

RISK ASSESSMENT: NEW BEACONSFIELD HALL PLAY GROUND AND SKATE PARK

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Playground in grounds of NewvBeaconsfield Hall		
LOCATION:	NBH, Station Road, Shipton-under-Wychwood, OX7 6BQ		
NAME OF ASSESSOR(s):	T. Brunsdon		
DATE OF ASSESSMENT:	13 th May 2019		
DATE FOR REVIEW:	13 th May 2020		
APPROVED BY SHIPTON PARISH COUNCIL (2 Signatures)	Signature:	Signature:	Date:
	Name:	Name:	Date:

What are the hazards?	What could go wrong & who could be harmed?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed
Financial	<p>Inadequate insurance cover</p> <p>Inadequate budget provision</p> <p>Legal Liability arising from asset ownership</p>	<ul style="list-style-type: none"> To include all relevant risks on the council's insurance policy Ensure that service requirements are detailed in budget process. Ensure that council's insurer is aware of facility provision Ensure adequate cover is provided in policy. Carry out annual review. 	<ul style="list-style-type: none"> Cover to be checked & updated if required each year 	<p>TB</p> <p>TB</p> <p>TB</p> <p>TB</p> <p>TB</p>	<p>31/5//19</p> <p>31/5//19</p> <p>31/5//19</p> <p>31/5//19</p> <p>31/5//19</p>	
Administration & Legal	Inadequate maintenance of records	<ul style="list-style-type: none"> To ensure that proper records of all complaints/injuries are maintained. Dependent on Councillor vigilance Complaints record is kept by Clerk 	<ul style="list-style-type: none"> Records to be kept on computer 	<p>TB/LW</p> <p>LW</p>	<p>31/5//19</p> <p>31/5//19</p>	<p>12/5/19</p> <p>12/5/19</p>
What are the	What could go	What's already being done	What additional controls are	By	By	Date

hazards?	wrong & who could be harmed?	to control risks?	needed?	who?	when?	completed
Physical	Personal Injury Injury to users arising from accident.	<ul style="list-style-type: none"> • Define responsibility for regular inspection of play areas. • Define responsibility for and ensure regular inspection of play equipment & play surfaces • Arrange periodical inspection and report by suitably qualified professional. • Annual RoSPA checks • Weekly Councillor checks. • Ensure that inspection timetable is adhered to and inspection log completed. • Maintain records of all inspections/maintenance. • Ensure that a maintenance contract is in place. • Determine responsibility for inspection of equipment. • Place any damaged equipment out of use until repair or replacement carried out. • Maintain records of all inspections, reported damage and repairs/work ordered and completed. • Maintain an Accident Book specifically for the purpose of reported accidents 	<ul style="list-style-type: none"> • Weekly walkthrough arranged by Council to be recorded together with faults found and action to be taken • Councillor with playground portfolio • 2 maintenance & mechanical inspections per year by qualified company/individual • Yearly maintenance contract with suitably qualified company/individual • To be kept on Computer 	TB	Weekly	Weekly
				TB	31/5//19	12/5/19
				TB	31/5//19	12/5/19
				TB TB	31/7//19 Weekly	Weekly
				TB		
				TB	31/5//19	12/5/19
				TB		
				TB		
				TB		
				TB/LW	31/5//19	12/5/19

	General Health & Safety	<ul style="list-style-type: none"> • Provide for any necessary staff training. • Provide for appropriate protective clothing. • Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. • Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. • Maintain detail records of inspections 	<ul style="list-style-type: none"> • On weekly inspections • On weekly inspections 	TB/LW TB TB TB TB	Weekly Weekly	Weekly Weekly
Environmental	Inadequate Safety Signage Vandalism	<ul style="list-style-type: none"> • Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. • Take reasonable action to maintain security of site. • Consider use of professional security service where necessary. • Maintain liaison with law enforcement agencies. • Define policy for dealing with offenders. 		TB TB TB TB TB	31/5//19 31/5//19	12/5/19

REVIEWS AND REVISIONS

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by	Date of next review