

**WETHERINGSETT PARISH COUNCIL  
RISK ASSESSMENT March 2019**

A Risk Assessment has been carried out for the land and premises for which the Council is responsible.

This covers:

Two bus shelters  
Notice boards  
War memorial and surrounding fence  
Village sign  
Village Hall  
Parish Pond  
Telephone Kiosk  
Play Area  
Defibrillator  
3 Dog Bins  
VAS equipment

**Assessments:**

**Bus shelter Hockey Hill**

A wooden structure with tiled roof. Structure is new at November 2016.

Risks: Minimal

**Bus shelter Cedars Hill**

A Wooden structure with felt roof. Structure looks sound and in good order.

Risks: No risks from shelter but path may become slippery for pedestrians in bad weather.

Remedial Action: brush away loose debris on path as required.

**War Memorial**

Very substantial granite block with iron fence surrounding. In good order. Gate has no fastener so cannot be locked/secured.

Risks: minimal

**Notice Boards**

Church St. Cabinet with glazed doors supported on two wooden legs driven into ground below.

Risks: Minimal

Three other notice boards attached to poles look in good order (one in poor condition) and do not present any significant risks.

**Village Sign**

Resin moulded sign supported on substantial wooden post.

Risks: Might fall down if pole decays at ground level – low risk at present -

Remedial Action: annual inspection to determine condition.

**Village Hall**

The Village Hall is managed by the Village Hall Committee who carry out risk assessments for both the structure of the hall and the entertainment functions provided by the committee for the community including regular Legionaires testing of the water pipes. Some external repairs to be carried out.

**Parish Pond**

Situated in Wetherup Street. Access on one side via a small lane leading to a private field. The pond was cleaned out in 2009 and the overgrowth from the bank cleared.

MSDC highways erected bollards along the road to ensure visibility of the pond and to prevent vehicles or cycles leaving the road. Their assessment was that the pond was sufficiently far back from the road such as not to present a risk from road users or pedestrians.

Risks: somebody might enter the pond

Remedial actions: lifesaving aid at side of pond in case of emergency has been provided.

**Ex Telephone Kiosk**

Situated opposite the old schoolhouse. The kiosk is a traditional red 'phone box' of substantial construction. They are to be found all over the country and were used by the public without problem for many years. The only moving part is

the door which is very heavy but has a damped closing motion to prevent trapping fingers. Repairs were carried out to the door.

Risks: Minimal

### **Children's play area**

Situated at the back of the school playing field behind the village hall. The play equipment is inspected regularly and an annual ROSPA inspection is carried out. Some minor issues were raised at the last inspection and these will be addressed and/or being monitored. The area is surrounded by a wooden fence..

Risks– minimal risks to using the play area. Small risk of splinters from the broken pailings.

Remedial Actions: to be dealt with/monitoring

### **Financial**

Parish Council expenditure is put to the Council via a motion, proposed, seconded and agreed at meetings.

All invoices for payment are presented to a Parish Council meeting for approval.

All cheques require two signatures from two of the five nominated parish council member cheque signatories, proposed, seconded and agreed at a meeting.

Cheque signatories to sign a cheque, initial cheque stub and initial the payment invoice.

Cheque signatories have authority to speak to the bank to action transfer of funds between accounts over the telephone or regarding any banking queries.

Bank statements are sent to the clerk to the council.

Finance Group reports financial position to parish council meetings quarterly.

Fidelity cover provided by the parish council insurers.

A statement of internal controls has been approved and adopted by the Council February 2018

### **Defibrillator**

The Defibrillator is attached to the outside wall of the Village Hall.

Equipment: checked ?monthly/weekly

Risks: Minimal

### **Dog Bin & Waste Bins**

All bins are emptied by MSDC Waste Disposal Team.

Bins monitored regularly.

Risks: Minimal

### **VAS equipment**

This is mobile equipment regularly moved to different locations within the village. The locations for the equipment have been approved by Suffolk CC Highways and the posts for mounting the equipment provided by Suffolk CC Highways. A Parish Council Member has been nominated and volunteers to move the equipment periodically at which time the equipment is checked for any maintenance issues.