

Edenbridge Town Council Risk Assessment - Level 2 - Open Spaces			Risk Assessment (Original 2015) current review July 2022			Monitoring - employ Head Groundsman &			Residual			Edenbridge Town Council Risk Assessment			Sheet 2			Target				
Risk No	Hazard / Activity (Location)	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Signature	Severity	Likelihood	Total	Linked Ref No.	Risk No	Risk	Future Actions Identified & what has been done to improve	Date	Owner	Council Approval	Completed	Signature	
OS01	Surfaces uneven/slippery	Slips, trips, falls Personal injury Insurance claim	3	3	9	Prompt response Repaired/cleaned soon as practical, immediately if serious H&S hazard Visual inspection by groundstaff ongoing Cllrs and public encouraged to report hazards. Insurances held: PL and EL Cemetery/churchyard graves inspection Recorded summer/winter Salt-grit on sites kept topped up	Quarterly Annual Bi-annual	HG DC HG Council RFO HG HG		2	3	6		OS01	Slips, trips, falls Personal injury Insurance claim		27/07/22					Clerk/RFO/FC
OS02	Structure collapse: Walls or fences Memorials	Trips, falls, injuries Insurance claim	3	3	9	Prompt response Repaired as soon as practical, immediately if serious H&S hazard Visual inspection by groundstaff ongoing Cllrs and public encouraged to report hazards Insurances held: PL and EL	Quarterly Annual	HG DC HG Council RFO		3	2	6		OS02	Trips, falls, injuries Insurance claim		27/07/22					Clerk/RFO/FC
		Crush injuries Insurance claim	5	2	10	Prompt response Repaired as soon as practical, immediately if serious H&S hazard Visual inspection by groundstaff ongoing Cllrs and public encouraged to report hazards Memorials inspection recorded summer/winter Fixing Masons comply with ETC's H & S Policy H&S policy Insurances held: PL and EL	Quarterly Bi-annual Annual Annual	HG DC HG Council HG BM RFO		4	1	4			Crush injuries Insurance claim		27/07/22					Clerk/RFO/FC
OS04	Trees/debris falling	Personal injury Damage to property Insurance claim	5	2	10	Prompt response, visual checks Periodic (2yearly) external survey Insurances held: PL and EL Visual 6monthly tree checks	Bi-annual Four years Annual	HG DC RFO		2	3	6		OS04	Personal injury Damage to property Insurance claim		27/07/22					Clerk/RFO/FC
OS05	Litter/dogfouling	Disease/infection/injury Insurance claim Damage to Council reputation	4	3	12	Regular clearance with PPE Prompt response Insurances held: PL and EL	Weekly Annual	HG RFO		3	2	6		OS05	Disease/infection/injury Insurance claim Damage to Council reputation		27/07/22					Clerk/RFO/FC
OS06	Open water	Drowning Disease	5	3	15	Warning notices Rescue equipment check recorded PPE and life jackets Insurances held: PL and EL	Weekly Annual	HG HG RFO		3	2	6		OS06	Drowning Disease		27/07/22					Clerk/RFO/FC
OS07	Access to sites after dark	Trips, slips, falls Vandalism	4	3	12	Ensure soundness of paths Signage re closure at dusk where appropriate Residents encouraged to report intrusions Refer any A-S Behaviour to Police Lights maintained where provided Insurances held: PL and EL	Quarterly Annual	HG DC Council DC DC RFO		2	3	6		OS07	Trips, slips, falls Vandalism	Improved signage. Action: exploring CCTV for rec and Depot/Cemetery	27/07/22					Clerk/RFO/FC
OS08	Playgrounds/skate ramps: equipment,	Personal injuries	4	2	8	Weekly visual check by trained groundstaff Prompt response Repaired as soon as practical, immediately if serious H&S hazard External inspection RIIP qualified person Cllrs and residents encouraged to report Age appropriate equipment Signage re: age provision Insurances held: PL and EL	Weekly Annual Annual	HG HG DC Council RFO		2	2	4		OS08	Personal injuries	New playground refurbishments: 2019 Spitals; 2020 Gym; 2022 Rec 10&30 year maintenance plans for replacement	27/07/22					Clerk/RFO/FC
OS09	Maintenance operations	Personal injuries	5	3	15	Activities Risk assessments in place for all activities and controls maintained Insurances held: PL and EL Quarterly inspections	Annual Quarterly Annual Quarterly	HG RFO		3	2	6		OS09	Personal injuries		27/07/22					Clerk/RFO/FC
OS10	Vehicle movements	Personal injury Damage to property Insurance claim	5	3	15	Depot deliveries supervised Car park direction markings (MYCP) Staff driving licences checked Insurances held: PL and EL	Quarterly Annual Annual	HG DC HG RFO		3	2	6		OS10	Personal injury Damage to property Insurance claim	Consider vehicle training	27/07/22					Clerk/RFO/FC
OS11	Unauthorised Cemetery activity	Burial/memorial in wrong plot Personal injury Insurance claim	3	3	9	All activity through ETC Admin Rights and identities checked Permits produced for Cem access Contractors comply with ETC H&S policy Insurances held: PL and EL	On-going Annual	DC HG DC/BM DC		3	1	3		OS11	Burial/memorial in wrong plot Personal injury Insurance claim	CCTV being investigated	27/07/22					Clerk/RFO/FC
OS12	Chemical contamination	Personal injury Environmental damage Insurance claim	4	3	12	COSHH register, amenity products PPE issued Amenity products used Fly-tipping reported, removed Insurances held: PL and EL	Annual Annual	HG HG RFO		3	2	6		OS12	Personal injury Environmental damage Insurance claim	Chemicals stored in Depot (no public access) in lockable cabinet COSH records up-to-date. PPE for groundstaff	27/07/22					Clerk/RFO/FC
OS13	Sports pitch damage Rec, Blossoms Park, Mowshurst	Personal injury Loss of income to Council	4	3	12	Inspection by lease holders and groundstaff Prompt response Repaired as soon as practical, immediately if serious H&S hazard Insurances held PL and EL	Weekly Annual	HG DC		3	2	6		OS13	Personal injury Loss of income to Council		27/07/22					Clerk/RFO/FC
OS14	Public events	Organisers' failure to control	4	3	12	Open Spaces Hire Agreement	On-going	DC		3	2	6		OS14	Organisers' failure to control		27/07/22					Clerk/RFO/FC

