



# Hockliffe Parish Council

*"Serving the local community"*

## Open Spaces Risk Assessment

*Approved at the Parish Council Meeting on 11th March 2024*

**Hockliffe Cemetery; St Nicholas Church Cemetery; Kilby Road Recreation Ground, Village Green and various Parish Council assets throughout Hockliffe. This document is reviewed quarterly. Last checked 11th March 2024 by the Parish Clerk.**

<b>Hazard</b>	<b>People At Risk</b>	<b>Control</b>	<b>Risk Level</b>	<b>11th March 2024</b>
Paths in Cemeteries - slips/trips	Public/employees	Visual inspections by Groundsman. PC members encouraged to report slip/trip hazards to Parish Clerk. Prompt response to observed hazards. Hazards to be marked by signs/cones and roped off if required. Damage repaired as soon as possible if a Health & safety hazard. Quarterly inspection by Cemetery Clerk. Main footpaths gritted in icy conditions. Leaves swept and cleared away in autumn.	Low	No risks seen.
Grass areas - potholes, broken glass and litter	Public/employees	Grass areas inspected when grass is cut, and holes backfilled. Any reports of broken glass to be responded to quickly and hazard marked until cleared. Pest controller to monitor more frequently if there is a significant increase in mole activity.	Low	No risks seen.

Trees - falling branches, trees falling	Damage to people or property	Annual inspection and maintenance if required. Groundsman/PC members keeps eyes open and reports any signs of drainage. PC members/public encouraged to report damaged trees. Clear notice at each site explaining how to report concerns.	Low	Work from Tree Survey completed as recommended - this was done in August 2021 (& next one due in 2024)
Fixed furniture e.g. benches and park equipment, litter, dog bins, bus shelters and flower planters	Injury to public	Benches, goalposts and equipment are securely fixed to the ground and in a safe condition. Regular checks by safety contactors. Visual checks by groundsman. Any damage which is reported is repaired promptly or notifies to CBC in the case of dog bins. Visual checks by PC members. Litter bins firmly fixed and inspected visual when emptied.	Low	All assets checked. No issues.
Posts/markers/low fences/headstones etc	Possible risk of falling object injuring public and/or employees trip hazards	Ensure all objects are firmly fixed. Headstone/Memorial Test to be carried out by Cemetery Clerk and loose headstones laid down. Annual check by Cemetery Clerk and PC Member. Repairs to be arranged where required.	Low	Annual headstone test completed in September 2023 for both the Parish and Church cemetery. No reportable issues. No other issues found in this area.

Walls/fences	Injury to public and/or employees due to poor maintenance	Visual checks by groundsman. Hazards to be marked by signs/cones. Signs to inform the public how to report defects. Quarterly inspection by a PC member. Rapid response when repairs need doing.	Low	No issues found
Gates	Injury to public/employees, especially hand/finger	Gates checked quarterly by PC member - looking specifically at catches/latches. Groundsman carries out visual checks	Low	No issues found
Inadequate lighting	Trips/falls	Ensure lighting on all-weather courts and well-used paths/areas is in working order. Ensure public know how to report lights that are not in working order.	Low	No lighting to check
Dog Fouling	Public/employees	Educate the public through social media and signage.	Medium	Better signage should be arranged

Drug use	Injury to public/employees from sharps	Employees advised not to deal with sharps unless they use appropriate safety equipment. Prompt response to report of sharps by public. Police to be informed.	Low	Checked and could find no evidence of sharps (for example needles)
Defibrillators not working	Public. Possibility of death	Checked every month by Clerk	Low	Checked - all durables up to date