

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 3rd JANUARY 2007 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mrs Oxtoby
Cllr Mr V Sewell
Cllr Mrs M Solman (*arrived at 7.32 p.m.*)
Cllr Mr A Tremain

In Attendance: Mrs J Hoad (Clerk)
2 members of the public

1. Apologies for absence

Apologies for absence had been received from Cllr Mr J Gaywood, Cllr Mr M Harris and Cllr Mr C Ward.

2. Declarations of Interests

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under minute item 15, 17 and 18 in respect of matters relating to Hartley Wood, as her private residence is located adjacent to the woods and withdrew from the meeting during discussion and voting on the items.

Cllr Mrs Solman arrived at the meeting.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 30th November 2006 be approved and signed by the Chairman as a correct record.

4. Football at Manor Field

There was no report from Hartley De Sales Football Club.

5. Financial Report

The Committee examined a financial report setting out the net financial position of the allotments, open spaces and the Pavilion as at 19th December 2006.

RESOLVED: That, the financial report indicating the net position of the allotments, open spaces and the Pavilion as at 19th December 2006, attached as appendix 1 to these minutes, be received and noted.

6. Playground inspections

The Committee was advised of the costs involved in employing the services of Ms M Cook of Craigdene Ltd to undertake quarterly inspections and an annual inspection, including risk assessments, of the Council's three playgrounds. The Committee was reminded that Ms Cook had already been contracted by the Council to undertake a quarterly inspection of the playgrounds in January 2007.

RESOLVED: That,

(1) Ms M Cook of Craigdene Ltd be employed to undertake quarterly inspections of the Council's three playgrounds in April 2007 and October 2007 at a cost of £50 per site per occasion, totalling £150 for each quarterly inspection and an annual inspection including a risk assessment of each of the Council's three playgrounds

in July 2007, at a cost of £50 per site, plus £7.50 per site for the risk assessment, totalling £172.50 and,

(2) the future inspection regime be reviewed after completion of the quarterly inspection in October 2007.

7. Pavilion – Fire Risk Assessment

The Committee examined the fire risk assessment of the Manor Field Pavilion undertaken by Neil Townsend Associates on 14th December 2006. The Committee considered that a daily visual inspection of the emergency lighting controls was not necessary due to the nature of the usage of the building.

RESOLVED: That, the following action be authorised, as recommended in the significant findings contained in appendix A of the fire risk assessment:

(1) Kitchen – faulty self closer. The Clerk be authorised upto a sum of £100 to effect the necessary repairs or replacement of the self closing mechanism fitted to the kitchen door.

(2) Kitchen – redundant empty dry powder fire extinguisher. The Clerk be authorised to remove from the premises the redundant fire extinguisher currently being used as a door stop for the kitchen door.

(3) Kitchen – Fire action notice inappropriate. The Clerk be asked to obtain a quotation for the supply of a suitable sign.

(4) All areas – Emergency lighting. A regular, recorded testing regime be implemented on the emergency lighting, involving monthly function tests and an annual full discharge test.

The annual test to be undertaken by a suitably, qualified contractor and the Clerk be authorised to make arrangements for the annual test to be undertaken as soon as possible.

The contractor employed to undertake the annual test be asked to provide the Council with a test key and instruction on the monthly testing of the emergency lighting. Upon receipt of suitable instruction, the Clerk be asked to undertake a monthly function test of the emergency lighting before each Parish Council meeting.

(5) All areas – No means of giving warning in case of fire. The Clerk be asked to investigate a means by which occupants could be alerted to a fire.

(6) All areas – No guidance on fire safety available.

The Clerk be asked to ensure the emergency plan for the temporary responsible person, (i.e. the hirer of the Pavilion), as set out in appendix B of the fire risk assessment, be attached to the terms and conditions of the hire of the Pavilion and that the temporary responsible person be required to sign the booking form to confirm receipt of the emergency plan.

The Clerk be asked to indicate on the emergency plan the car park as the muster point in the event of a fire.

The Clerk be asked to draft a simplified checklist setting out what was required of hirers in respect of their duties and responsibilities.

The Clerk be asked to distribute the emergency plan to the New Ash Green and Hartley Cricket Club.

(7) All areas – No responsible person nominated. The Clerk be asked to undertake further investigation to establish whether it would be acceptable to nominate more than one responsible person.

8. Manor Field

It was reported that quotation/s were still being sought for cutting the hedge on the southern boundary of Manor Field.

RESOLVED: That, the Clerk be authorised upto a sum of £500 to make arrangements for the hedge on the southern boundary of Manor Field to be reduced in height (to the height of the cricket sight screen) and the front face cut back, and to seek advice from the contractor on the best means to dispose of the arisings.

9. Gorse Wood

It was reported that the investigation of the Council's claim for the footpath from Caxton Close to Gorsewood Road to be designated as a Public Right of Way commenced a few weeks ago. However in a letter dated 27th November 2006, the Senior Public Rights of Way Officer at Kent County Council had advised that the investigation had been temporarily suspended until April 2007 due to staffing resource problems.

RESOLVED: That, the report be noted.

10. Risk Assessments

The Committee was reminded that risk assessments of the Council's allotments, open spaces, recreation grounds, greens and at the Pavilion had been undertaken at the beginning of 2005 and were due for review. The Committee examined the draft risk assessments and made a number of alterations. The Committee noted that there had been a photocopying error in respect of the Pavilion and that review of this risk assessment should be deferred to a future meeting.

RECOMMENDED: That, the risk assessments set out in appendix 2, attached to these minutes, be approved and adopted by the Council.

11. Kent County Council Members Community Grant 2007/08

The Committee considered whether there were any suitable projects which could be put forward for funding through the Kent County Council Members Community Grant scheme.

RESOLVED: That, consideration of the matter be deferred to a future meeting pending receipt of the report on the pond.

12. Kent County Playing Fields Association

RESOLVED: That the Kent County Playing Fields Association Newsletter, Autumn 2006 be received and noted.

13. Order of Business

RESOLVED: That, pursuant to Standing Order 26 (d), the order of business be altered so that the agenda item 14 relating to the date of the next meeting and 13 (b) relating to the Council's possessory title claim in Hartley Wood be considered in advance of agenda item 13 (a) relating to the consideration of quotations for various treework in Hartley Wood.

14. Date of next meeting

Tuesday 6th February 2007 at 7.30p.m

Cllr Mrs A Oxtoby withdrew from the meeting

15. Hartley Wood - Possessory title claim

The Committee considered a letter dated 12th December 2006 from the Martin Tolhurst Partnership, including enclosures and was disappointed that Land Registry had indicated it was not prepared to grant the Parish Council possessory title of the plots of land in Hartley Wood where there was no known owner. The Committee examined a draft response addressing some of the issues raised by the Land Registry in relation to the claim.

RESOLVED: That, further consideration of the matter be deferred pending the verbal report contained under minute item 17, Hartley Wood – Quotations for treework.

16. Exclusion of the press and public

RESOLVED: That, under the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded during consideration of minute item 17, Hartley Wood – Quotations for treework, on the grounds that the likely disclosure of exempt information would prejudice the public interest by reason of the confidential nature of the business to be transacted.

17. Hartley Wood – Quotations for treework

The Committee was advised of the current position regarding the seeking of quotations for various treework on the area of land owned by the Parish Council as recommended in the quantitative risk assessment undertaken by Specialist Tree Services during October 2006.

RESOLVED: That, the report be noted.

18. Hartley Wood – Possessory title claim continued

The Committee re-considered the correspondence received from the Martin Tolhurst Partnership in respect of the Council's claim for possessory title of the plots of land in Hartley Wood where there was no known owner.

RECOMMENDED: That, the Council respond to the issues raised by the Land Registry in letters dated 22nd November 2006 and 4th December 2006 through the Council's solicitors as set out in appendix 3 attached to these minutes.

The meeting closed at 9.35 p.m.

Signed:.....

Date:.....

Hartley Parish Council
Summary of Receipts and Payments
Amenities and Open Spaces

Cost Centre	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
5 Allotments	300.00	367.13	575.00	450.46	191.67
6 Open Spaces	2,375.00	8,950.60	24,825.00	26,856.14	4,544.46
7 Manor Field Pavilion	1,000.00	1,206.25	6,375.00	4,131.88	2,449.37
NET TOTAL	3,675.00	10,523.98	31,775.00	31,438.48	7,185.50
 Total for ALL Cost Centres		111,332.70		83,244.31	
V.A.T.		3,556.86		4,755.91	
GROSS TOTAL		114,889.56		88,000.22	

Risk Assessment							
Allotments - Woodland Avenue		Assessment date: 29/11/2006		Review date: 29/11/2007			
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Overgrown vegetation - Personal injury - Rodents	Allotment holders	Allotment holders required to maintain their allotment plot to an acceptable standard and are required to sign a tenancy agreement which states, "the allotments shall be kept clean and in a reasonable state of cultivation". Failure to do so will result in one month's notice to relinquish the tenancy. The tenancy agreement does not permit the allotment holder to plant trees without the consent of the Council. Council shall respond to any reports of overgrown vegetation and on receipt of such report shall inspect the site and assess the level of risk to prioritise the remedial work required.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Mowing and/strimming - Personal injury	Contractors/ allotment holders	No grass cutting or strimming is undertaken by the Council. Any grass cutting or strimming required would be minimal due to the layout of the allotment plots and if any such work was required it would be undertaken by the allotment holders using their own equipment.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Trees - Personal injury	Contractors/ allotment holders	Council responds to reports from allotment holders over concerns raised about the condition of any trees. Council shall employ the services of a competent tree surgeon to undertake any tree work and ensure the contractor provides protective personal equipment, training and equipment to his staff. Ensure contractor undertakes own risk assessment and copies obtained.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Hedge trimming - Personal injury	Contractors	Work to be undertaken by competent contractor as and when need arises. Ensure contractor provides protective personal equipment, training and equipment to his staff. Ensure contractor undertakes own risk assessment and copies obtained.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Allotments - Woodland Avenue			Assessment date: 29/11/2006		Review date: 29/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Unauthorised visitors in allotments - particularly children - Personal injury - Vandalism - Access to hazardous equipment or chemicals	Unauthorised visitors particularly children	Secured gates and perimeter fence surrounds the allotment site. All allotment holders issued with key to padlocked gates. Council responds to reports of damaged fencing and/or gates as quickly as practically possible. Tenancy agreement states that no building or fences shall be erected, or trees planted without the consent of the Council. Any vandalism immediately and formally reported to the Police.	Likelihood	Low	Amend tenancy agreement to state that allotment holders shall be responsible for the safe and secure storage of hazardous equipment or chemicals. Chemicals to be stored and used strictly in accordance with manufacturer's instructions.	Jun-07	Clerk
			Severity	Medium			
			Risk Rating	Low 3			
Rodent control - Human contact with rodent bait and dead rodents - Weils disease	Allotment holders, Council employees, public, children	Only licensed pest control contractors shall be permitted to lay any baits. Council responds to reports of rodent infestations as soon as practically possible.	Likelihood	Low	Amend tenancy agreement to state that allotment holders are not permitted to lay bait for the control of rodents. Rodent infestation should be reported to the Council immediately.	Jun-07	Clerk
			Severity	Medium			
			Risk Rating	Low 3			
Smoke from fires - Breathing difficulties, particularly for those suffering from asthma - Fire spread	Allotment holders, public	Tenancy agreement states that, "no nuisance or annoyance shall be caused to any occupier of another allotment garden".	Likelihood	Low	Amend tenancy agreement to state that any burning on site shall be strictly limited and carried out under supervision.	Jun-07	Clerk
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Billings Hill Shaw		Assessment date: 30/11/2006			Review date: 30/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Grass cutting contractor asked to inform the Council of any depressions and/or potholes visible when cutting the grass. Council responds to reports of potholes and/or depression in the ground as soon as practicably possible. Any potholes/depressions in the ground with H & S implications backfilled as a matter of priority. Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to complaints from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	No benches at Billings Hill Shaw. Litter bin emptied regularly by Sevenoaks District Council. Any complaints about litter bin not being emptied referred to the District Council for immediate response. Dog bin located at entrance to Billings Hills Shaw emptied regularly by Sevenoaks District Council. Any complaints about dog bin not being emptied referred to District Council for immediate response. Any damage/vandalism reported by a member of the public or a contractor is repaired as soon as practicably possible.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	No footpaths present at Billings Hill Shaw. No vehicles permitted other than for maintenance purposes. Any defects to the concrete drive leading from the highway to the open space repaired as soon as practicably possible. Any damage identified to drive with H & S implications repaired as a matter of priority	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Billings Hill Shaw		Assessment date: 30/11/2006			Review date: 30/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handling in Billings Hill Shaw.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Gates and fences - Damage - Injury	Employees/ contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate kept locked shut at all times except to gain access for maintenance.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Dog fouling - Ill health	Employees/ contractors/ public	Dog bin located at entrance to Billings Hills Shaw emptied regularly by Sevenoaks District Council. Any complaints about dog bin not being emptied referred to District Council for immediate response. If dog fouling becomes a problem, dog warden to be contacted and asked to patrol area to take appropriate action.	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			

Risk Assessment							
Chantry Avenue		Assessment date: 30/11/2006			Review date: 30/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Grass cutting contractor asked to inform the Council of any depressions and/or potholes visible when cutting the grass. Council responds to reports of potholes and/or depression in the ground as soon as practicable. Any potholes/depressions in the ground with H & S implications backfilled as a matter of priority. Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. Condition of goal mouth area inspected on weekly basis and recorded, and any projecting flints removed. (See routine maintenance inspection records).	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to reports from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	No benches located in main recreation ground. Bench located in play area inspected by qualified playground inspector twice a year and visually inspected on a weekly basis (See play area safety inspection reports and weekly playground inspection reports). Condition of litter bin inspected on weekly basis and recorded. (See weekly playground inspection report). Litter bin emptied regularly by Sevenoaks District Council. Any complaints about litter bin not being emptied referred to the District Council for immediate response. Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicable.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			

Risk Assessment							
Chantry Avenue		Assessment date: 30/11/2006			Review date: 30/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	No footpaths present at Chantry Avenue. No vehicles permitted other than for maintenance purposes. Any complaints about potholes or damage to access drive leading from highway adjacent to no 30 Chantry Avenue to recreation ground repaired as soon as practicable. Any reported damage identified to access drive with H & S implications repaired as a matter of priority. Any complaints about damage to grass/earth footpath adjacent to no 48 Chantry Avenue repaired as soon as practicable. Any reported damage which is likely to cause a trip hazard is repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handling in Chantry Avenue.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Chantry Avenue		Assessment date: 30/11/2006			Review date: 30/11/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Gates and fences - Damage - Injury	Employees/ contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate located on access drive adjacent to no 30 Chantry Avenue kept locked shut at all times except to gain access for maintenance.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Play area, play equipment, basketball net and football posts - Damage - Injury	Public	Annual and quarterly play area safety inspections undertaken by qualified playground inspector. Play area, play equipment, basketball net and football posts inspected visually on a weekly basis and recorded. Repairs to damaged equipment undertake as soon as practicable. Any equipment damaged with H & S implications taken out action if possible and warning signs erected. (See weekly playground inspection reports).	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			
Dog fouling - Ill health	Employees/ contractors/ public	Play area inspected for dog fouling on a weekly basis and inspection recorded. (See playground inspection report). No dog bin provided at recreation ground. Dogs banned from recreation ground. Notice of dog ban displayed on notice board. Any reports of dog fouling reported to District Council's dog warden for appropriate action.	Likelihood	Medium	No history of dog fouling. Continue to monitor. No further action required	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			

Risk Assessment							
Gorse Wood		Assessment date: 8/12/2006			Review date: 8/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Woodland - Potholes - Injury	Employees/ contractors/ public	Council responds to reports of potholes as soon as practicable. Any potholes with H & S implications repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to complaints from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Amenities and Open Spaces Committee be asked to consider undertaking a quantified risk assessment of the trees in the woodland.	Mar-07	Amenities & Open Spaces Committee
			Severity	Medium			
			Risk Rating	Low 3			
Litter - Injury	Employees/ contractors/ public	Woodland visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance reports). Council makes arrangements for regular clearances of larger items of dumped rubbish or fly tipping, as and when necessary.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	No formal footpaths, but woodland crisscrossed by a number of informal, unmade footpaths. Council responds to reports of holes dug in the paths by youths to form bmx ramps. These holes are filled in as soon as practicable, but any holes with H & S implications filled in as a matter of priority. No vehicles permitted in the woodland other than for maintenance purposes.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment								
Gorse Wood		Assessment date: 8/12/2006			Review date: 8/12/2007			
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible	
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	High				
			Risk Rating	Medium 6				
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	High				
			Risk Rating	Medium 6				
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled in Gorse Wood.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Gates and fences - Damage - Injury	Employees/ contractors/ public	Council responds to reports of damaged gates and/or fences and takes necessary action, as deemed appropriate.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Low				
			Risk Rating	Low 1				
Dog fouling - Ill health	Employees/ contractors/ public	If dog fouling becomes a problem, dog warden asked to patrol area and take appropriate action.	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Medium 5				

Risk Assessment								
Hartley Court Green		Assessment date: 8/12/2006			Review date: 8/12/2007			
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible	
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Hartley Court Green visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance reports). Council responds to reports of potholes as soon as practicable. Any potholes with H & S implications repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to complaints from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	High				
			Risk Rating	Medium 6				
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	High				
			Risk Rating	Medium 6				
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled on Hartley Court Green.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Dog fouling - Ill health	Employees/ contractors/ public	If dog fouling becomes a problem, dog warden asked to patrol area and take appropriate action.	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Medium 5				

Risk Assessment							
Hartley Green		Assessment date: 8/12/2006			Review date: 8/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Hartley Green visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance reports). Council responds to reports of potholes as soon as practicable. Any potholes with H & S implications repaired as a matter of priority. No vehicles other than for maintenance purposes permitted on the Green. Hartley Green protected by timber bollards.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to complaints from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	Benches bolted to the ground. Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicably possible.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Hardstanding around war memorial - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	Paving slabs washed down once a year and weeds removed from joints. Work recorded. (See routine maintenance reports). Council responds to reports of damage or slippery paving slabs soon as practicable. Any reports with H & S implications cleaned/repared as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Dog fouling - Ill health	Employees/ contractors/ public	If dog fouling becomes a problem, dog warden asked to patrol area and take appropriate action.	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			

Risk Assessment							
Hartley Green		Assessment date: 8/12/2006			Review date: 8/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled on Hartley Green.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Longfield Hill		Assessment date: 05/12/2006			Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Grass cutting contractor asked to inform the Council of any depressions and/or potholes visible when cutting the grass. Council responds to reports of potholes and/or depression in the ground as soon as practicable. Any potholes/depressions in the ground with H & S implications backfilled as a matter of priority. Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance inspection records).	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to reports from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	Bench located in fenced play area bolted into the ground. Bench inspected by qualified playground inspector twice a year and visually inspected on a weekly basis (See play area safety inspection reports and weekly playground inspection reports). Litter bin located outside play area emptied regularly by Sevenoaks District Council. Any complaints about litter bin not being emptied referred to the District Council for immediate response. Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicable.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			

Risk Assessment							
Longfield Hill		Assessment date: 05/12/2006			Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	Public right of way SD 216 runs along northern perimeter of recreation ground. Surface of PROW is natural, i.e. is not hard landscaped. Area inspected on weekly basis and any litter, glass, etc. removed. Inspection recorded. (See routine maintenance inspection records). Any complaints about potholes in PROW repaired as soon as practicable. Any reported damage identified to tarmac path with H & S implications repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled at Longfield Hill recreation ground.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Longfield Hill		Assessment date: 05/12/2006			Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Gates and fences - Damage - Injury	Employees/ contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate I kept locked shut at all times except to gain access for maintenance.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Play area, play equipment. - Damage - Injury	Public	Annual and quarterly play area safety inspections undertaken by qualified playground inspector. (See play area safety inspection reports). Play area and play equipment inspected visually on a weekly basis and recorded. Repairs to damaged equipment undertake as soon as practicable. Any equipment damaged with H & S implications taken out action if possible and warning signs erected. (See weekly playground inspection reports).	Likelihood	Medium		Jan-07	Clerk/contractor employed to undertake visual inspection
			Severity	Medium			
			Risk Rating	Medium 5			
Dog fouling - Ill health	Employees/ contractors/ public	Play area inspected for dog fouling on a weekly basis and inspection recorded. (See playground inspection report). Any reports of dog fouling reported to District Council's dog warden for appropriate action. Dog bin located on SD 216 at the entrance to Longfield Hill recreation ground emptied regularly by Sevenoaks District Council. Any complaints about dog bin not being emptied referred to District Council for immediate response.	Likelihood	Medium	Continue to monitor. No further action required	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			

Risk Assessment							
Manor Field		Assessment date: 05/12/2006		Review date: 05/12/2007			
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Grass cutting contractor asked to inform the Council of any depressions and/or potholes visible when cutting the grass. Council responds to reports of potholes and/or depression in the ground as soon as practicable. Any potholes/depressions in the ground with H & S implications backfilled as a matter of priority. Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance inspection records). Plastic plugs placed in football post sockets during closed season.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to reports from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	Bench located in front of Pavilion bolted into the ground. Litter bins emptied by the Parish Council on a weekly basis and action recorded (See routine maintenance report). Dog bin located at entrance to Manor Field emptied regularly by Sevenoaks District Council. Any complaints about dog bin not being emptied referred to District Council for immediate response Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicable..	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	No formal footpaths on Manor Field, other than the concrete path leading to and surrounding the Pavilion. Any complaints about damage to the paths repaired as soon as practicable. Any	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			

		reported damage to paths with H & S implications repaired as a matter of priority. Path surrounding the Pavilion swept once a week and action recorded. (See routine maintenance reports). No vehicles permitted on recreation ground, other than for maintenance purposes.	Risk Rating	Low 3			
Risk Assessment							
Manor Field			Assessment date: 05/12/2006		Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Use of drugs - Employees/contractors/public coming into contact with drugs, needles, body fluids	Employees/contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Sexual activity - People coming into contact with body fluids	Employees/contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled in Woodland Avenue recreation ground.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Gates and fences - Damage - Injury	Employees/contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate kept locked shut at all times, except when the field is being used for football or cricket, the Pavilion or car park is in use or when access is required for maintenance purposes.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Football posts - Damage - Injury	Employees/contractors/ public	Football posts inspected on a weekly basis and recorded. (See football post inspection reports). Goal posts subjected to different inspection regime when erected at the start of the season and recorded. (See goal post inspection reports)	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			

			Risk Rating	Low 1			
Risk Assessment							
Manor Field			Assessment date: 05/12/2006		Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Dog fouling - Ill health	Employees/ contractors/ public	Any reports of dog fouling reported to District Council's dog warden for appropriate action. Notices displayed on Council's noticeboard. Dog warden has undertaken patrols of the area and additional notices displayed on posts around the ground.	Likelihood	Medium	History of dog fouling problem at Manor Field. Continue to monitor. No further action required at this time.	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			
Sports equipment - Damage - Injury	Employees/ contractors/ public	2 no sight screens owned by New Ash Green and Hartley Cricket Club who are informed of any damage or evidence of mis use as soon as reported to the Parish Council. Any reported damage with H & S implications repaired or made safe as a matter of priority. Roller immobilised when not in use. Freestanding five aside football posts chained to fence surrounding Calor gas compound.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Storage container - Damage - Injury	Employees/ contractors/ public	Any damage reported by members of the public, sports field users, hirers of the Pavilion or contractors repaired as soon as practicable. Damage with H & S implications repaired or made safe as a matter of priority. Any sports equipment (except roller) to be stored in the container and not left out on the field.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Pond Drowning - Ill health	Employees/ contractors/ public	See separate pond assessment. No public access for recreational use. Access to pond from Manor Field secured by	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A

		means of chestnut paling fence which is inspected on a weekly basis and recorded. (See routine maintenance reports). Litter and debris from pond area removed and action recorded.	Severity	High			
			Risk Rating	Medium 6			

Risk Assessment							
Rectory Meadow		Assessment date: 8/12/2006			Review date: 8/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance reports). Phased programme of grass cutting implemented from April to September to comply with management plan and resultant cuttings removed from site to avoid any fire risk. Council responds to reports of potholes as soon as practicable. Any potholes with H & S implications repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to complaints from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	Bench bolted to the ground. Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicably possible.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	Public right of way crosses Rectory Meadow, together with a number of informal paths. None of the paths have hard surfacing. Council responds to reports of potholes in path as soon as practicable. Any potholes with H & S implications repaired as a matter of priority. No vehicles permitted other than for maintenance purposes.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			

Risk Assessment							
Rectory Meadow		Assessment date: 8/12/2006			Review date: 8/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled in Rectory Meadow.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Gates and fences - Damage - Injury	Employees/ contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate kept locked shut at all times except to gain access for maintenance.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Dog fouling - Ill health	Employees/ contractors/ public	Dog bins located at entrances to Rectory Meadow emptied regularly by Sevenoaks District Council. Any complaints about dog bin not being emptied referred to District Council for immediate response. If dog fouling becomes a problem, dog warden asked to patrol area and take appropriate action.	Likelihood	Medium	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Medium 5			

Risk Assessment								
Woodland Avenue		Assessment date: 05/12/2006			Review date: 05/12/2007			
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible	
Open Space - Potholes in grass - Injury	Employees/ contractors/ public	Grass cutting contractor asked to inform the Council of any depressions and/or potholes visible when cutting the grass. Council responds to reports of potholes and/or depression in the ground as soon as practicable. Any potholes/depressions in the ground with H & S implications backfilled as a matter of priority. Open space visually inspected on a weekly basis and any litter and glass removed. Weekly inspection recorded. (See routine maintenance inspection records). Condition of goal mouth area inspected on weekly basis and recorded, and any projecting flints removed. (See routine maintenance inspection records).	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Trees - Collapse - Structural damage	Employees/ contractors/ public	Council responds to reports from employees, contractors and members of the public if concern raised about condition of trees.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Medium				
			Risk Rating	Low 3				
Fixed furniture e.g. benches, etc. - Injury	Employees/ contractors/ public	Bench overlooking football pitch bolted onto concrete pads set into the ground. Bench located in fenced play area also bolted into the ground. Bench located in play area inspected by qualified playground inspector twice a year	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A	
			Severity	Low				

		and visually inspected on a weekly basis (See play area safety inspection reports and weekly playground inspection reports). Condition of litter bin inspected on weekly basis and recorded. (See weekly playground inspection report). Litter bin located outside play area emptied regularly by Sevenoaks District Council. Any complaints about litter bin not being emptied referred to the District Council for immediate response. Any damage/vandalism reported by a member of the public or a contractor repaired as soon as practicable.	Risk Rating	Low 1			
Risk Assessment							
Woodland Avenue			Assessment date: 05/12/2006		Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Footpaths - Trips, slips, falls - Damage - Injury	Employees/ contractors/ public	Tarmac footpath leading from south entrance to play area inspected on weekly basis to ensure oath is in good order and unobstructed. Inspection recorded. (See weekly playground inspection record). Area inspected on weekly basis., including tarmac path, and any litter, glass, etc. removed. Inspection recorded. (See routine maintenance inspection records). No vehicles permitted on recreation ground, other than for maintenance purposes. Any complaints about potholes or damage to tarmac path repaired as soon as practicable. Any reported damage identified to tarmac path with H & S implications repaired as a matter of priority.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Use of drugs - Employees/ contractors/public coming into contact with drugs, needles, body fluids	Employees/ contractors/ public	Prompt response to complaints of sharps by employees, contractors or members of the public. Police and Youth Worker advised of problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			

Sexual activity - People coming into contact with body fluids	Employees/ contractors/ public	Prompt response to complaints from employees, contractors and members of the public. Police and Youth Worker advised of the problem.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	High			
			Risk Rating	Medium 6			
Lone working - Violence - Accident	Employees/ contractors	See separate assessment on lone working. Employees and contractors advised not to approach large gangs of people. No cash handled in Woodland Avenue recreation ground.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Medium			
			Risk Rating	Low 3			
Risk Assessment							
Woodland Avenue		Assessment date: 05/12/2006			Review date: 05/12/2007		
Hazard and risk	People at risk	HPC controls	Risk Rating		HPC future controls	Target date	Person responsible
Gates and fences - Damage - Injury	Employees/ contractors/ public	Fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Inspection recorded. (See routine maintenance inspection records). Main field gate located to north of recreation ground kept locked shut at all times except to gain access for maintenance.	Likelihood	Low	Continue with current arrangements. No further action required.	N/A	N/A
			Severity	Low			
			Risk Rating	Low 1			
Play area, play equipment, play wall, youth shelter and football posts - Damage - Injury	Public	Annual and quarterly play area safety inspections undertaken by qualified playground inspector. (See play area safety inspection reports). Play area, play equipment, play wall and football posts inspected visually on a weekly basis and recorded. Repairs to damaged equipment undertake as soon as practicable. Any equipment damaged with H & S implications taken out action if possible and warning signs erected. (See weekly playground inspection reports).	Likelihood	Medium	Add youth shelter to weekly visual inspection routine.	Jan-07	Clerk/contractor employed to undertake visual inspection
			Severity	Medium			
			Risk Rating	Medium 5			
Dog fouling - Ill health	Employees/ contractors/ public	Play area inspected for dog fouling on a weekly basis and inspection recorded. (See playground inspection report). Dogs banned from recreation ground. Notice of dog ban displayed on notice board. Any reports of dog fouling	Likelihood	Medium	No history of dog fouling. Continue to monitor. No further action required	N/A	N/A
			Severity	Medium			

		reported to District Council's dog warden for appropriate action.	Risk Rating	Medium 5			
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Likelihood	
Description	Example
High	Extremely likely e.g. previous incidents in last 12 months, likely to occur in 12 months, 50%
Medium	Likely e.g. previous accidents in last 5 years, likely to occur in 5 years, 25% - 50%
Low	Unlikely, no previous incidents in last 5 years, not likely to occur in next 5 years, 1% -25%

Impact/severity	
Description	Example
High	Fatality, life threatening illness, amputations, major fractures, multiple injuries, long term incapacity, long term sickness. Successful legal action very likely, non compliance with legislation, major financial impact
Medium	3 day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion. Likely legal action, non-compliance with legislation, significant financial impact
Low	Minor injuries, superficial cuts & bruises, temporary irritation, less than 3 day sickness absence. Legal action unlikely/defendable, non compliance with local procedures resulting in disciplinary action, minor financial impact

Risk Matrix				
Severity	High	Amber 6	Red 7	Red 9

Risk rating	
Green	Low

APPENDIX 2

	Medium	Green 3	Amber 5	Red 8
	Low	Green 1	Green 2	Amber 4
		Low	Medium	High
	Likelihood			

Amber	Medium
Red	High

Land Registry Application – Draft Response

Re your comments on the Parish Council's intentions by using the words 'care' and 'control' in our signage and publicity, and that an interpretation that we are merely acting to maintain it on behalf of an unknown owner could be arguable. It is highly unlikely that a Parish Council would have sanctioned expenditure unless there was a long term benefit to the community. The only reason for taking this responsibility would have been, and was, to claim ownership after the necessary 12 year period was completed for any plots where no known owner had been established.

We have over the years given a lot of publicity to the above, through parish letters, local organisations and signage at two key points of access which included a site map and positions of the registered plots that we knew about at the time. Since then ownership of several plots both registered and unregistered has been established, one of those who owned three plots decided, after consultation with the Council, so approved of the action and intentions of the Council for the benefit of the community that he donated them to the parish.

It has never been the intention of the Council to deny anyone's right or ownership to their land or apply any pressure to acquire same, we are purely motivated by a desire to preserve for posterity the right to roam the woodland for parishioners in the future as they have done for at least 100 years. Plots were sold in 1934 on this proposed development, there is no way of telling how many were actually sold. Since the project did not proceed one can assume that it wasn't a 100% success, therefore there is a likelihood that some were never sold, in which case no one will ever take responsibility for those areas. When the 'Council' decided to take control in 1992 this was very much part of our thinking. It is our understanding that a claimant has a further 10 years beyond any judgement to establish a claim.

Although the need for any expenditure for maintenance of the woodland hasn't been great, apart from one or two acts of vandalism, it has always been recognised that the Parish Council would be responsible for any essential expenditure necessary for public safety in an area where there is a great deal of public access. Provision for this liability has always been included in the 'budget'.

Recently we have instigated measures to establish the boundaries of our plots, to this end we have had the land surveyed (copy enclosed), this was followed by a Risk Assessment Quantitative Survey of the woodland whose findings re the safety and remedial work is now out to tender. It was our intention if your judgement had been in favour of a successful claim of adverse possession to have done a similar exercise to this area. This would have had the benefit of establishing exactly where the boundaries of the registered and unregistered plots were, so that responsibility for those plots and the Parish Council's were clearly defined.

To conclude, I am the Councillor who proposed this action in 1992 and I can assure you that the intention was to claim ownership if there were no known owners.