

# Ilsington Parish Risk Assessment

## 2021

This risk assessment has been carried out following request from the auditor. It covers three types of risk: - Risks of injury to the public, risks of loss of parish property, and risks of mal-administration by the Parish Council. The Village Halls are managed by independent management committees whose responsibility it is to prepare assessments; their risk assessments have been incorporated into this document, with additions where necessary.

The risk assessment is in several sections, each relating to a different area, so that each section can be given, on its own, to those responsible for that area.

*Reviewed and updated November 2021.*

## Ilsington Playing Fields

The Ilsington Playing Fields are managed by a separate committee, the Ilsington Playing Fields and Recreation Association. The Pavilion, Bowling Green and Tennis courts can be accessed by the public via club officials. The Play Area and Playing Field are used by general members of the public.

### **Playing Field and General Area**

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Broken Glass or other dangerous materials	Medium	Regular Checks		IPFARA Comm'to review all aspects of playing area's
Injury/Health	Dog Mess	Medium	Regular Checks are made of the area and signs are in place.		
Injury	Limited visibility towards Portland Villas when exiting car park	Medium		Consider erecting mirror for exiting cars and or warning sign of "Concealed Entrance" for approaching drivers.	
Damage	Accidental Damage to Parked Cars	Medium		Signs making it clear that cars are parked at owner's risk.	Outstanding to date.
Injury	Dangerous materials left on site. (At the time of this assessment planks of wood with protruding nails were left where children could play)	High		Regular checks should be made to ensure dangerous materials are not left on site. Those doing work on site should be made aware of this.	
Injury	Grass Cutting equipment is left on site	Low	Kept in Locked Container and only used by trained personnel.	Used by a trained person.	
Injury	Uneven surface caused by animals or cars.	Low	Regular checks are made of area.	Level surface asap	
Injury	Goal Posts could topple onto children.	Medium			

## Ilsington Bowling Club Last

The Ilsington Playing Fields are managed by a separate committee, the Ilsington Playing Fields and Recreation Association. The Pavilion, Bowling Green and Tennis courts can be accessed by the public via club officials. The Play Area and Playing Field are used by general members of the public.

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	All external Areas, trips/falls.	Med	Perimeter fencing, gates with padlocks, steps with handrails.	All in good order, regular checks by members.	Oct 2018.
Injury/Health	Steps down onto Green.	Med	Timber decking step.	Replace when required.	Oct 2018.
Damage	Accidental or deliberate damage to Bowling Green.	Med	Site fenced and locked. Insurance covers deliberate/accidental damage.	Insurance in date June 2017 provided by IPFARA	June 2018
Damage/Injury	Storage shed: machinery, tools for maintenance.	Low	Locked when not in use.	Regular checks/maintenance by members,	Oct 2018
Injury	Changing rooms : Flooring, benches, toilets, basins.	Low	Locked when not in use.	Regular checks/maintenance by members	Oct 2018.
Damage/Injury	Clubhouse building	Med	Locked when not in use.	Roof recently re-felted, regular visual checks by members.	Oct 2018.
Fire	Smoking, cigarette ends, electric wiring.	Med	Strictly No Smoking. Water hosepipe on site	Visual No Smoking Signs on gates, in	SIGNS ?
Fire	Smoking, cigarette ends, electric wiring.	Med	Strictly No Smoking Site	Clubhouse, changing rooms.	SIGNS ?
Flooding	Frozen pipes.	Med.	Water always turned off in cold conditions, outside tap/stop-cock insulated.	Regular visual checks.	Oct 2018.
Electrical/Injury	Electrical plug in equipment, various.	Med	Visual checks on cord leads, sockets.	P.A.T. Compliant	Completed June 2018.
Injury.	General risk of trips/falls	Low	First Aid kit -Clubhouse.	Located in clubhouse.	In date May 2018

Injury / Illness.	General risk of not obtaining help quickly.	Low	Grid Reference prominently displayed in	Clearly visible to members and visitors.	Oct 18.
Injury.	D.D.A. Access Ramp from car park to Bowling Green.	Med	Handrail, suitable surface for all users.	Completed.	Oct 18..
Injury/trip/fall	Access ramp onto Bowling Green.	Med	Review control/safety/manual handling measures.	Comm' to purchase suitable access ramp.	Contractor in touch with club Oct 18.

## Ilstington Tennis Courts/ Netball Court

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Electrical shock	Electrical supply Cabinet car park side.	Medium	Cabinet secure with combination lock. Faults to be reported immediately to any Committee member	None Oct 2017	
Electrical shock	Outdoor lighting Cabinet court side on/off switch within.	Medium.	Cabinet secure with link chain Faults to be reported immediately to any Committee member	None Oct 2017	
Injury	Trips/falls/slips.	Med.	Surface replaced summer 2017, some isolated areas of contaminated tarmac. Users can report problems to any Committee member	Some isolated pockets of contamination, contractor First Serve to resolve soonest.	Tennis club have confirmed that playing surface is now safe Oct 18.
Injury	Moss, seasonal leaf litter, other.	Med.	Maintenance contract current. Users to report problems to any Committee member		Contractor looking after surrounding area to high standard.
Injury	Boundary fencing/Gate.	Low	Regular inspection, users to report faults to any Committee member.	None Oct 2018	

## Children's Play Area behind village hall/shop.

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Faulty/Dangerous Equipment	Low	Weekly inspections		
Injury	Falls	Medium	Currently under redevelopment	Renewed Aug 2015, some remedial work to be carried out ref ROSPA inspection.	
Injury	Children running out into car park	Low	Play area will be fenced.	Completed Aug 15.	

## Millenium Garden and Play Area

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Faulty/Dangerous Equipment	Low	Weekly inspections – recorded in book.		
Injury	Falls	Low	Soft surfacing laid under equipment.		
Injury	Falling from tree	High		At the time of this survey, young children were climbing the tree, although under good adult supervision. Nevertheless, this is a risk and we should consider erecting a notice prohibiting climbing or we should remove the lower branches so that it is un-climbable.	
Injury	Children running into car park or road	Low	Area is fenced and gated.		
Poisoning	Poisonous Plants	Low	There don't appear to be any poisonous plants in the area. Play group regularly check area.	Ensure any new planting avoids poisonous plants.	

## Liverton – Ley Crescent Play Park

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Climbing Frame	Low	Recently replaced and regularly inspected.	Regular Inspections, June/Oct 2015. Underneath of frame unprotected. Installers say there is no risk of injury circa Oct 15. Suggestion to P.C. to remove bench/step seat directly under frame to remove potential head injury .Nov 15	ROSPA inspected and no problems
Injury	Spring loaded equipment, rocker seat and swivel dish.	Low	Soft surfacing lid under equipment.		ROSPA OK
Injury	Children running into the road	Low	Area is fenced and gated – minor estate road only – A Warning Sign would be helpful at the entrance to Ley Crescent from Ley Close	Arrange for warning sign to be erected	Fence repaired and new sign in place
Injury	Overhanging brambles from adjoining garden encroaching onto play area	Low	Cutting back is part of the contract for maintenance		OK.
Injury / health	Litter and Dog Mess	Low	Bins are provided in and nearby. Signage provided at entrance	Regular inspection.	Contractor is paid to empty bins regularly.

## Liverton – Ley Crescent Car Park

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury / Damage	Falling or tripping at night or collision with motor vehicles	Low	Street lighting provided	None	
Injury	Poor surface or over grown hedging etc	Low	A good quality tarmacadem surface is provided. The trimming of surrounding trees and hedging is part of the maintenance contract	Include in maintenance contract	

## Liverton – Little Meadow Recreation Area

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Swing log seat	Low	Regularly inspected. All ropes and shackles in good order.	Regular Inspections.	
Injury	Standing Log Posts, log seat.	Low	Grass or barked surface arranged under the apparatus. No trees are on site	All secure.	
Injury	Children running into the road	Low	Area is fenced and gated – minor estate road only – Warning Signs area erected on the road.	Regular inspection. Gate is now fully open to allow emergency vehicle access.	
Injury	Glass etc being left on the football pitch.	Low	Regular inspections plus grass cutting contractor has been advised to remove it if found.	Include in maintenance contract	
Injury / health	Litter and Dog Mess	Low	Bins are provided nearby. Signage at entrance	None	Weekly observations.
Injury	Shelter.	Low	Regular inspection of shelter and bench seat within.	Some panels completely gone at rear of shelter, both sides. Oct 17.	Repairs/new cladding carried out Nov 2017.

## Liverton - Allotments

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Rusting oil drums and rubbish between garden sheds	Low	Inspections by allotment committee		
Injury	Uneven paths	Medium	Inspections by allotment committee	Level paths	

## Parish Notice Boards

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Loss of source of information	Damage caused by vandals or weather	Low	Regular checks	None.	

## Parish Benches

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury / Damage	Structured failure caused by vandalism or neglect	Low	Regular checks	None to date.	



## Council Procedures

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Theft of Money	Fraudulent Cheques Written	Low	Two signatories required on cheques. Internal and external audit. Monthly reconciliation prepared by Clerk, checked by Vice Chairman and reported at Council Meeting.		
Theft of Money	Petty cash stolen.	Medium	Receipts are required Petty Cash Book kept. Cash is kept in locked box.		
Inability to pay creditors.	Signatories not available to sign cheques.	Low	Cheques can be signed by any councillor.	Ensure specimen signatures are taken from all councillors.	
Inability to pay creditors.	Insufficient funds available.	Medium	Budget to be prepared before setting annual precept. Monthly reconciliation prepared by Clerk, checked by Vice Chairman and reported at Council Meeting. No expenditure to be invoked without approval at a Parish Council Meeting. A checklist is kept of regular expenditure.	No new projects should be approved without detailed estimates of set-up and running costs.	
Illegal Expenditure.	Expenditure not approved.	Low	No expenditure to be invoked without approval at a Parish Council Meeting.		
Illegal Expenditure.	Project not within powers of Council.	Low	Parish Clerk to check that all projects/expenditure is within the powers of the Council.		

Unnecessarily high precept.	Not applying for available grants.	Low	Parish Clerk checks what grants may be available.		
Inconsistent Decision Making	Decisions not recorded.	Low	Minutes must be taken of all meetings of the Parish Council and Sub-Committees. Decisions must be clearly recorded together with actions to be taken.		
Inconsistent Decision Making	Loss of records.	Medium	Minutes of all meetings (together with supporting documentation such as budgets and accounts) must be given to Parish Clerk. Copy must be put on computer. Copies of old records are passed to Record Library in Exeter.	Computer records must be backed up monthly with a copy kept at a different site to the computer.	
Correct Actions not taken.	Lack of Understanding.	Medium	Parish Clerk has Job Description. Parish Clerk is given training in Parish Council Law and Practice. Parish Clerk has documentation on Law (A Practitioner's Guide) All Councillors are sent on short training course.	All Officers of the Council (including subcommittees) should be given a job description when taking office.	
Correct Actions not taken.	Missing deadlines.	Medium		Checklists to be maintained of all actions that need to be taken during the year.	
Correct Actions not taken.	Proper Procedures not followed	Medium	All actions to be taken according to the Standing Orders for the Parish Council. All financial actions to be taken according to the Financial Standing Orders for the Parish Council.	Financial Standing Orders need updating.	

Lack of Manpower	Difficulty attracting people to fill posts within Council and Subcommittees.	High		Provide job descriptions and checklists so that they can see exactly what is involved. Provide training as appropriate.	
Bad Conduct	Member not acting in the best interests of the Parish	Low	Every new member given copy of Model Code of Conduct and a copy of the Financial standing orders and required to sign acceptance.		
Loss of Assets	Damage or Theft	Low	Asset Register maintained and items insured where appropriate. Where possible, items to be kept secure and regularly maintained.		
Liability	Liability to 3 <sup>rd</sup> party and individuals.	Low	Ensure adequate insurance is in place. Assess risks and ensure they are minimised.		
Liability	Employer Liability	Low	Comply with Employment Law.		
Liability	Legal Liability.	Low	Clerk determines legal position on new proposals and seeks advice when necessary.		
Bad Decision Making	Resolutions not properly understood.	Medium	Resolutions must be clearly defined in the Agenda for the meeting and any supporting documentation provided at the same time as the Agenda.		
Bad Decision Making	Lack of time to consider implications of resolutions.	Medium	Decisions can only be made on items which are on the Agenda.		
Bad Decision Making	Inconsistent Planning Application Decisions	Medium		Prepare Design Statement against which applications can be evaluated.	
Inability to deal with Disasters.	Funds not available	Medium		Review Financial Standing Orders to make sure funds can be released in a disaster situation.	

Inability to deal with Disasters.	Delay in responding	Medium		Review Emergency Pack from Devon County Council and develop disaster plan.	
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Overall control is exercised by Internal and External Audit.

## Road Traffic

Many possible dangers were identified by parishioners during the Parish Appraisal process. A list of these dangers was passed to Teignbridge District Council for consideration under its traffic initiative. The most significant hazards are described below. Review date Oct 2017.

<b>Risk</b>	<b>Hazard</b>	<b>Current Level of Risk</b>	<b>Existing Controls</b>	<b>Actions Required</b>	<b>Action signed off as complete.</b>
Injury	Excessive Speed (Exeter Cross – Cummings Cross)	Medium	30mph speed limit has been introduced. Speed triggered sign is sometimes installed.	Occasional use of Police radar speed guns/watch your speed signs requested.	Action Point for County/District Cllr and Police. Concerns raised at Full Parish Council
Injury	Parking on brow of hill. (Exeter Cross – Cummings Cross)	Medium	Letters have been written to house owner, and police and highway authority have been informed.	Some improvement in situation. 2015	
Injury	Pedestrians have to walk in road to get from Cummings Cross to Liverton Village	High		Ideally a footpath should be provided. In the meantime, warning signs for drivers should be erected.	Action group in contact with Highways, DNPA, work in progress.
Injury	Parking on narrow road and blind bend in Liverton Village	High		Parking should be prohibited on this section of road.	
Injury	Excessive speed at Forge Corner, Ilsington Village	Medium		Consider use of speed humps.	
Injury	Excessive Speed on old A38.	Medium	30 mph limit.	Extend speed limit past road to Blackpool School.	Highways not in agreement for reducing speed limit. 2017. Speed monitor cameras have been requested. 2019.
Injury	Parking for Blackpool School	High	Excessive parking on A38 overbridge and beyond, high risk to children	Yellow lines now in place, situation under review.	Actioned 2017.
Injury	Bad visibility on lower exit from Ilsington Playing Fields.	Medium		Exit closed off.	

## ILSINGTON VILLAGE HALL RISK ASSESSMENT

Supporting information

1. HSE Guidelines for Risk Assessment
2. Fire safety review
3. Asbestos survey, July 2009
4. Play area risk assessment Sept 15

Risks apply to all hall users (adults and children), including cleaning staff and committee members.

Date of next review: August 2017

Hazard/Activity area	Risk	Current control measures	What further action needed?	Action by who?	Date or annual
Electricity	Electric shock from sockets, meter cupboard, heaters, cooker, appliances, hot water heater in pre-school cupboard	Sockets have covers Meters in high cupboard Heaters out of reach Cooker clearly labelled Electrical inspection takes place every year, PAT testing	Hot water heater labelled  Confirmed with Dean, electrician	Electrician and RP	Annual
Hazardous and other substances	Cleaning products	In locked, labelled cupboard	Consider adding to diary/ review the most effective procedure	Cleaning staff, RP	Annual
	Hot water	Cleaning staff trained in safe disposal. Pre-school aware of need to dispose safely			
	Sanitary waste, Nappies		Replace lost thermometer and re-instate monitoring	RP	Jan 16
	Food in fridge	All out of date food disposed of. Fridge temperature regularly monitored	Routine monitoring	RP	
	Water	Legionella monitoring			
Manual handling	Injury from falling	Signs in cupboard and	Signs to state 'Use steps to	RP label	Jan 16

(stored equipment)	<p>stacked chairs</p> <p>Storage of boxes on Pre-school high shelves</p> <p>Trip injury from obstacles in rear access area</p> <p>High portable steps</p> <p>Floor polisher</p>	<p>outside stating how to stack safely (facing back of cupboard)</p> <p>Users asked not to block access.</p> <p>Restrict use</p> <p>Only used by cleaning staff, trained in safe use.</p>	<p>access high shelves'</p> <p>Restate requirement to keep access clear</p> <p>Warning sign – only use with two people, one holding securely at base.</p> <p>Install alternative access to high cupboards via fixed ladders</p>	<p>RP label</p> <p>RP, Steve Mann</p>	<p>Feb 16</p>
Slip/trip hazards	<p>Wet floors – toilets and kitchen</p> <p>Hall floor</p> <p>Steps into building</p> <p>Play area - see separate risk assessment</p> <p>Fence - monitored</p>	<p>Triangular warning signs</p> <p>Cleaned weekly with non-slip cleaner following renovation</p> <p>Kept clear and edge clearly marked</p> <p>Condition checked every six months</p>	<p>Floor renovated Jan 2015</p> <p>Renovation project completed Sept 15</p>	<p>LW</p> <p>RP/LB</p>	
Fire	<p>Fire alarm warning system installed</p>	<p>See separate risk assessment; tested regularly as per fire test document in electricity cupboard</p>		<p>Committee</p>	<p>Annual</p>
Asbestos	<p>Low grade asbestos in the building</p>	<p>See separate risk assessment (July 09)</p>	<p>Inform anyone working on the building where the possible risk is located.</p>	<p>RP/EB</p>	<p>As appropriate</p>

Vehicle movement	Accidents to pedestrians and vehicles due to vehicle speed	Gates and out/in signs to control traffic and maintain visibility	Additional speed restriction signs (5 mph) at entrance, and clearer no-entry at exit	RP	Done
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## Liverton Village Hall Risk Assessment

Hazard	Risk (who may be harmed & how?)	What is being done already	What further action is necessary	Action by whom	Action by when?	Report
<i>generic</i>	<b>Fire</b>	Fire extinguishers and blankets provided; fire exits marked (with emergency lights); fire procedure signs provided; Fire Assembly Point signed outside; no-smoking sign; instructions to users to keep exit clear; monthly check set up	Cover/remove fire extinguisher sign in entrance lobby; renew Fire Safety check when due; monthly check of Fire Equipment, doors, alarms	C'tee	Monthly	Ongoing
<i>generic</i>	<b>Cuts, grazes, scratches etc from accidents</b>	First Aid Kits provided and up to date	Check complete/up-to-date annually	Ctee	June - annually	Ongoing
<i>generic</i>	<b>Cardiopulmonary Arrest</b>	Duty of care of activity leaders	None - advice is not required to be displayed			
Mains Electricity Sockets	All: Electrocuted by poking objects, fingers etc in	Duty of care of parents/guardians/ activity leaders	None – explored option of socket covers, but these come with associated risks			
Mains Electricity Wiring	All: Fire	See Fire Risk		C'ee	monthly	ongoing
Electric appliances and extension leads	All: Electrocution	New circuit breakers fitted & wiring inspected by qualified electricians August 2017	PAT testing due for appliances (kitchen)	C'tee	Nov in scheduled years	Ongoing.
Heaters	Fire caused by objects left on top; burns to	Heater guards fitted	Three guard fixings have come loose again need re-	C'tee	qtrly	ongoing



Kitchen detergent for dishwasher and sink	children Children may access and drink	Duty of care of parents/guardians/activity leaders; box installed under sink; signs installed: 'No Young Children in Kitchen'	fixing			
Hazardous Chemicals	Children may access and drink	Cleaner's materials kept in cupboard with high latch	COSHH assessment & consider fixing lock to cleaner's cupboard	C'tee	Nov annually	ongoing
Ovens	Children may get burnt	Duty of care of parents/ guardians/activity leaders; 'No Young Children in Kitchen' policy and sign				
Cord loop used to tie back main door	When not in use there is a risk running children may trip and be hung from loop	Duty of care of parents/guardians/activity leaders; cord removed again				
Stacked chairs/tables	Injury (esp.to children) from toppling	Duty of care of parents/guardians/activity leaders; signs placed asking to stack safely				
Exterior ground surfaces	Slip and trip risks	Duty of care of parents/guardians/activity leaders; Checked all surfaces ok; tree at rear removed – was dropping needles and shading play area, leading to slippery surface	Check annually	ctte	Nov annually	ongoing
Exterior BBQ—& PIZZA oven	Risk of burns/fire spreading.	Only used under Committee supervision; oven attended by responsible person at all times of operation.	Draw up robust operating policies and instructions before allowing use by hirers.	ctte	April 2019.	
<i>Hire/Activity specific</i>	Unforeseen	Duty of care of hall-hirer/activity leaders; Hire Conditions require hirers to conduct a Risk Assessment				

Fire	Electric Heaters	Low	Heaters are at high level.		
Injury	Fire in kitchen	Low	Fire Blanket in visible location		

			on wall.		
Injury	Cleaning materials in unlocked low level cupboard in kitchen	High		Cupboard should be locked or at high level so that young children cannot access it.	
Injury	Power cut resulting in loss of lighting	Medium	Emergency lighting provided.	Must be regularly checked and record kept.	
Injury	Steps at entrance to hall	High	Handrail provided.	Edge of steps should be painted white and automatically activated lighting provided.	
Injury	Use of car park in the dark	Low	Automatically activated lighting is installed.		
Injury	Stacked tables falling on persons	Low	Tables are kept in a cupboard within the hall.		
Legionellosis	Water hygiene	Low	Regular water temperature checks taken with a specialist thermometer	Cold water should not be above 20c and hot water not less than 60c. water boilers should have a drain point at the lowest point of the hot water storage so that sludge/debris can be purged from the system	

