



This document is to be read in conjunction with:

Risk Assessments HPC 1 – HPC 11 (appended to this document)

Health & Safety Policy

Litter Picking Policy

Lone Working Policy

Cemetery Regulations

Hackleton Recreation Ground Risk Assessment

Risk Identified	Who could be affected	H/M/L	Management of Risk already in place	Further Action required	By who and when
PLAY EQUIPMENT FALLS ENTRAPMENT HIT BY EQUIPMENT INJURY FROM DAMAGED EQUIPMENT	Public	M	See RA HPC 5	Annual ROSPA Inspection Twice yearly council inspection Weekly visual inspection	Approved inspector to be January annually GT May & Sept Groundsman
FENCING/GATES SPLINTERS TEARS AND SCRATCHES FINGER ENTRAPMENT	Public Staff Volunteers	L	See RA HPC 2 & 3	Twice yearly council inspection Weekly visual inspection	GT May & September Groundsman
SEATING SPLINTERS SLATS BREAKING INJURY FROM METAL SEAT ENDS INJURY FROM WOODEN LEGS	Public Volunteers	L	See RA HPC 1	Annual ROSPA inspection Twice yearly council inspection Weekly visual inspection	Approved inspector January GT May & September Groundsman
GRASS AREAS UNEVEN SURFACE TRIPS/FALLS/TWISTED ANKLES MOLE HILLS	Public Staff Volunteers	M	See RA HPC 4 Grass regularly mown, mole hills etc. dealt with	Twice yearly visual inspection Weekly visual inspection	GT May & September Groundsman

RUBBISH/OBJECTS NEEDLES					
SHELTER SPLINTERS GRAZES	Public Staff Volunteers	L	See RA HPC 6	Annual ROSPA inspection Twice yearly council inspection	Approved inspector January GT May & September
LITTER GLASS SHARPS	Public Staff Volunteers	L	See RA HPC 7 & Litter Picking Policy	Twice yearly council inspection Employed Litter Picker	GT May & September Litter picker within working hours
INJURIES TO VOLUNTEERS/STAFF WORKING ON THE RECREATION GROUND	Volunteers Staff public	L	Volunteers only to carry out work they are physically able to do. Wear Hi-Viz vests. Ensure all tools/equipment are kept in a good state of repair. All tools removed from site when work completed.	Risk assessment to be undertaken for all tasks.	Clerk when required
INJURIES TO CONTRACTORS OR CAUSED BY CONTRACTORS	Volunteers Staff Public	L	Written contract in place with contractor. Risk assessment by contractor undertaken prior to work commencing. Contractors public liability insurance seen.	Contract reviewed on expiry Public liability insurance requested annually	Clerk ongoing
TREES	Public Staff	L	Regular tree survey undertaken	Survey next due June 2023.	Clerk to arrange

	Volunteers		Groundsman checks trees after adverse weather conditions and reports to clerk	Lower risk work highlighted June 2020 to be undertaken 2021/22	
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Piddington Churchyard & Cemetery Risk Assessment

Risk Identified	Who could be affected	H/M/L	Management of Risk already in place	Further Action required	By who and when
HEADSTONES & MEMORIALS TRIPS/FALLS ENTRAPMENT CRUSH INJURY CUTS/BRUISES/GRAZES	Public Staff volunteers	L	See RA HPC 10	Annual manual check and inspection	GT
FENCING/GATES SPLINTERS TEARS AND SCRATCHES FINGER ENTRAPMENT	Public Staff Volunteers	L	See RA HPC 2 & 3	Twice yearly council inspection	GT May & September
SEATING SPLINTERS SLATS BREAKING INJURY FROM METAL SEAT ENDS INJURY FROM WOODEN LEGS	Public Volunteers	L	See RA HPC 1	Annual ROSPA inspection Twice yearly council inspection	Approved inspector January GT May & September

GRASS AREAS UNEVEN SURFACE TRIPS/FALLS/TWISTED ANKLES MOLE HILLS RUBBISH/OBJECTS NEEDLES	Public Staff Volunteers	M	See RA HPC 4 Grass regularly mown, mole hills etc. dealt with	Twice yearly visual inspection	GT May & September
LITTER GLASS SHARPS	Public Staff Volunteers	L	See RA HPC 7 & Litter Picking Policy	Twice yearly council inspection	GT May & September
INJURIES TO VOLUNTEERS/STAFF WORKING IN THE CHURCHYARD/CEMETERY	Volunteers Staff public	L	Volunteers only to carry out work they are physically able to do. Wear Hi-Viz vests. Ensure all tools/equipment are kept in a good state of repair. All tools removed from site when work completed.	Risk assessment to be undertaken for all tasks.	Clerk when required
INJURIES TO CONTRACTORS OR CAUSED BY CONTRACTORS	Volunteers Staff Public	L	Written contract in place with contractor. Risk assessment by contractor undertaken prior to work commencing. Contractors public liability insurance seen.	Contract reviewed on expiry Public liability insurance requested annually	Clerk ongoing
TREES	Public Staff Volunteers	L	Regular tree survey undertaken Groundsman checks trees after adverse weather conditions and reports to clerk	Survey next due June 2023. Lower risk work highlighted June 2020 to be undertaken 2021/22	Clerk to arrange
VEHICLES	Public Staff volunteers	L	Groundsman uses rear entrance only and any vehicle is not moved into the main cemetery area	Use to be restricted	Groundsman

Longland Meadow Risk Assessment

Risk Identified	Who could be affected	H/M/L	Management of Risk already in place	Further Action required	By who and when
SLIDING/FALLING DOWN BANKS INTO POND	Public Staff Volunteers	M	No swimming no fishing signage	Danger sign with pictogram	
CHILDREN RUNNING/JUMPING INTO POND	Public	M	No swimming no fishing signage	Danger sign with pictogram	
PEOPLE GETTING INTO TROUBLE OR PANICKING WHEN TRYING TO RESCUE CHILD OR ANIMAL STUCK IN MUD/WATER	Public Staff Volunteers	M	No swimming no fishing signage	Danger sign with pictogram	
DROWNING WHEN WATER IS AT FLOOD LEVEL	Public Staff Volunteers	L	No swimming no fishing signage	Danger sign with pictogram	
WATER BORNE DISEASE/INFECTION	Public Staff Volunteers	L	No swimming no fishing signage	Danger sign with pictogram	
TRIPS/FALLS/TWISTED ANKLES	Public Staff volunteers	L	See RA HPC 4 Grass regularly mown, mole hills etc. dealt with	Contract reviewed prior to expiry	Clerk
INJURIES TO VOLUNTEERS WORKING ON THE MEADOW	Volunteers Staff public	L	Volunteers only to carry out work they are physically able to do. Wear Hi-Viz vests.	Erect signs when volunteers working.	Clerk sourced – provided to

			Ensure all tools/equipment are kept in a good state of repair. All tools removed from site when work completed.	Any accidents to be reported to Parish Clerk. All working groups to have a group leader. Risk assessment to be undertaken for all tasks.	PH for usage by volunteers
INJURIES TO CONTRACTORS OR CAUSED BY CONTRACTORS	Volunteers Staff Public	L	Contract in place with contractor Risk assessment by contractor for any tasks completed undertaken prior to work commencing. Contractors public liability insurance seen		Clerk annually
TREES	Public Staff Volunteers	L	Regular tree survey undertaken	Survey next due June 2023. Lower risk work highlighted June 2020 to be undertaken 2021/22	

All paperwork to be lodged with the Clerk for safekeeping. All complaints investigated as a matter of urgency and logged by the Clerk.

Further risk assessments are held for all of our Groundsman's activities – full details can be provided by the Clerk.

RISK ASSESSMENT HPC 1.

The council is responsible for the inspection and maintenance of public seats within the parish listed below:

1no Corner of Brafield Road Horton

1no Midway between Hackleton and Horton on B526

1no Adjacent to Chapel Lane on Main Road Hackleton

1no Outside Primary School Main Road Hackleton

2no in Recreation Ground by children's play equipment

2no in shelter on Recreation Ground

1no Piddington Lane opposite Longland meadow

1no Outside the Church Piddington

6no within the Cemetery Piddington

1no Forest Road opposite Salcey Rise

3no memorial seats Longland Meadow

7no Bench type seats Longland Meadow

1no Bench type seat Hackleton bus shelter

1no circular tree seat Ravenstone Road Horton

1no wicksteed seat by village sign Horton end of Hackleton

1no wicksteed seat top of Forest Road Piddington by farm

1no wicksteed seat Quinton road Preston Deanery

1no wicksteed seat New Hackleton by the Crescent

1no Bench type seat Preston Deanery crossroads Bus shelter

Risk assessment	Risk level
Splinters from timber slats	Low/medium
Timber slats breaking normal use	Low
Injury from metal seat ends	Low
Injury from wooden legs possibility of splinters	Low/medium

The overall risk to the public is minimal. To keep risk levels to a minimum all seats / benches should be inspected twice a year and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 2

The council is responsible for the inspection and maintenance of public fences within the parish listed below:

- a) Recreation ground entrance by garages
- b) Recreation ground entrance by bus stop
- c) Recreation ground inside hedge by main road
- d) Recreation ground wire fence by field most of this fence is superseded by wooden fence in front of it.
- e) Recreation ground around small play area
- f) Recreation ground car park entrance
- g) Longland meadow Piddington lane entrance
- h) Longland meadow footpath side
- i) Cemetery perimeter metal fence

(Recreation ground wooden fence across field, wooden fence by farm field and by ditch are the school responsibility)

- k) Church stone boundary wall

Risk assessment	Risk level
Wooden rails and posts possible splinters	Low/medium
Wire fencing tears and scratches when damaged	Low/medium
Nails and ragged wood when fencing broken	medium
Walls falling down, bruising & skin grazing	Low

The overall risk to the public is minimal. To keep risk levels to a minimum all fencing should be inspected twice yearly and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 3.

The council is responsible for the inspection and maintenance of gates within the parish listed below:

- 1no metal hand gate to car park recreation ground
- 1no metal field gate to car park recreation ground
- 1no metal field gate main entrance recreation ground
- 1no wooden hand gate recreation ground play equipment

1no wooden hand gate opposite bus stop to recreation ground

1no pair metal entrance gates the Cemetery Piddington

2no metal hand gate cemetery

1no field gate Longland meadow

3no wooden gates entrances to church yard

(2no wooden gates in fence across recreation ground - School responsibility)

Risk assessment

Risk level

Splinters from timber gates

Low/medium

Timber slats breaking normal use

Low

Injury from metal gates

Low

Entrapment of fingers and other limbs

Low/medium

The overall risk to the public is minimal. To keep risk levels to a minimum all should be inspected annually and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 4.

The council is responsible for the inspection and maintenance of grass areas within the parish listed below

- A) Recreation Ground
- B) Longland Meadow
- C) the cemetery
- D) the churchyard
- E) Forest Road opposite Salcey Rise (owned by NCC)
- F) Island entrance to Ravenstone Lane (owned by NCC)
- G) Church Walk (owned by NCC)
- H) St Johns way to Hackleton V.H footpath (owned by NCC)
- I) Areas around street furniture. i.e. village signs, seats and notice boards etc. (owned by NCC)

E-I these areas are voluntary maintained by HPC.

Risk assessment	Risk level
Risk of injury from needles	Low/medium
Injury caused by objects in the grass	Low
Injury due to mole hills for limited vision people	Low/medium
Injury due to holes appearing in the ground	Medium

The overall risk to the public is minimal. To keep risk levels to a minimum any grass area on the list should be visually inspected by the Groundsman when mowing, whenever possible by any councillor using the

area and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 5

The council is responsible for the inspection and maintenance of play equipment within the parish listed below:

- a) recreation ground by garages
- b) recreation ground by school fence under 7s
- c) recreation ground 6 aside hard football pitch

Note. Other play equipment in rec is school responsibility

Risk assessment	Risk level
Entrapment of limbs and fingers unlikely due to design	Low/medium
Falls causing broken limbs reduced by Safety rubber surface	Low/medium
Swing seats hitting of bystanders	Medium
Injury by needles and rubbish lessened by regular litter collection	Low

The overall risk to the public is minimal if they use common sense in the play area. To keep risk levels to a minimum all play equipment should be inspected weekly and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible. An annual inspection should be made by an approved organisation.

RISK ASSESSMENT HPC 6.

The council is responsible for the inspection and maintenance of bus shelters and other shelters within the parish listed below is the sites of the shelters

- a) Horton bus shelter opposite Brafield road
- b) Hackleton bus shelter opposite school
- c) Recreation ground shelter by football pitch
- d) Preston Deanery turn B526 bus shelter
- e) Storage cabin Cemetery
- f)

Risk assessment	Risk level
Splinters from timber slats	Low/medium
Timber slats breaking normal use	Low
Injury from wooden legs possibility of splinters	Low/medium
Splinters from wooden shelters	Medium

Grazes if fall against brick walls

Low

The overall risk to the public is minimal. Shelters should be cleaned out regularly. To keep risk levels to a minimum all Bus shelters and other shelters should be inspected annually and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 7.

The council is responsible for the inspection of and maintenance of litter bins and dog waste bins (DWB's) listed below.

- a) Horton by bus shelter opposite Brafield road
- b) Corner Brafield road /B526 Horton
- c) Top of Chapel Lane Hackleton
- d) Outside school Hackleton
- e) Piddington lane opposite Longland Meadow plus DWB
- f) Opposite Salcey Rise Piddington
- g) 2no Recreation ground plus DWB
- h) Bottom of the Banks Hackleton
- i) Chapel Lane by Village Hall plus DWB
- j) DWB's cemetery, Longland Meadow, Horton Road, 100m past Horton sign B526, Ravenstone lane

k) Risk assessment	Risk level
When using bins	Low
When emptying without safety gloves danger of glass, jagged tin and sharps	High
Emptying with safety gloves risk will Be reduced not eliminated	Low/Medium
Injury to exposed parts of the body due to damaged bin	Medium
Traffic risk to operative lessened by Hi-Viz clothing	Medium/High

The overall risk to the public is minimal. To keep risk levels to a minimum all litter bins should be inspected annually and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible

RISK ASSESSMENT HPC 8.

The council is responsible for the inspection and maintenance of notice boards and signage within the parish listed below.

- a) Cemetery
- b) Piddington Lane, opp Longland Meadow x2
- c) Hackleton by bus shelter

- d) Wootton Fields
- e) Horton Brafield Road
- f) Hackleton top of Chapel Lane
- g) Piddington Forest Road
- h) Longland Meadow x2
- i) Finger boards various footpaths inc. field path
- j) St George's Fields

Risk assessment	Risk level
When using notice boards, signage as a normal information source	Low
Fall of sign or notice board due to rotten posts causing injury to bystanders	Low
Cuts to body from vandalised glass	Low

The overall risk to the public is minimal. To keep risk levels to a minimum all Notice boards and signage should be inspected annually and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 9.

The council is responsible for the inspection and maintenance of footpaths within the parish, the main object of these inspections is to report to the county council any problems that arise. In a few cases paths are the responsibility of the Parish Council.

- a) Footpaths across agricultural land (county council)
- b) Roadside footpaths (county council)
- c) Metalled footpaths connecting villages (county council)
- d) Footpaths in Longland Meadow (parish council)
- e) Footpaths in recreation ground (parish council)
- f) Footpaths in churchyard and cemetery (parish council)
- g)

Risk assessment	Risk level
Hard Tarmac/concrete slipping on vegetation during leaf fall and grass	Low/Medium
Tripping up raised footpaths	Low
Tripping over on uneven grass paths	Low/medium
Injury to body by overhanging vegetation	Low

The overall risk to the public is minimal. To keep risk levels to a minimum all agricultural footpaths are walked once or twice a year by volunteer walkers on behalf of the parish council and they report to the

county rights of way officer. All metalled footpaths whether roadside or village connecting are reported as and when problems arise to the county council. Parish council footpaths are inspected within the general inspection of the recreation ground, Longland Meadow and the Cemetery/Churchyard, any problems being reported to the parish clerk. Damage should be made safe immediately, permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 10

The council is responsible for the inspection and safety of the gravestones in both the churchyard and cemetery at the sites listed below.

- (a) Churchyard around the church building.
- (b) Cemetery to north and west of church boundary,
- (c) new cemetery extension

Risk assessment	Risk level
Grave stones falling over and causing crush injuries	Low/medium
People falling onto the gravestones and getting cuts, grazes and bruises	Low

Under normal conditions these risks should be miniscule as these gravestones are normally safe and solid unless hit by machinery used in the cemetery/churchyard dislodge / damage them or they get vandalised, in the case of the churchyard where decades of life the weather has weakened them and the stone crumbles and there is a danger they will fall over. The overall risk to the public is minimal. To keep risk levels to a minimum a twice-yearly manual check and inspection should be made and immediately after a complaint has been received, both inspection and complaints should be logged by the parish clerk. Damage should be made safe immediately, the Family responsible for the grave should be notified and permanent repairs or removal as soon as possible.

RISK ASSESSMENT HPC 11.

The council is responsible for the inspection and maintenance of street lights within the villages of Hackleton, Horton, Piddington and Preston Deanery. Currently the initial inspections (visual only) and reporting of problems with the lights is carried out by a nominated Parish Councillor and passed on to the nominated contractor used by the Council. Below is a list of street/roads with street lights.

HACKLETON	PIDDINGTON	HORTON
Main Road	Piddington Lane	Newport Pagnell Rd
The Crescent N/H	St. Johns Way	Brafield Road
Carey Road	Church road	Denton Road
Vicarage Close	Church end	Brook Court

The Banks
Wantage Close
Pinetrees
Lucas Lane
Chapel Lane
Sheppey Lane
Great Lane
Oak Way
Lyne Walk
Berry Close
Elm Way
Beech Close
The Jetty

Old End
Willoughby Way
Chapel End
Payne's Lane
Forest Road
Hillside
Salcey Rise
Martins Road
Smith Close
Grafton Court

Regent Court

PRESTON DEANERY
Quinton Road
Preston Deanery