

For approval at WHPC Meeting 7th January 2025 25/012

Note:

- a. This site is the subject of a lease agreement between the Parish Council and The West Hill Village Hall Trustees (ref 24/253)
- b. The area is used by parents and children accessing the children’s playpark. It is primarily used by children under 12years of age and their parents.
- c. The area forms part of the fire exit route from the Village Hall and School.
- d. The Environment Agency requires access across the site to inspect/maintain their monitoring station situated in the nearby children’s playpark.

Assessment Date	December 2024	Assessor	Clerk	Approved	
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Subject	At Risk				Risk Identified	Risk Rating			Action	Management/control of Risk
	A	B	C	D		P	S	Category		
Snow / ice / wet leaves	✓	✓	✓	✓	Slipping & falling	1	3	Low	All	The Council does not have resources / manpower to grit / brush the area on a daily basis – it is a public area and so will not be closed off to users – parental responsibility is paramount and users do so at their own risk. The area forms part of the fire exit route from the Village Hall and School and should not be closed off. Public Liability Insurance is provided by the Parish Council’s Policy with Clear Councils . Ref LCO02865.
Entrance Gate	✓	✓	✓	✓	Personal, third party injury Finger trap	1	3	Low	Playpark WG	The are two gates for pedestrian and vehicular access to/from the adjacent car park. Rubber buffers fitted at opening and hinge end to prevent finger entrapment. Equipment included in regular inspections and annual RoSPA inspections.
Vehicle Access	✓	✓	✓	✓	Accident	1	5	Med	All	Vehicular access onto the site is an exception. On-site signage requires all vehicles entering onto site to contact the Clerk or Chairman before proceeding.
Vehicle Access	✓	✓	✓	✓	Damage to path	2	3	Med	VH Path WG	To reduce the risk of damage, the path is designed for occasional use by vehicles requiring access to the Village Hall or playpark.

A General Public, includes children & disabled B Council Employees / Volunteers C Building Occupants D Maintenance Workers	P Probability 1 to 5, 1 being least probable S Severity 1 to 5, 1 being least severe	Low requires little or no control measures 1 to 5 Medium requires prescriptive control measures 5 to 10 High requires external intervention from specialist 10 & above Category , low, medium or high resulting from equation P x S
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West Hill Parish Council – Risk Assessment – Area adjacent to Village Hall Car Park (See attached map)

Signage	✓	✓	✓	✓	Personal/third party injury	1	1	Low	Clerk	Signage fixed securely. No perceived risks.
Grass/Hedge	✓	✓	✓	✓	Slipping & falling				Playpark WG	The Parish Council engages a Lengthsman to carry out regular maintenance. The Parish Council engages a Lengthsman to trim the hedge annually. (The Parish Council is responsible for the side of the hedge facing the Village Hall. The Village Hall Trustees maintain the top and roadside face of the hedge.)
Vandalism	✓	✓	✓	✓	Damage	3	5	Med	Clerk	Clerk's telephone number and email address displayed on site. Police to be informed immediately by members of the public / Cllrs / Clerk.
Child Welfare	✓	✓	✓	✓	Child Welfare	1	5	High	All	Parental responsibility is important. Any reports of strange behaviour to be reported to Police immediately. West Hill Pre-School and West Hill Primary School are in close proximity to the area.
Emergency Contact	✓	✓	✓	✓	Who to contact at Parish Council in the case of an emergency	1	4	Med	Clerk	Clerk's telephone number and email address displayed on site.
First Aid Provision	✓	✓	✓	✓	Injury / accident	1	3	Low		A defibrillator kit is available outside the adjacent Village Hall.
Monitor and re-assess risks	✓	✓	✓	✓	New risks	1	3	Low	WHPC	All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities. This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.
Noise pollution / antisocial behaviour	✓	✓	✓	✓	Complaints of noise / nuisance	1	3	Low /Med	All	Users are expected to be aware of their responsibilities for their activities in accordance with general common sense and expected appropriate of use of equipment.

This risk assessment will be reviewed on receipt of an Annual Inspection RoSPA Inspection Report.

This risk assessment paper was reviewed and adopted by West Hill Parish Council at its meeting on

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Area covered by this risk assessment



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