

**SANCTON PARISH COUNCIL**

**Risk Assessment and Management for Open Spaces under the control of Sancton Parish Council**

**May 2019**

**VILLAGE FIELD**

The Village Field is located to the south of the Church off King Street. Gated access is off King Street. There is pedestrian access from King Street and Low Street. Access to the Cemetery is via the field. The field is rented from Houghton Estate.

<b>AREA</b>	<b>RISK IDENTIFIED</b>	<b>RISK LEVEL</b>	<b>CONTROL</b>	<b>RESIDUAL RISK</b>
Site	Personal injury	Low	Sloping site, enclosed by fencing/hedging. No trip hazards. No perceived risks. Unmetalled track to Cemetery. Grass mown by farmer twice per year (own insurance). Contractor engaged by Parish Council to mow parking area in front of RC Cemetery, track and 2 pathways, every 3 weeks in season (own insurance).	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low
Entrance gate	Personal injury	Low	New gate fitted in 2016.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low
Fencing	Personal injury	Low	New fence to eastern boundary fitted in 2016. Fence on southern boundary in good repair.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Hedges/trees	Personal injury	Low	Hedge trimmed. Trees appear sound. No risks perceived.	Low
	Risk to third party, property, or individuals	Low	Nursery children play in field under staff supervision. No perceived risks.	Low
Bench	Personal injury	Low	Wooden slatted bench with concrete ends. New slats fitted 2016. All sound.	Low
	Risk to third party, property, or individuals	Low	No risk perceived.	Low
Ragwort	Personal injury	Low	Ragwort mown off twice per year. Working Party pulls ragwort occasionally when required. Cut grass not used for fodder. No perceived risk. Gov.uk advice - For disposal of small quantities by letting rot-down on site, using container with lid to prevent dispersal. For disposal of larger quantities, on-site biomass facility must be used. Burning/disposal off-site must be removed by a registered waste carrier and ensure that it is disposed of at an appropriate site.	Low
	Risk to third party, property, or individuals	Low	No perceived risks. <b>ACTION: Volunteer H&amp;S Guidelines to be adhered to when pulling ragwort.</b>	Low
Signage	Personal injury	Low	Signage on gate in good order. Sign requesting gate to be kept closed.  No perceived risks.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Security	Personal injury	Low	Open site, in view of many properties and A1034. Gate kept closed. No perceived risk.	Low
	Risk to third party, property, or individuals	Low	No perceived risk.	
Footpath	Personal injury	Low	Path from Low Street to Cemetery. Mr Stokes maintains path access. No perceived risks.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low

#### POND

The pond is located at the junction of King Street with High Street. The pond is managed and maintained by Sancton Parish Council.

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Site	Personal injury	Low	Access to pond from road protected by fencing. Vegetation at pond edge acts as deterrent from getting too close to water. Sloping site to rear. No trip hazards noted. Advisory signage of deep water in place. ERYC cut grass surrounding pond (own insurance). Standing water on road – hazard if freezes in winter. <b>ACTION: Monitor</b>	Low
	Risk to third party, property, or individuals	High		High

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Pond	Personal injury	Low	Deep water signage. Pond growth removed several times in year by grounds maintenance contractor.	Low
	Drowning	Medium for small children	Fencing and signage in place.	Medium
	Risk to third party, property, or individuals	Low	As above.	Low
Fence	Personal injury	Low	Wooden railing. Replaced in 2016. No risk perceived. Fence prevents vehicular access to pond.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low
Tree	Personal injury	Low	Large weeping willow tree. No perceived risks once trimmed. Major pruning undertaken in 2016 by ERYC.	Low
	Risk to third party, property, or individuals	Low	No perceived risks to public when trimmed.	Low
Signage	Personal injury	Low	Deep water sign in centre of pond. Pump has sign advising water unfit for drinking. Signage in good order. No risks perceived.	Low
Bench	Personal injury	Low	Wooden slatted seat with concrete ends. Slats sound. Wedges replaced 2018. Safe to use, no perceived risks. <b>ACTION: Monitor bench.</b>	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Village Pump	Personal Injury	Low	Leaking from left hand side. Bricks in poor repair. <b>ACTION: Monitor pump.</b>	Low
	Risk to third party, property, or individual	Low	No perceived risks.	Low

### GRAVEL PITS

The Gravel Pits area is located off King Street, via the bridleway beside Jackson Terrace. It is currently being managed by Sancton Parish Council as a nature area, and is intentionally a “wild area” to attract wildlife and birds.

No maintenance contract in place – Friends of Sancton to maintain.

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Site	Personal injury	Low	Sloping site. Former gravel pit. No poisonous plants apparent. Semi circular path clear of undergrowth. Cut twice per year by farmer (own insurance). Central area growth cut by Working Party under supervision of Councillor Shepherd -needs more frequent trimming now. Holes/molehills filled/removed by Working Party. No hazards noted during inspection.	Low
	Risk to third party, property, or individuals	Low	No perceived risks	Low
Fencing	Personal injury	Low	New fencing on northern boundary fitted 2016.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Entrance gate & disabled access	Personal injury	Low	Fitted 2016.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low
Hedges	Personal injury	Low	Western side only. Not very accessible. No perceived risks.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Trees	Personal injury	Low	Trees, although a bit wild – no problem. Weak branches have been removed. No trees interfering with power lines – inspected and trimmed by YE contractor in 2014. Needs annual checking. No perceived risks when inspected. <b>ACTION: Monitor trees.</b>	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Signage	Personal injury	Low	Signage in good order. Permitted Use – no climbing trees, dogs on leads when children present, no motorised vehicles, cycles with care, no rubbish dumping, no camping/fires.	Low
Security	Personal injury	Low	Site located “off the beaten track”. Not in view of any properties or road. Traffic through village would be unaware. No risk perceived.	Low
	Risk to third party, property, or individuals	Low	As above.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Bench (not the property of the Parish Council – Mr Martin Spooner, Wold Rise, Sancton)	Personal injury	Low	Secured to ground by owners (June 2016).	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Bird/bat boxes	Personal injury	Low	Boxes secured early 2015. All secure on inspection. No perceived risk.	
	Risk to third party, property, or individuals	Low	As above.	
Hedgehog housing	Personal injury	Low	Fairly overgrown and not accessible. No perceived risk.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Vegetation/nettles/ragwort	Personal injury	Low	Need to engage contractor to cut back. Very little ragwort, which is pulled by Working Party. <b>ACTION: To consider engaging a contractor to cut back vegetation.</b>	Low

## CEMETERIES

The two Cemeteries are located to the west of the Church. Access is gained via the Village Field, or via the Churchyard. The Roman Catholic Cemetery immediately adjacent to the Churchyard is not the responsibility of Sancton Parish Council.

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Site	Personal injury	Low	Level site. Central gravel path in Cemetery 1. Rabbit scratching causes minor trip hazards. Area cut by contractors every 3 weeks in season (own insurance). New path laid in New Cemetery in 2016.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Entrance gate	Personal injury	Low	Wrought iron gate in good order. Designed with spikes on top, 5' high, should not be a problem. No risks perceived.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Signage	Personal injury		N/A. No signage.	
Bench	Personal injury	Low	Wooden slatted seat, concrete ends. In reasonable condition. No perceived risks.	Low
	Risk to third party, property, or individuals	Low	No perceived risks.	Low
Path	Personal injury	Low	In good order. Resurfaced 2014. Contractor clears path of weeds (own insurance). No risks perceived.	Low
	Risk to third party, property, or individuals.	Low	As above.	Low



AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Wall	Personal injury	Low	Approx 6' high brick wall to eastern boundary, enclosing RC Cemetery. Not leaning, well pointed, coping stones in reasonable order.	Low
	Risk to third party, property, or individuals	Low	No risk perceived. As above.	Low
Hedges	Personal injury	Low	Hedges sound condition. Hedges trimmed once or twice per year by contractor (own insurance). No perceived risks.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Fencing	Personal injury	N/A	Behind hedging, therefore not accessible to public.	
	Risk to third party, property, or individuals	N/A		
Gravestones	Personal injury	Low	Mainly well secured. One loose – laid flat (no knowledge of ownership). Too heavy for children to move. No risks perceived.	Low
	Risk to third party, property, or individuals	Low	As above.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Litter bin	Personal injury	Low	Dustbin beside gate for dead flowers. Emptied by ERYC. Responsibility for emptying - Councillor No risk perceived.	Low
	Risk to third party, property, or individuals	Low	As above. <b>ACTION: Volunteer H&amp;S Guidelines to be adhered to when emptying bin</b>	Low
Trees	Personal injury	Low	Some trees overhanging graves were trimmed late 2016/early 2017.	Low
	Risk to third party, property, or individuals	Low	As above.	Low
Notice board	Personal injury	Low	Erected in May 2017.	Low
	Risk to third party, property, or individuals	Low	No risk perceived.	Low

All remaining risks are managed to a reasonable level.

Volunteer Health & Safety Guidelines are issued to all Councillors and Volunteers when carrying out work in these areas on behalf of the Council.

All work carried out by volunteers and Councillors is authorised in advance, by Sancton Parish Council, at a meeting.

This risk assessment will be reviewed annually, or sooner if there is a change within the Council, or if circumstances dictate.

This risk assessment was considered and approved by Sancton Parish Council at its meeting on 13<sup>th</sup> May 2019.