

South Wootton Parish Council – Operational Risk Assessment

	Risk Identified	Risk Level L/M/H	Management of Risk	Staff Action
Village Hall	Building falling on those inside. Public being struck by loose materials. Risk of general public tripping on uneven ground outside the building. Risk of vehicle damage due to poorly maintained road. Risk of injury to members of the public due to vehicular movement. Risk of arson or vandalism. Risk of Electric shock or burns from faulty equipment or installation. Arson. Fire – Hirers/public could suffer fatal injuries from smoke inhalation/burns. Risk of slips, trips and falls on uneven or slippery surfaces within the building. Risk of regular hirers erecting unsafe structures. Risk of injury due to lifting objects that are too heavy or awkward. Risk of injury when working at height. Risk of injury due to hazardous substances. Risks associated with contact and inhalation of asbestos. Risk of stacking and movement of furniture. Risk to health from COVID/other pandemics	M L	Carry out annual Risk Assessment as per established document.	Clerk See asbestos Management Plan
Pavilion	Building falling on those inside.	M	Carry out annual Risk	Chairman of the Wootton Park

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	Public being struck by loose materials. Risk of general public tripping on uneven ground outside the building. Risk of open water surrounding the building. Risk of vehicle damage due to poorly maintained Car Park. Risk of injury to members of the public due to vehicular movement. Risk of Electric shock or burns from faulty equipment or installation. Risk of arson or vandalism. Fire – Hirers/public could suffer fatal injuries from smoke inhalation/burns. Risk of slips, trips and falls on uneven or slippery surfaces within the building. Risk of regular hirers erecting unsafe structures. Risk of members of the public falling through the sky lights. Risk of injury due to lifting objects that are too heavy or awkward. Risk of injury when working at height. Risk of injury due to hazardous substances. Risks associated with contact and inhalation of asbestos. Risk of legionella. Risk of opening and closing the container door and moving items in and out. Risk to health from COVID/other pandemics		Assessment as per established document. Football Club to carry out own Risk Assessments during Pavilion renovations	Committee
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Parish Office/Store Room/Mtg Room	Risk of personal attack. Risk of theft of Parish documents and equipment. Building falling on those inside. Public being struck by loose materials. Risk of general public tripping on uneven ground outside the building. Risk of vehicle damage due to poorly maintained Car Park. Risk of injury to members of the public due to vehicular movement. Risk of Electric shock or burns from faulty equipment or installation. And tripping on trailing leads. Arson. Fire – Staff/Hirers/public could suffer fatal injuries from smoke inhalation/burns. Risk of slips, trips and falls on uneven or slippery surfaces within the building. Risk of regular hirers erecting unsafe structures. Risk of injury due to lifting objects that are too heavy or awkward. Risk of injury when working at height. Risk of injury due to hazardous substances.	M	Carry out annual Risk Assessment as per established document.	Clerk
	Risks associated with contact and inhalation of asbestos. Risk of stacking and moving furniture. Risk of keeping confidential files securely stored. Risk of equipment being stored	L		

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	incorrectly in the office and garage. Risk of equipment theft. Risk to Hirers if building and equipment is not maintained properly. Ensuring equipment is safe to be used, servicing etc Users of the equipment must be trained to use the equipment safely. Misuse of CCTV data. Risk to health from COVID/other pandemics			
Private place of work (if appropriate)	Building falling on those inside. Public being struck by loose materials. Risk of general public tripping on uneven ground outside the building. Risk of vehicle damage due to poorly maintained driveway. Risk of injury to members of the public due to vehicular movement. Risk of Electric shock or burns from faulty equipment or installation. Arson. Fire – Clerk/public could suffer fatal injuries from smoke inhalation/burns. Risk of slips, trips and falls on uneven or slippery surfaces within the building. Risk of injury due to lifting objects that are too heavy or awkward. Risk of injury when working at height. Risk of injury due to hazardous substances. Risk of stacking and movement of furniture.	M	Carry out annual Risk Assessment if necessary.	Clerk

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	Risk of personal attack. Risks associated with lone workers. Risk of theft of Parish documents and equipment. Risk of keeping confidential files insecurely stored. Risk of equipment being stored incorrectly in the office and garage. Risk to health from COVID/other pandemics			
Wootton Park Open Space	Risk of harm to members of the public from faulty play equipment. Risk of harm to members of the public by users and by -standers of the play equipment. Risk of misuse of play/gym equipment and goal posts. Risk of slips, trips and falls from the surrounding ground area and/or defective safety matting. Risk of arson or vandalism. Risk to members of the public walking on uneven ground. Risks to members of the public from air borne objects. Risk of contractors injuring members of the public or damaging equipment in the open space areas. Open Water - Risk of falling into the pond and dykes in and around the park. Risk of injury from low/fallen/falling branches. Risk of trees/hedges blocking the sight	M	Carry out annual Risk Assessment as per established document.	Chairman of the Wootton Park Committee.

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	of passage. Risk of injury from damage to benches. Risk of injury caused from defective dog bins. Risk of injury caused from defective litter bin.			
Grit Bins/Litter Bins/Dog Bins at various locations	Risk of injury caused from defective dog bins. Risk of injury caused from defective litter bin. Risk of injury caused from defective grit bins. Broken Lids - Risk of trip hazard or missile for vandals. Risk of being struck by vehicle.	M	Carry out annual Risk Assessment as per established document.	Clerk
Bus Shelters	Risk of shelters falling on those inside. Risk of public being struck by moving traffic/road users. Risk of public tripping on uneven ground. Vandalism. Risk of using the shelter as a place to loiter. Risk of fire due to general public smoking in the shelter. Risk of public urinating and leaving litter.	M	Carry out annual Risk Assessment as per established document.	Clerk
Cemetery	Risk of tripping/falling on uneven ground. Risk of tripping on roadways and in the Car Park. Risk of injury from low/fallen/falling branches.	M	Carry out annual Risk Assessment as per established document.	Clerk

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	Risk of injury from overgrown hedges. Risk of tripping on Memorial Headstones/Vases. Risk of leaning/falling headstones. Risk of broken/defective gates. Risk of injury from broken/defective benches. Risk of injury from Cemetery Bin.			
Allotments	Risk of tripping/falling on uneven ground. Risk of tripping on roadways and in the Car Park. Risk of injury from low/fallen/falling branches. Risk of injury from overgrown hedges.	M	Carry out annual Risk Assessment as per established document.	Clerk/Assets Chairman
Private Road/Footpath	Risk of slips, trips and falls from uneven road. Vehicle damage due to poorly maintained road or poor original construction. Risk of damage to vehicles from hitting wooden posts.	M	Carry out annual Risk Assessment as per established document.	Clerk
Street Lights	Risk of broken lantern. Risk of leaning column. Risk of exposed wiring. Risk of outage causing area not to be illuminated. Risk of being hit by vehicle.	M	Carry out annual Risk Assessment as per established document.	Clerk
Management	Risk that meetings will take place and decisions made illegally if not quorate. Risk that meetings and agendas are not advertised within specified timetables and consultation deadlines adhered to		Standing Orders Standing Orders	Clerk & Councillors

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	and that the time and place of meetings are advertised to allow the public to attend. Risk that adequate insurance is not in place. Risk that Parish Council documents are not kept for the legal length of time. Risk that Councillors are not aware of their role and legal obligations. Risk that the Chairman does not allow public participation in meetings Risk that Councillors and Clerk do not conduct themselves in accordance with Policies and Procedures.		Financial Regulations Document retention guidance Councillor Training Policy Standing Orders Review relevant Policies and Procedures annually and ensure Councillors have access to an up to date copy.	
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Adopted: January 2017

Reviewed: January 2025

Signed.....

Chairman of the Parish Council

Dated.....

Signed.....

Clerk to the Parish Council

Dated.....