

WISBOROUGH GREEN PARISH COUNCIL
ASSET & ACTIVITIES RISK ASSESSMENT 2024
REVIEWED AND APPROVED BY THE PARISH COUNCIL ON 19th MARCH 2024

Risk assessment is the identifying and analysing of events that may negatively impact upon individuals, working conditions, workplace activities and environmental factors. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

This document has been produced to enable Wisborough Green Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise. The document will be reviewed on an annual basis following completion of the annual maintenance and safety checks.

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS VILLAGE GREEN AND CONSERVATION AREA		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	3 rd March 2024	Assessor's Name	Sophie Winship Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> (Please state) Sports Players				
Asset Description	At the heart of Wisborough Green is the Conservation Area which includes the Village Green. Being situated on the A272, the Green is not only well used by those visiting or just passing through but provides a valuable recreational area for residents and for those participating in organised sport through Wisborough Green Sports. It also provides a valuable community space for varied events throughout the year.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Inappropriate use of the Green	2	Open area surrounded by properties so inappropriate use is quickly observed. Historical use for sporting activities. Byelaws in place but		1	Existing procedures adequate.

		enforcement difficult. Support to update and increase Contravention Penalty received from the village November 2023. Parish Council approval for planned community events is known by village organisations.		
Traveller Incursions	2	Open area surrounded by properties so inappropriate use is quickly observed. There are no restrictions to prevent incursions, but location is a deterrent. Two incidents known (2018 & 2022). Problems with travellers in the district generally relate to the southern area but more activity in this area is noticeable. Updated guidance requested from CDC.	2	Existing procedure adequate
Vehicle incursions and parking	2	Open area surrounded by properties so inappropriate use is quickly observed. There are no restrictions to prevent incursions. Some parking deterrent posts have been installed at key areas to stop verge parking. Notices are included in parish publications and leaflets placed on offending cars. Byelaws are in place but enforcement is difficult. WGPC will seek to reclaim repair costs if an offender is identified. A voluntary one-way system is in place for school drop off and collections to reduce inappropriate parking. The playground is fenced which prevents vehicle incursions. Enclosure of the Village Green is prohibited by the Enclosure Act and would change the character of the village green.	1	Existing procedure adequate
Grass area – trip hazards and edge ruts	2	Annual inspection undertaken by WGPC; repairs undertaken as identified. Wisborough Green Sports also undertakes inspections. Levelling of the southern section of the green was undertaken in 2021 to remove undulations which created a trip as well as unpredictable cricket ball risk.	1	Existing procedure adequate
Grass area – slippery/mud	2	Natural surface and seasonal issue. New drainage installed under the village green in 2021. Parish is in a rural area so most residents are familiar with mud and walking in the countryside. There is a hard footway around perimeter of the Green so there is an alternative to walking over the grass.	1	Existing procedure adequate
Drainage ditches – slip/trip/fall in	2	The ditches are about 1 foot deep and wide and are not considered to be a risk in daylight. They are visible in daylight and known to residents. They potentially pose a risk to unsuspecting visitors at night but no known incidents.	1	Existing procedure adequate

Trees – low or falling branches	2	Trees are inspected annually by the Tree Warden and Tree Surgeon: maintenance undertaken annually where identified. Three yearly professional inspection and decay survey undertaken.	1	Existing procedure adequate
Tree roots – trip	2	Raised roots are a feature of trees. Potential trip hazards are identified during an annual maintenance inspection and repaired where necessary, ie, in main thoroughfare or footways.	1	Existing procedure adequate
Dog fouling – public health	2	The area is covered by Chichester District Council’s Public Space Protection Order. An Environmental Officer can visit on request. Dog waste bag dispenser provided, and availability of bags monitored and regularly re-filled. Separate dog waste bins were removed in 2023 at the request of the District Council. Litter bins are now dual purpose and those to use for dog waste are marked. Emptied weekly. Wisborough Green Sports undertakes pitch inspections before play. Reminder articles published on the Village Facebook page and in the Parish Magazine. Leaflet distributed to dog walkers early 2024.	1	Existing procedure adequate
Litter bins – public health – broken glass and wasp stings	2	Enclosed bins to prevent litter being spread by the wind and animals. Wasps could be present but seasonal. Emptied weekly by the District Council. Residents collect litter when walking around the Green. No noticeable litter concerns.	1	Existing procedure adequate
Village Assets – structure failure	2	A maintenance inspection of all Parish Council assets located on the village green and in the Conservation Area is undertaken on an annual basis. Identified repairs and improvements are undertaken.	1	Existing procedure adequate
Parking deterrent posts hazard to vehicles & pedestrians	2	These are within the curtilage of land and so minimal hazard to vehicles. Of a height that is visible to pedestrians although small risk to those with visual impairment, but not within general walking areas. Use of brighter alternative material would be detrimental to the character of the village. Regularly monitored and repair/replacement undertaken when identified.	1	Existing procedure adequate
Cycle humps – unseating riders/trip/slip	2	Low level soil mounds on the grass which are well used; they are mounds and would be of no value if flat. An annual inspection and any required repairs undertaken. The mounds were rebuilt in 2021. The only possible improvement would be to site further away from the trees, however, no known incidents.	1	Advisory sign on playground fence; considered unnecessary 15.03.22 Existing procedure adequate

Parish Council Stone Paths – trips and slips	2	Annual maintenance inspection. Repairs and renewals undertaken as required. Key paths are gritted by a local contractor in the winter to prevent ice/slippery conditions if considered necessary.	1	Existing procedure adequate
Pavilion Building – injury and fire	2	Wisborough Green Sports leases the land for the building from WGPC and is therefore responsible for all risks associated with the building, its operations and equipment located on the Green. WGS is informed of any concerns or maintenance requirements to be addressed in a timely manner. WGS should also be undertaking their own inspections and risk assessments. The Green Coordination Group, which meets twice a year, also addresses. WGPC’s insurance company has advised that these risks are WGS responsibility. A ‘Use of Village Green Policy’ has been adopted by WGPC, supported by WGS.	1	Existing procedure adequate
Cricket Square – roped off area	2	In the centre of the village green away from thoroughfares, the area is roped off by WGS to protect the grass. The rope and posts are visible but pose a risk to those with visual impairment. Visibility has been improved with the provision of a white and more visible rope. The area is maintained by WGS. No known incidents.	1	Existing procedure adequate
Refuse area outside the Pavilion - injury	2	Wisborough Green Sports leases the land for the building from WGPC. The refuse area is managed by WGS and maintenance requirements are contained within WGPC policy. WGPC’s insurance company has advised that these risks are WGS responsibility. The area is inspected by WGPC on an annual basis.	1	Existing procedure adequate
Gas Canisters outside the Pavilion – fire and misuse	2	Only a danger if used maliciously. Wisborough Green Sports leases the land for the building from WGPC. The location of the gas canisters is managed by WGS and maintenance and safety requirements are the responsibility of WGS. WGPC’s insurance company has advised that these risks are WGS responsibility. The area is inspected by WGPC on an annual basis. No known incidents.	1	Existing procedure adequate
Contractors working on the Green – public safety	2	Generally, the contractors working on the village green have been used for a number of years and know the village well. They are all required to carry Public Liability Insurance, at a minimum level of £5 million; some have £10 million cover. A copy of the certificate is provided to the Clerk. Contractors undertake their own risk assessments.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS SONGHURST MEADOW OPEN SPACE		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	19 th February 2024	Assessor's Name	Mark Ogden Meade Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Asset Description	The open grass area was acquired by the village as part of a Section 106 agreement with the developer. It has a circular track for walking and exercise, and the open grass area is a valuable community space for informal activities. A community car park at the entrance is available for school parents and those visiting the area and village.				
Risk Description	Risk Level	Mitigation or Control	Risk Level after control	Review / Assess / Revise	
Inappropriate use of the grass area	2	Open area surrounded by properties so inappropriate use is quickly observed. Support has been received to introduce Byelaws for the area.	1	Existing procedures adequate.	
Traveller Incursions	2	Open area surrounded by properties so inappropriate use is quickly observed. Access is down a private non through road. Wooden posts, fencing and ditches/bunds have been installed to prevent incursions. Problems with travellers in the district generally relate to the southern area but more activity in this area is noticeable. Updated guidance requested from CDC.	2	Existing procedure adequate	
Vehicle incursions and parking	2	Open area surrounded by properties so inappropriate use is quickly observed. Access is down a private non through road which is signed. Wooden posts, fencing and ditches/bunds have been installed to prevent incursions. WGPC will seek to reclaim repair costs if an offender is identified.	1	Existing procedure adequate	
Car park – inappropriate use	2	Access is via a private non through road; not immediately visible from Durbans Road. A wooden height barrier has been installed to prevent use by large vehicles. Wooden posts, fencing and ditches have been installed to prevent incursions.	1	Existing procedure adequate	

Grass area – trip hazards and edge ruts	2	Annual inspection undertaken by WGPC; repairs undertaken as identified.	1	Existing procedure adequate
Grass area – slippery/mud	2	Natural surface and seasonal issue. Parish is in a rural area so most residents are familiar with mud and walking in the countryside. There is a hard footway around perimeter so there is an alternative to walking over the grass.	1	Existing procedure adequate
Drainage ditches – slip/trip/fall in	2	There is a large/deep drainage ditch that runs across the site. It has a hedge on one side to prevent access and the deepest section has a low-level fence to delineate. They are visible in daylight and known to residents. During the summer months, the grass and vegetation growth delineates the edge. Fenced footpath bridges cross both sections. The second and slightly shallower section has a means to climb out. No known incidents.	1	Existing procedure adequate
Ditch and bunds	2	Installed to prevent inappropriate vehicle incursions. The surrounding grass is kept mown so both are visible to walkers. No known incidents.	1	Existing procedure adequate
Surface water attenuation ponds	2	The pond areas are maintained by the development management committee. They are designed to hold water during heavy rain and release water slowly into the drainage system. They are relatively shallow and only in the winter months do occasionally have any water of depth. The ponds are visible and in the summer months have wildflowers and vegetation which delineate. No known incidents.	1	Existing procedure adequate
Trees – low or falling branches	2	Young trees on the site. Trees are inspected annually by the Tree Warden and Tree Surgeon: maintenance undertaken annually where identified.	1	Existing procedure adequate
Tree roots – trip	2	Raised roots are a feature of trees. Trees are generally away from the footways and being young trees, roots are currently not a concern. Potential trip hazards will be identified during an annual maintenance inspection and repaired where necessary.	1	Existing procedure adequate
Dog fouling – public health	2	The area is covered by Chichester District Council's Public Space Protection Order. An Environmental Officer can visit on request. Separate dog waste bins were removed in 2023 at the request of the District Council. Litter bins are now dual purpose and marked accordingly. Reminder articles published on the Village Facebook	1	Existing procedure adequate

		page and in the Parish Magazine. Leaflet distributed to dog walkers early 2024. A resident regularly monitors the area and picks up.		
Litter bins – public health – broken glass and wasp stings	2	Enclosed bins to prevent litter being spread by the wind and animals. Wasps could be present but seasonal. Emptied weekly by the District Council. The area is monitored by residents. No noticeable litter concerns.	1	Existing procedure adequate
Benches – structure failure	2	A maintenance inspection of all Parish Council assets is undertaken on an annual basis. Identified repairs and improvements are undertaken.	1	Existing procedure adequate
Parking deterrent posts hazard to vehicles & pedestrians	2	These are within the curtilage of land and so minimal hazard to vehicles. Of a height that is visible to pedestrians although small risk to those with visual impairment, but not within general walking areas. Use of brighter alternative material would be detrimental to the character of the village. Regularly monitored and repair/replacement undertaken when identified.	1	Existing procedure adequate
Paths – trips and slips	2	Annual maintenance inspection. Repairs and renewals undertaken as required.	1	Existing procedure adequate
Contractors – public safety	2	Generally, the contractors have been used for a number of years and know the village well. They are all required to carry Public Liability Insurance, at a minimum level of £5 million; some have £10 million cover. A copy of the certificate is provided to the Clerk. Contractors undertake their own risk assessments.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS ALLOTMENTS		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	7 th March 2024	Assessor's Name	Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> (Please state) Allotment tenants				

Asset Description	The site at the top of Harsfold Lane provides Wisborough Green residents with the opportunity to grow fruit and vegetables on approximately 25 plots of varying sizes. It is an enclosed site with locked gates. Access is for allotment tenants and their family members only.			
Risk Description	Risk Level	Mitigation or Control	Risk Level after control	Review / Assess / Revise
Vacant Plots	2	GDPR compliant waiting list maintained. Vacancies advertised in village publications and on Facebook. WGPC has established a policy for non-village residents to hold a plot on a 3-year Agreement. Plots covered if no interest shown.	1	Existing procedure adequate
Rent – does not cover water and maintenance costs	2	Regular rent reviews undertaken. WGPC established a new charging structure in 2020. Charged per square metre to reflect a more appropriate charge for reduced and irregular shaped plots.	1	Existing procedure adequate
Rent – non payment	2	Tenancy Agreement in place. Tenants invoiced in March of each year for payment on or shortly after 1 st April. Online payments encouraged. Payments monitored by the Clerk and advisory letters/emails sent if necessary.	1	Existing procedure adequate
Security – theft of equipment/produce	2	Padlocks installed on all 3 gates and combination periodically changed. Some tenants secure their sheds with padlocks. Tenants advised that thefts have occurred and to be vigilant in securing the site. Tenants are advised to keep all tools locked away or off site. Email addresses held for most tenants so updates can be circulated immediately. Tenants are a tight-knit community who look out for one another, and their property. Notice clearly displayed at the main gate stating that “Public not admitted. Allotment holders only. Anyone causing damage or stealing produce will be prosecuted. By Order: W.G.P.C.” Shed thefts occurred twice in 2022 and 2023. Mesh netting to be installed on 5 bar gate to prevent foot holds. The height of the small gates was increased in 2023 to prevent unauthorised access.	1	Existing procedure adequate

Security – personal (Bodily harm or injury)	2	<p>Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment site and their plot. Continued misuse of allotment or careless actions towards others may result in eviction from the site if deemed necessary by WGPC.</p> <p>Tenants should tell another person their whereabouts and their expected time of return. Most tenants have mobile phones on them. When lifting and carrying items, tenants are responsible for assessing the load and location, and seek help if required.</p> <p>Although the Parish Council has Public Liability Insurance cover, tenants advised that they are responsible for their own actions, eg, impact on surrounding allotments. Tenants are a tight-knit community who look out for one another, and their property.</p>	1	Existing procedure adequate
Security – visitors	2	<p>Allotment tenants have a duty of care and are responsible for the safety of others whilst on the allotment site and their plot. Tenants are responsible for visitors to their plot. All are advised that children and dogs must remain on their plot and be supervised at all times. Parish Council has Public Liability Insurance cover.</p>	1	Existing procedure adequate
Unauthorised access – injury	2	<p>Padlocks installed on all 3 gates and combination is changed periodically.</p> <p>Notice clearly displayed at the main gate stating that “Public not admitted. Allotment holders only. Anyone causing damage or stealing produce will be prosecuted. By Order: W.G.P.C.”</p> <p>Tenants advised that thefts at the site have occurred, and the gate must be locked at the end of each day.</p> <p>Parish Council has Public Liability Insurance cover.</p>	1	Existing procedure adequate
Mis or non-use of plot/weed accumulation.	2	<p>Agreement in place. Regular inspections. Tenants are reminded of rules by email at the start of each new year from 1st April. £30 deposit taken for each plot. Misuse or continued misuse of the allotments, careless action towards others or any breach of the tenancy agreement may result in their tenancy being terminated by WGPC. Periodic inspections and monitoring.</p>	1	Existing procedure adequate
Fire – damage to persons or property	2	<p>Rules on bonfire use issued with Tenancy Agreement, reinforced verbally by the Clerk when meeting prospective tenant. Tenants to consider wind direction, road and surrounding structures and properties. No non-allotment waste to be brought and burnt on</p>	1	Existing procedure adequate

		site contained within the Agreement. Communal bonfire encouraged.		
Mishandling of garden implements – personal injury	2	Agreement in place. Tenants informed in writing that they are responsible for their actions and should have personal insurance for liability and tool theft; WGPC has no responsibility for imported tools or their use.	1	Existing procedure adequate
Overhanging trees – falling branches	2	Trees now yet grown to hazard height. Trees on the outside, north and west sides, Parish Council responsibility and are inspected annually as part of the Allotment inspection.	1	Existing procedure adequate
Hedge Cutting	2	The Parish Council uses contractors to maintain the top and outside of the allotment hedge along the A272 and Harsfold Lane. The inside cutting in the responsibility of tenants. The hedge is maintained at a height that can be managed by tenants. The hedge on the eastern boundary has previously been cut by tenants but has now exceeded a safe height – ladder use is required. The Parish Council to assume responsibility.	1	Existing procedure adequate.
Slips, trip and falls	2	Communal pathways are maintained by allotment holders. Annual inspection. Repairs to level paths undertaken as required.	1	Existing procedure adequate
Soggy ground – develops around water tanks	2	Allotment holders advised to save/collect water and repair leaking hoses. Hose pipes to be disconnected from main taps to ensure water is turned off. Reminders are sent to tenants and a notice to save water displayed on the gate.	1	Existing procedure adequate
Greenhouses/sheds or other buildings or structures on the allotments	2	Sheds and greenhouses and other structures on the allotments are the tenant’s responsibility and are regularly inspected by the Clerk. Permission for a structure must be sought from the WGPC. Maintaining in a sound condition forms part of the Tenancy Agreement. After severe storms, Tenants emailed to check structures.	1	Existing procedure adequate
Chemicals – misuse	2	Tenants advised to keep at home or locked away. Visiting children must remain on the tenant’s plot and supervised at all times. Tenants advised regarding insurance implications.	1	Existing procedure adequate
Animals – bites, stings, disease	2	It is WGPC policy that no animals or bees will be kept on the site. There will obviously be wild bees present; tenants have to take personal responsibility if they might have an allergic reaction to a sting.	1	Existing procedure adequate

Vermin – bites, disease, damage to produce	2	The keeping of animals on the site is not permitted. The site has been fenced to keep rabbits out and the shutting of gates encouraged. All allotment tenants to monitor continuously and report any significant sightings to WGPC.	1	Existing procedure adequate
Confrontational Tenants	2	No tenant is to be approached if there is an issue. Parish Council members, and where appropriate, the police, to be informed. Confrontational situations to be avoided. No known incidents.	1	Existing procedure adequate
Open Garden Events – public admittance	2	The site is occasionally opened as part of the Village Open Gardens to raise funds for the church. The visits are supervised, and the Parochial Church Council have Public Liability Insurance for the event.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS VILLAGE POND AND SURROUNDING GRASS AREA		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	4 th February 2024	Assessor's Name	Howard True Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Asset Description	The village pond, adjacent to the Village Hall, originally had an entrance and was used by the wheelwright and later to allow the filling of steam engines. Today it provides an attractive ornamental pond, well stocked with goldfish and water lilies, as well as being home to local wild duck. Surrounded by pollarded willow trees, the pond features benches for residents and visitors to enjoy the tranquil view.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Drowning	2	Water depth is shallower at edge, about 1m, deeper in the middle. No rescue equipment is provided or warning signs displayed. No known accident history.		1	Possible sign – Children to be supervised. Not considered necessary – no known incidents.
Underwater Entrapments	2	Underwater traps or obstacles are unknown but thought not to be overly present; not reported by contractors. Lilies maintained to acceptable level. Pond contractors used for lily clearance. Last undertaken in 2021.		1	Existing procedure adequate

Collapse of structure	2	Annual maintenance inspection. Repairs undertaken as required. The brickwork was re-pointed in 2022.	1	Existing procedure adequate
Open and unprotected edge	2	The pond edge is generally 6 to 12 inches above the water level and is well defined, marked with bricks. The pond is clearly visible with grass surround and protected by a fence on one side. No known incidents.	1	Existing procedure adequate
Ice in winter months	1	Rare occurrence. Pond is clearly visible. Public information advice informs of not going on ice.	1	Existing procedure adequate
Sloping banks – rolling over and falling in	2	Grass maintained. The ground is stable and can be softer depending on the season. Fencing on one side at top of bank. No known incidents.	1	Existing procedure adequate
Slippery banks when wet	2	Grass maintained. Fencing on one side at top of bank. No known incidents.	1	Existing procedure adequate
Insect infestation - Mosquito bites	1	No known incidents.	1	Existing procedure adequate
Ducks – over population	1	Wild animals. Unable to control number. Advise not to feed if number becomes problematic	1	Existing procedure adequate
Ducks – attacking	2	Unlikely. No known incidents.	1	Existing procedure adequate
Water Quality	1	There are no currents, and the clarity of water is generally very good. It is obviously an ornamental duck pond; it would be an individual's decision to drink from the pond. No incidents of drinking reported so risk to human health low. Monitored in summer months for algae bloom and information signs erected accordingly.	1	Existing procedure adequate
Trees – risk of falling branch	1	Trees inspected on an annual basis and maintenance undertaken as required. Willows pollarded every 3 years.	1	Existing procedure adequate
Car in pond - contamination	1	Located next to the A272, this has occurred once but no injury or long-term damage to the pond.	1	Existing procedure adequate
Litter bin - risk of wasp sting	1	Litter bin emptied weekly. Seasonal. Not located near to benches.	1	Existing procedure adequate
Maintenance of general area	1	Annual maintenance inspection. Periodic inspections by Clerk. Residents report issues to the Clerk.	1	Existing procedure adequate

Assessment for	WISBOROUGH GREEN PARISH COUNCIL ASSETS VILLAGE HALL CAR PARK		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	4 th February 2024	Assessor's Name	Howard True Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> (Please state) Hall users, School parents & Old Workhouse residents				
Asset Description	The Village Hall, between the church and village pond, is a surviving part of the Poor House built sometime in the 17 th century. Today it is a popular and well used community facility and has its own small car park. The Hall is Leased to the Village Hall Trustees and managed by a small committee. Although Hall users have use of the car park, it is a community asset under the Parish Council's responsibility and is available to other users.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Vehicle Movements – personal injury or damage to property	2	Personal responsibility of drivers. Access is narrow which slows traffic. Traffic warning sign a car park entrance. Bollard installed at vulnerable corner to prevent damage to the Village Hall.		1	Existing procedure adequate
Vehicle Theft	1	Sign displayed to advise that vehicles are left at owner's risk. No known incidents.		1	Existing procedure adequate
Vehicle Parking – blocking of fire exits	1	White lines installed in 2015 to aid efficient parking. 2024 – the markings have faded. The Village Hall Management Committee give hire instructions to hall users to ensure emergency accesses are kept clear – signage is clearly displayed both inside and out. Responsibility of Hall hirers to ensure exits are clear.		1	Existing procedure adequate
Car Park Surface – trips, slips and falls	2	Annual maintenance inspection undertaken by WGPC. Ad hoc inspections also undertaken when Clerk attends the Hall. Repairs are undertaken as required.		1	Existing procedure adequate
Car Park Surface – slips on ice	2	Seasonal and very occasional in winter. Area under the wall shadow is vulnerable to ice. One incident of personal injury known. Grit bin and shovel available in car park. In severe conditions, local contractor engaged to spread grit.		1	Existing procedure adequate

Visibility at Night	1	Hall is located in the Conservation Area so lighting is kept to a minimum to comply with dark skies policy. PIR lighting installed.	1	Existing procedure adequate
Storage Shed – personal injury for users and fire	1	Storage within the Hall was increased in 2021 which makes use of the storage shed obsolete. Currently stores old chairs and items no longer required and to be removed from the car park; any risks removed.	1	Existing procedure adequate
Car Park Walls	1	Annual inspection. Repairs undertaken if required. Vegetation growth from neighbouring property monitored.	1	Existing procedure adequate
Village Hall Refuse Bins – fire, health and personal injury	1	Managed by the Village Hall Management Committee. Lockable bins stored away from vegetation and cars. Emptied on a weekly basis. Maintenance of the area and removal of broken glass is the responsibility of the Committee.	1	Existing procedure adequate
Bench – personal injury and theft	1	Inspected on an annual basis; repairs undertaken if required. It is located against a wall on even ground so cannot tip backwards. It is not secured to the ground but the size and weight would make it difficult to remove. Has been at this location since 1962 and no known incidents.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS VILLAGE PLAYGROUND		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	2 nd March 2024	Assessor's Name	Martin Watson Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Asset Description	Located on the north-west corner of The Green is a very popular children's playground which was refurbished in 2012 to mark the Queen's Diamond Jubilee and London Olympics, with improved surfacing installed in 2020. Equipment includes a slide, small and large climbing frames, a wheelchair accessible roundabout, swings, a see-saw and trim trail.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Road – collision with vehicle and children crossing in Butts Meadow	2	Post and rail, and mesh fencing provides a barrier between the playground and road. Road signs in Kirdford Road warn drivers of approaching playground. Playground is visible from Butts Meadow and traffic is slower due to residential area and road narrowness. The playground is fully enclosed and magnetic latches were installed on the gates in 2021 to prevent young children from opening the gate and leaving the area unsupervised. The maintenance gate is padlocked and only opened by the contractors for grass cutting. Signs on the fence and a white line on the road surface in Butts Meadow have been installed to discourage parking to keep visibility from the pavement clear. Playground signs advise that children should be supervised. No known incidents.		1	Existing procedure adequate
Fencing – potential trap hazard	2	There is a potential trap hazard at the top of the netting and rustic fencing in some areas. The fencing is difficult to climb from within the playground. Possible signs to discourage climbing the fence were considered unnecessary by WGPC in 2019. Not identified in RoSPA inspection.		1	Existing procedure adequate
Equipment - failure	2	The playground was refurbished in Summer 2012; inspection after installation. A full annual ROSPA inspection is undertaken by The		1	Existing procedure adequate

		Play Inspection Company. A weekly playground inspection is also undertaken by a resident and the details recorded. A further annual maintenance inspection is undertaken by WGPC as part of the risk assessment process. Identified repairs are undertaken.		<i>Weakness – if not checked by resident. Clerk to assume responsibility and to undertake appropriate training.</i>
Equipment – falling from	2	Safety surfacing has been provided where necessary to required standards at the time of installation. A smaller slide has now been provided for younger children. Signs request supervision by adults. Annual and weekly inspections to ensure equipment has not failed. No known incidents.	1	Existing procedure adequate
Grass/mud - slippery	2	Seasonal and very occasional in winter. Tigermulch surfacing was installed in 2020 which has removed grass from the main play area, removing mud and potential risks. Children can still slip and fall on any surface. Surface monitored and maintenance undertaken as required.	1	Existing procedure adequate
Trees – tripping/falling on roots	2	The installation of the Tigermulch surfacing has removed many of the potential trip hazards. Annual and weekly inspections to ensure equipment has not failed. No known incidents.	1	Existing procedure adequate
Trees – falling branches	2	Trees are inspected annually by the Tree Warden and Tree Surgeon; maintenance undertaken as required. Three yearly professional inspection and decay survey where identified. Weekly playground inspection.	1	Existing procedure adequate
Litter – injury from broken glass	2	Not a common occurrence but has occurred in the past. Signs ask residents to call the Parish Council with any concerns. Weekly playground inspection. Provision of litter bins.	1	Existing procedure adequate
Maintenance	2	Contractors carry a minimum of £5 million Public Liability Insurance cover. They are requested to undertaken maintenance when the playground is quiet to avoid contact with children although on occasion, this does occur. If maintenance to a piece of equipment is being undertaken, the area is cordoned off.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS PUBLIC TOILETS		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	10 th March 2024	Assessor's Name	Andrew Jackson Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Asset Description	Located in the centre of the village by The Green, the facilities are well used and were saved from closure proposed by Chichester District Council in 2013. The Parish Council is now working in partnership with CDC to retain the facilities, with the Parish Council being responsible for the management and funding the cleaning contract under a 10-year agreement. These facilities are vitally important for the many visitors and tourists to the area, as well as the many activities that take place on The Green.				
Risk Description	Risk Level	Mitigation or Control	Risk Level after control	Review / Assess / Revise	
Failure of Building	1	Building maintained by Chichester District Council. Daily inspection by cleaner and concerns reported to the Clerk.	1	Existing procedure adequate	
Access	1	Facilities are open 24 hours. Facilities are lit at night. Light bulbs are replaced as necessary.	1	Existing procedure adequate	
Slips – mud and water on floors	1	Daily cleaning includes the floors. Outside path was realigned in 2019 to encourage pedestrians not to walk across the grass and to reduce mud being taken into the facilities. A hot water supply for the cleaners has improved the cleanliness.	1	Existing procedure adequate	
Unhygienic Facilities	1	Daily cleaning. Cleaning record chart included in both facilities which is monitored by the Clerk who undertakes periodic inspections. A hot water supply for the cleaners was installed in 2020 which has improved the cleanliness. Notice in the facilities asks that concerns are reported to the Clerk. Cleaning contractor changed from April 2023; improvement noticed.	1	Existing procedure adequate	
Blocked Drains – unhygienic facilities	1	Notice in the facilities to report any concerns. Cleaner reports concerns directly to the Clerk. The facilities are immediately closed	1	Existing procedure adequate	

		until plumber is able to attend. Annual jetting of drains undertaken by CDC.		
Chemicals – access and inappropriate use	1	No cleaning products are left onsite. Contract cleaner provides products, equipment and is responsible for their own welfare and that of their employees.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS STRUCTURES IN THE VILLAGE CENTRE		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH			
Assessment Date	13 th March 2024	Assessor's Name	Tim Worrall Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024	
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk			
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)					
Asset Description	The Parish Council owns a number of structures in the village centre which are not only attractive features but support village life, all of which are inspected on an annual basis and maintained by the Parish Council.					
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise	
Bus Shelter	Traffic collision	2	The shelter is not adjacent to the carriageway; a layby acts as a buffer. At night the shelter is illuminated by the public house lighting.		1	Existing procedure adequate
	Structure failure	2	Sound construction with no glass present. Annual maintenance inspection. Repairs undertaken as considered necessary.		1	Existing procedure adequate
	Falling tree branches	2	Possible risk to waiting pedestrians, particularly in high winds, but annual tree inspection and tree surgery undertaken if considered necessary. No known incidents.		1	Existing procedure adequate
	Trip/slip	2	The floor is flat and presents no more risk than walking on a pavement. Annual maintenance inspection. Repairs undertaken as considered necessary.		1	Existing procedure adequate
Village Sign	Trip/collision	2	Located next to the footway but not a direct route. Daytime risk to pedestrians negligible, night-time very low.		1	Existing procedure adequate
	Slippery stonework	2	The nature of the stone could make it slightly slippery in wet conditions, but it is not an area that is generally walked on.		1	Existing procedure adequate

	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
WGPC Noticeboard (1 bay)	Trip/collision	2	On the village green and located against a tree off the pavement. Daytime risk to pedestrians negligible, night-time very low.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle collision	2	Being located on the edge of the A272 there is a risk of collision should a driver misjudge the road but unlikely. No controls possible.	1	Existing procedure adequate
Flagpole	Trip/collision	2	A fixed object, being white, is visible and too prominent to warrant extra marking. It is off the pavement, so risk of pedestrian trip or collision is low.	1	Existing procedure adequate
	Structure failure	2	Crash or collapse is possible in high wind. Regular checks on the structure's integrity are carried out by the flag raiser and any concerns reported to WGPC. Annual maintenance check is also undertaken.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle collision	2	Being located on the edge of the A272 there is a risk of collision should a driver misjudge the road but unlikely. No controls possible.	1	Existing procedure adequate
War Memorial	Trip/collision	2	A fixed object, being pale grey granite, is visible and too prominent to warrant extra marking. It is off the footway, so risk of pedestrian trip or collision is low.	1	Existing procedure adequate
	Structure failure	2	The stonework is susceptible to weather. Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle collision	2	Being located on the edge of the A272 there is a risk of collision should a driver misjudge the road but unlikely. No controls possible.	1	Existing procedure adequate

WGPC Noticeboard (3 bay)	Trip/collision	2	Located on the corner of the village green, it is a prominent structure. It is off the pedestrian thoroughfare. A small paving area at the front allows pedestrians to read notices without tripping on the grass.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary. The Clerk checks regularly when putting notices up.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle Collision	2	Being located on the edge of the A272 there is a risk of collision should a driver misjudge the road but unlikely. No controls possible.	1	Existing procedure adequate
Community Noticeboard	Trip/collision	2	Located on the grass verge outside the shop, this is well off the pedestrian thoroughfare. It is not necessary for pedestrians to stand on the grass to read the notices.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary. The Clerk checks regularly when putting notices up.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle Collision	2	Although protected from the road by a layby, the noticeboard was destroyed by an elderly driver in 2019; the driver was subsequently encouraged to stop driving. No controls possible.	1	Existing procedure adequate

Basketball Net	Trip/collision	2	Fixed object by cricket practice net area – long vertical metal installation. Possible collision risk to those using the basketball area but no incidents known. Could consider cushioning lower section of the upright but this could make the post vulnerable to vandalism. The structure was designed for a public area. No incidents known. The area was enlarged in 2023 and trip hazards resolved. Annual inspection. The cricket net area is shared responsibility of Wisborough Green Sports. WGS in the summer, WGPC over the winter.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle Collision	2	It is located well off Kirdford Road so risk is very low. A tree, bench and parking restriction posts also located in the area.	1	Existing procedure adequate
WGPC Noticeboard (2 bay)	Trip/collision	2	Located on the grass verge against a tree, this is well off the pedestrian thoroughfare.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
	Visual distraction	2	Inattention to driving with due care. No control possible. Hazard considered part of life. Other activities also take place on the Green which could be considered a distraction.	1	Existing procedure adequate
	Vehicle Collision	2	Located on the crossroads but backed by a tree. Inattention to driving with due care. No control possible. Hazard considered part of life.	1	Existing procedure adequate
Sundial	Trip/collision	2	Fixed brick and stone object in the centre of the Little Green away from pedestrian footways and roads. Seats could pose a trip/collision hazard, particularly at night, but very low risk.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance inspection; required repairs undertaken.	1	Existing procedure adequate
	Slip	2	Moss could be present which could pose a slip risk. Annual maintenance inspection: moss monitored and treated at the appropriate time as an increase would create further hazard.	1	Existing procedure adequate

Community Noticeboard	Trip/collision	2	Located on the grass verge below the church, well off the pedestrian thoroughfare. Trip or collision risk relates to those putting up notices. No known incidents.	1	Existing procedure adequate
	Structure failure	2	Annual maintenance check. Repairs undertaken, as necessary.	1	Existing procedure adequate
	Visual distraction	2	Located and designed as a noticeboard for passing motorists. It is positioned well off the road not to impact upon visibility of adjacent roadway or distract drivers. Inattention to driving with due care. No control possible. Hazard considered part of life.	1	Existing procedure adequate
	Vehicle Collision	2	Located above the road on a grass bank and does not pose a hazard to motorists. Vehicle collision at this location is considered very unlikely.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL ASSETS BENCHES AROUND THE VILLAGE CENTRE		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	6 th March 2024	Assessor's Name	Peter Drummond Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Councillor Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Asset Description	Around the village centre and Green that Parish Council has 35 benches, some of which have been purchased by the Parish Council, but the majority have been donated in memory of a family member. The Parish Council has established a policy to allow donations in memory of those with a Wisborough Green connection.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Arrival of ad hoc benches	1	WGPC land. Bench donation policy in place and WGPC permission is required. Unauthorised benches will be removed. No known incidents.		1	Existing procedures adequate.
Poor quality and unsuitable bench	1	Bench donation policy in place. Parish Council makes purchases and arranges installation to maintain quality.		1	Existing procedures adequate.

Non-payment for donated bench	1	Payment and a signed agreement are required in advance. The order will not be placed until payment has been received.	1	Existing procedures adequate.
Damage to clothing or injury from wood	2	Annual bench inspection. Identified repairs undertaken. Maintenance cycle of sanding and oiling benches as identified by inspection.	1	Existing procedures adequate.
Loss/Removal from Green	1	All benches secured to surface with fixings into concrete. The weight/size makes it difficult for benches to be removed. The loss of a bench is covered by insurance although an excess is payable.	1	Existing procedure adequate
Trip hazard	2	Annual bench inspection. Some benches have footrests installed to prevent soil erosion. Identified surface repairs undertaken.	1	Install footrests where erosion evident.
Under trees - falling branch	1	Trees are inspected annually by Tree Warden and Tree Surgeon; maintenance undertaken as required. Three yearly professional inspection and decay survey where identified.	1	Existing procedure adequate
By litter bins - risk of wasp stings	1	Litter bin emptied weekly. Seasonal.	1	Existing procedure adequate

Assessment For	WISBOROUGH GREEN PARISH COUNCIL PARISH COUNCIL ACTIVITIES		The risk is the chance of injury or damage to health from the hazard. Very low risks, or risks which are part of everyday living, may not require action. Estimate of Risk: 1 = VERY LOW, 5 = HIGH		
Assessment Date	29 th January 2024	Assessor's Name	Louise Davies	Reviewed (Date and by whom)	Parish Council Meeting March 2024
Parish Council Approval	19 th March 2024	Job Title	Parish Clerk		
Who might be harmed?	Staff <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Public <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other <input type="checkbox"/> (Please state)				
Description	The Parish Council was established in 1894. It is the first level of local authority and is made up of 9 councillors (local residents) and the Clerk, who is the only paid employee. Parish Councils have a wide range of powers and duties, which essentially relate to local matters, such as looking after community buildings, open spaces, allotments, play areas, bus shelters, car parks and more. The Parish Council has a power to raise money through the Council Tax.				
Risk Description	Risk Level	Mitigation or Control		Risk Level after control	Review / Assess / Revise
Parish Council Meetings	2	Building and equipment maintained by Village Hall Management Committee. Separate Risk Assessment undertaken by the Clerk.		1	Existing procedure adequate

Community Litter Picking	2	Separate Risk Assessment undertaken for each session by the Clerk to take account of weather conditions.	1	Existing procedure adequate
Community Speed Watch	2	Separate Risk Assessment undertaken by CSW Village Coordinator.	1	Existing procedure adequate
Speed Indicator Device	2	Separate Risk Assessment undertaken by the Clerk.	1	Existing procedure adequate
Remembrance Day A272 Road Closure	2	Separate Risk Assessment undertaken for each session by the Clerk to take account of weather conditions.	1	Existing procedure adequate