

Burwash Weald & Common Memorial Fund Playing Fields General Risk Assessment Form

Assessment Details

Group/Activity:	General Use and Maintenance of Playing Fields		
Initial Assessment Undertaken by:			
Name:	Graham Lewis		
Address:	Vicarage, Burwash Common TN19 7NA		
Area/Activity Assessed:	Playing Fields, including Playgrounds, Adult Exercise Equipment and Sheds Footpath now has a separate Assessment		
Assessment Date:	23 rd March 2022 – started from scratch with reference to those used by Local Authorities, etc.		
Last Review Date:			
Last Reviewed by:			

Risk Ranking

<p>Likelihood, L</p> <p>1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)</p>	<p>Severity, S</p> <p>1 = Low (inconvenience, minor cuts and bruises or emotional upset) 2 = Medium (facility unavailable, injury requiring medical treatment, or serious upset) 3 = High (breach of statutory duty, serious injury, reportable safeguarding incident or breach of safeguarding rules)</p>	<p>Risk, R = L x S</p> <p>1 - 2 = low priority 3 - 4 = medium priority 6 - 9 = high priority</p>
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Medium Priority Risks must be considered by the Activity Leader and addressed in a reasonable time Change text to black when closed

High Priority Risks must be reported to the Standing Committee and addressed immediately Change text to black or orange when action complete

Note: Safeguarding Risks are always at least Orange. Other Medium or High Priority Risks requiring regular action may also be kept orange as a reminder

RISK DETAILS - ACCESS

Hazards / Risks / Issues Persons Affected	Existing controls	Likelihood L, 1-3	Severity S, 1-3	Risk, R =LxS	Action	Done Date
Access to site blocked due to gates being locked.	Gates are only shut when there is a risk of anti-social behaviour. They are only locked when there is a risk of incursion by, e.g., caravans. Pedestrian access is ungated (public FP)	1	1	1	None but keep under review	NA
Illegal Entry	Following a previous incursion, we have fenced the car parks and improved the hedging adjacent to the lane on the South side. Main car park has locked height barrier	1	1	1	None but keep under review	NA
Access for emergency vehicles	Field is accessible to helicopters, but <u>cables run along East and West boundaries</u> . Vehicle access is only through one of two locked gates – keys are kept in Pavilion, which is open whenever major events are in progress.	1	2	2	Reviewed with local Fire & Rescue staff. – they can get through!	23/3/22
Emergency Contacts	Numbers of local volunteers are posted at the Playground, Adult Exercise Equipment and Pavilion notice board. Mobile phone signal is OK	1	2	2	None	NA
Theft from Sheds	Timber shed on S boundary is not alarmed but no valuable items stored there. Other sheds are protected by the remote CCTV and alarm system	2	1	2	Consider disposing of old shed	
Toilets	These are only accessible by Pavilion hirers. The nearby church toilet is open 24/7	2	1	2	None	NA

RISK DETAILS – PLAY & EXERCISE EQUIPMENT

Hazards / Risks / Persons Affected	Existing controls	Likelihood L, 1-3	Severity S, 1-3	Risk, R =LxS	Action	Done Date
General: equipment, fencing and ground surface – multiple risks, see detail below	Annual Inspection by external provider. Regular inspections by volunteers.	1	3	3	Ensure routine and annual inspections continue	ongoing
Play and Exercise equipment – damage between major inspections	Inspect for signs of damage, dangerous debris, malfunction at least monthly (usually weekly and users do report issues using our Facebook page	2	2	4	As above. Consider keeping formal records (tick sheet?) for volunteer inspections	
Surfaces (matting, rubberised, grass and tarmac – trips.	Include in above inspections	2	2	4	As above	
Furniture – decking, benches, etc. Risk from splinters and structural failure	Included above. One area of decking removed – to be replaced by a bench set.	2	2	4	As above	
Child Welfare	Playground is fenced with outward opening gates. Pavilion hirers required to have safeguarding policy in place if unaccompanied children present. Notice gives rules for use. Otherwise, the area is open to the public with no supervision.	1	3	3	Eternal Vigilance Ensure Notice is secure and still readable	ongoing

RISK DETAILS – GROUNDS

Hazards / Risks / Persons Affected	Existing controls	Likelihood L, 1-3	Severity S, 1-3	Risk, R =LxS	Action	Done Date
Dangerous plants	Field is mowed regularly, and deer eat anything new! There are plants with thorns etc., in the hedges – these are cut annually.	1	2	2	None	NA
Dog Excrement	Signs are positioned around the field and a bin is provided. Situation reviewed regularly.	3	1	3	The option to ban dogs is a last-ditch option.	NA
Trip sand slips due to Uneven ground surface due to boot marks, molehills, etc. Slippery surface due to soil type and waterlogging.	The proposed footpath will reduce boot marks and the drainage improvements will improve overall stability.	3	1	3	Review when footpath has been in use for at least 1 year	
Car Park surface – slips, trips, and vehicle damage	The surface is Type 1 compacted. Making it too smooth encourages antisocial behaviour.	2	1	4	Deal with large potholes.	
Antisocial behaviour	The neighbours are adept at chasing off late-night revellers. During summer, the gates are usually closed overnight at weekends	2	1	2	None	NA

Cont.

RISK DETAILS – GROUNDS cont.

Hazards / Risks / Persons Affected	Existing controls	Likelihood L, 1-3	Severity S, 1-3	Risk, R =LxS	Action	Done Date
Injuries from sports teams, etc. Striking by balls or other sports related objects – cricket at SE end, football at NW end, basketball at N side	None specific. Most users are casual rather than organised. A court case established that walkers on playing fields should be aware of the risks where a game of cricket (probably the hardest and fastest projectile) is in progress. Cricket Club advised to produce a Risk Assessment.	2	2	4	Keep cricket situation under review. Other organised users to be required to have Risk Assessment and Liability Insurance	ongoing
Hazardous substances from, e.g., fly tipping	The improvements made to fencing and hedging should limit this to the car park. Note that privacy rules restrict our use of CCTV	1	2	2	Take note of warnings from police, etc., of local problems	ongoing
CCTV operating in 'public' areas	Cameras are aligned to ensure that only entry/exits from Pavilion and sheds are covered	1	2	2	Check after maintenance	ongoing
First Aid provision not available	A defibrillator is available at the Pavilion. First Aid kits accessible at major events, when Pavilion is open.	1	2	2	None	NA
Hazardous Equipment (mowers etc.)	All equipment should be stored in the locked sheds.	2	2	4	There is a mower stored outside the shed – to be removed asap	
Damaged buildings, fences, etc. causing injury	There is a mess around the old wooden shed that should be cleared/made safe	3	2	6	Clear up this area!	

Reviews

Date	RA Actions and review Complete?	Concerns	Actions arising from Review (including reports to Statutory Agency)	Actions Done Date