

# Risk Assessment

## SEDGEFORD VILLAGE HALL & RECREATION GROUND – PLAY EQUIPMENT & RECREATION GROUND

DATE: 21/10/20

COMPLETED BY: CHARLES PIGGINS (H&S Officer)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk of injury by falling or entrapment, slips or trips	All ages may suffer cuts, bruises or fractures as a result of falls from height/contact with fixed or moving play equipment or head, limb or finger entrapment in rails, chains or steel pipes	<ul style="list-style-type: none"> <li>Weekly inspection of all play equipment, safety matting and grass under items of play equipment</li> <li>Annual audit of equipment by competent external contractor (see separate Audit Report &amp; consequential Action Plan)</li> <li>Contractors mow grass regularly</li> </ul>	<ul style="list-style-type: none"> <li>Interim remedial action is completed if required</li> </ul>	H&S officer  Contractor  Contractor	Ongoing  Ongoing  Ongoing	
Vandalism	All users may suffer cuts or other injury	<ul style="list-style-type: none"> <li>Weekly site check by H&amp;S officer</li> <li>Repairs undertaken as soon as practicable.</li> <li>Crimes reported to police, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>No further action needed</li> </ul>	H&S officer	Ongoing	
Dog fouling	All users may suffer infection/ill-health	<ul style="list-style-type: none"> <li>No dog fouling notices erected at key points around the site</li> <li>Dog waste bins provided &amp; emptied regularly (by contractor)</li> <li>Weekly inspection by H&amp;S officer. Fouled areas are sprayed with bright, non-toxic paint to mark the hazard. Notices are published in the village newsletter</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	
Litter/broken glass	All users may suffer cuts or infection	<ul style="list-style-type: none"> <li>Litter bin provided in play area and emptied regularly by committee member</li> <li>Weekly site check and litter pick by H&amp;S officer</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	
Seating/benches	All users may suffer injury due to damage or collapse	<ul style="list-style-type: none"> <li>Weekly inspection by H&amp;S officer</li> <li>Repairs undertaken as soon as practicable</li> <li>Benches secured to ground to minimise vandalism</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	
Fencing	All user may suffer cuts	<ul style="list-style-type: none"> <li>Weekly inspection by H&amp;S officer</li> <li>Repairs undertaken as soon as practicable</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	

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Trees & vegetation Security Light and Timber Post	All users may suffer injury from fallen or overhanging branches All users of the site may suffer injury from electrocution, as a result of the light falling from height or the post collapsing	<ul style="list-style-type: none"> <li>Annual hedge trim by contractors and regular inspection by H&amp;S officer</li> <li>26/02/20 - Timber post replaced with one of galvanised steel by qualified electrician. Weekly inspection of the installation continues</li> </ul>	<ul style="list-style-type: none"> <li>Interim remedial action is completed if required</li> </ul>	H&S officer	Ongoing	
Football pitch & goal posts	All users may suffer injury from fallen posts, trips or falls	<ul style="list-style-type: none"> <li>Weekly inspection by H&amp;S officer</li> <li>Repairs undertaken as soon as practicable.</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	
Mole hills	All users could suffer injury from trips and falls	<ul style="list-style-type: none"> <li>Weekly surface inspection, rake over and regular mowing of the affected ground</li> <li>Use of poison or traps is impractical in a public space</li> </ul>	<ul style="list-style-type: none"> <li>No further action is needed</li> </ul>	H&S officer	Ongoing	

The below text is displayed on the external two noticeboards within the Hall's grounds:-

**SEDFORD VILLAGE HALL & RECREATION GROUND**

**JARVIE CLOSE, SEDGFORD, HUNSTANTON PE36 5NG**

**HEALTH & SAFETY**

ACCIDENTS, INCIDENTS, DAMAGE OR HAZARDS

**In an emergency call: 999**

Nearest Accident & Emergency Dept. is:  
The Queen Elizabeth Hospital, Gayton Rd.  
King's Lynn, PE30 4ET

All accidents, incidents, damage or hazards encountered by anyone, (including contractors) using the Hall or Grounds, must be reported to the Management Committee as soon as practicable, so that any appropriate action can be taken.

**Contacts:-**

**Health & Safety: Charlie Piggins 01485 570484, or**

**Committee Chairperson: John Ward 01485 570504**