Policy is in place.
Parish Council Manager Lone worker at risk	3	1	3	The Parish Council Clerk works in a secure office within a building operating swipe card entry. Visitors must call from the reception area and can be met in the public café area.
Litter Pickers and Village Orderly Lone worker at risk	4	3	12	The Village Orderly and litter pickers work outdoors alone and this should be re-assessed. Health and Safety training to be organised.
Employee could defraud Council	5	1	5	All cheques require three signatures of which one is the Parish Council Clerk. Internet payments require 2 councillors to

				independently authorise transactions as well as the Parish council Clerk. A Councillor is appointed to undertake internal checks at regular intervals. Accounts are audited independently by an auditor and by an external auditor.
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<b>Marston Road Playing Field, Play Equipment, Dog Walk and Youth Shelter</b>				
Risk of dogs escaping dog walk into road or playing field.	4	2	8	Fences and hedging are checked regularly to identify gaps and fencing added when necessary, . Fencing and gates have recently been replaced.
Risk of dogs being exercised on playing field.	4	3	12	Erect signs stating 'No Dogs' at access points. Remind residents in parish newsletter.
Risk of horses being exercised on playing field.	3	1	3	Erect signs stating 'No Horses' at access points. Staggered entrance means it is unlikely that a horse could physically enter the field.
Risk of accident due to mini motorcycles being used on the playing field.	4	2	8	More secure entrances and improved visibility should reduce the chance of motorcycles being used on the field. Additional posts installed in 2017 to prevent access
Risks generated by hirers using the playing field.	3	1	3	A hiring agreement is in place for users. There are currently no hirers of the field.
Risk from fires being lit at the playing field.	4	3	12	Erect signs stating 'No Fires' at access points. Visibility has recently been improved. This will hopefully reduce the chance of fires being lit.
Risk of injury from broken glass & litter at playing field and around youth shelter.	3	4	12	Area being regularly litter picked. Litter picker asked to collect glass where possible. The area is safety checked before and after each weekend.
Risk of injury falling from youth shelter	5	2	10	
Risk of injury on skatepark.	3	4	12	Sign displayed insisting that helmets are worn, no cigarettes or glass bottles allowed. Emergency number to contact is also displayed. Weekly visual inspection and annual RoSPA inspection take place.
Risk of injury on play equipment	4	3	12	Sign displayed indicating age appropriateness of equipment. Weekly visual and annual RoSPA inspections

				take place. Emergency contact number is also displayed. Users are reminded that the PC do not hold responsibility for play
Risk of injury when exiting playing field.	5	2	10	Rural lane and volume of traffic is low. Entrance has been altered to avoid exiting onto the road.

<b>Other Parish Property</b>				
Risk of damage to the bus shelter	2	3	6	Polycarbonate glass is installed Visual check is periodically undertaken Damage to be reported to the Parish Clerk immediately
Risk of damage to Lapley Telephone Kiosk	2	3	6	Site is regularly used by Express and Star to collect newspapers Area is visual to neighbours Damage is repaired as a matter of urgency CFR are responsible for checking and maintaining the defibrillator