

STEDHAM WITH IPING PARISH COUNCIL RISK ASSESSMENT 2024

Location	Who at risk	Risk Evaluation Precautions adequate	How risk managed	Check	Status – Comments	Public Liability Cover	Action Required
Recreation Ground	Public	Low	SIPC check	ok		✓	
Youth covered seating	Public	Low	SIPC regular check	ok	Some roof tiles missing. <u>Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant</u> No more tiles missing	✓	Replace tiles & <u>repair/renovate broken timbers</u>
Play equipment	Children	Low	Playsafe annual + SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2023 New equipment installed June 2022.	✓	
4 x Seats (Roadside, Near play area, WI, VE Day)	Public	Low	SIPC check	ok	Bench slats replaced on WI bench June 2022	✓	
Notice Board	Public	Medium <u>Low</u>	SIPC regular check	ok	Support cracked, bolted together to provide temporary fix 2021 <u>Support post replaced February 2024.</u>	✓	Post needs replacement. Clerk to get quotes.
No Parking sign	Public	Low	SIPC check	ok		✓	
Litter bin	Public	Low	SIPC check	ok		✓	
Dog Fouling	Public	Low	SIPC check	ok	None Found. Dog Fouling sign in place.	✓	-Replace sign on access from School Lane to Common View
Trees	Public	Low	SIPC check & Annual Tree Survey	ok	Contract agreed for annual Tree & Hedge inspection and maintenance. <u>Bush on Rec</u>	✓	
Events on land	Public	Low	Ensure user has insurance	ok	Completion of Risk Assessment prior to use <u>Coronation Party 7th May 2023</u> Jubilee fete held 5th June 2022 – RA completed	✓	<u>Re-use for Coronation Party 7th May 2023</u>
Stedham Telephone box	Public	Low	SIPC check	ok	Restoration completed September 2022. Contractor completed a Risk Assessment. New map/leaflet cabinet installed	✓	<u>Update signage</u>
Stedham Graveyard	Public	Low	SIPC check	ok	Annual prune/tidy schedule in place. <u>Gate & posts replaced June 2022</u>	✓	
The Street & School Lane							
Village Sign (Junction The Street/School Lane)	Public	Medium	SIPC check	ok	Post & fingers starting to rot. Work to be done 20 <u>due to complete before end May 2024</u> 23	✓	<u>Clerk to get quote for repair/replacement</u>
Seat at Crossroads (A272)	Public	Low	SIPC check	ok	Bench slats replaced February 2023	✓	
The Street Gateways	Public	Low	SIPC check	ok	<u>Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant</u>	✓	
School Lane Gateways	Public	Low	SIPC check	ok	<u>Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant</u>	✓	

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Notice Board (Common View/School Lane)	Public	Low	SIPC regular check	ok	Broken door on CV Notice Board repaired/refitted February 2024 Refurbished April 2021	✓	
Seat (Common View/School Lane)	Public	Medium	SIPC check	ok	Wood starting to rot. Requires repair or replacement. New bench delivered 24/04/23, waiting installation. Coronation Bench installed May 2023	✓	
Litter bin (School)	Public	Low	SIPC check	ok		✓	
Common View				ok		✓	
Seat (Between PostBox & Flats)	Public	Low	SIPC check	ok	No immediate work required.	✓	Monitor condition
Litter Bin	Public	Low	SIPC check	ok		✓	
Salt bin	Public	Low	SIPC check	ok	Three-quarter full. New instruction sheets	✓	
Post Box	Public	Medium	SIPC check	ok	Paving needs attention to prevent puddle. Repaired February 2023	✓	
Play area	Public	Low	SIPC regular check	ok		✓	
Play area Dog Fouling	Children	Medium	SIPC Monthly check	ok	New notice displayed. SIPC monitoring dog movement. Significant reduction over 2021/22. SIPC continue to monitor	✓	
Play Area Equipment	Children	Low	Playsafe Annual & SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2023 32 New equipment installed October 2023 New equipment installed June 2022. Repair & maintenance for older equipment February 2022 List of additional checks for zip wire provided		
Playing field (Nets)	Public	Low	SIPC Monthly check	ok	Posts repainted & nets replaced May 2022	✓	
Play Area Fencing	Public	Low	SIPC Monthly check	ok	Gate has dropped and can no longer be padlocked. Adjustment made so gate can be locked. Right hand side of fence broken. Quote received for replacement of pedestrian gate to accommodate wheelchairs and repair of existing gate for vehicle access.	✓	Monitor condition & consider repair/replacement
Play Area Seat	Public	Low	SIPC Monthly check	ok		✓	
Play Area Litter bin	Public	Low	SIPC Monthly check	ok		✓	

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Play Area Trees	Public	Low	SIPC Monthly check	ok	SIPC trimmed trees in 2020. Owner of adjacent property in process of removing/replacing trees. Owner of adjacent property continuing to remove/replace trees.	✓	Clerk get feedback from neighbouring property owner.
<u>2 x Picnic Tables</u>	<u>Public</u>	<u>Low</u>	<u>SIPC Monthly check</u>		<u>Installed June 2023. Fixing and notices</u>	<u>✓</u>	<u>Confirm whether tables need to be fixed in position</u>
Allotments	Tenants	Low	SIPC check	ok		✓	
Trees	Public	Medium	SIPC check	ok	Owner of adjacent property in process of removing/replacing trees. Owner of adjacent property continuing to remove/replace trees. <u>Review with Viola House boundary agree action</u>	✓	Clerk get feedback from neighbouring property owner.
Fencing (Concrete & Wooden)	Public	Low	SIPC check	ok	Fencing insecure & some wooden roadside posts starting to rot. Detailed inspection completed and photos taken to illustrate work required. Allotment owners need to clear fence-line.	✓	SIPC responsible for fencing. Clerk to get quotes & write to Allotment owners.
Gate	Public	Low	SIPC check	ok		✓	
Iping							
Iping bus shelter (A272)	Public	Low	SIPC check	ok	<u>Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant</u> Okay	✓	
Iping village signs	Public	Low	SIPC check	ok		✓	
Iping salt bin (Opposite New Cottage)	Public	Low	SIPC check	ok	Half full with water	✓	
Iping salt bin (Stubbs Hill Farm)	Public	Low	SIPC check	ok	Two-thirds full	✓	
Iping Seat	Public	Low	SIPC check	ok	One slat broken <u>New bench</u>	✓	Monitor condition. Consider clean & replacement slat
Iping notice board	Public	Low	SIPC regular check	ok	Refurbished April 2021	✓	
Iping Churchyard	Public	Low	SIPC check	ok	New agreement with Church re maintenance of closed churchyard. Tree work completed April 2022. Included in Tree/Hedge Maintenance Contract.	✓	<u>Big evergreen bush at wall may need some work</u>

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Iping Phone Box	Public	Low	SIPC check	ok	Restoration to be done after work on Stedham box completed. 2023-24 ⁹ Budget include cost of restoration. Council agreed to install AED <u>Not completed during 2023-24</u>	✓	Clerk book restoration.
Administration/Assets						✓	
Records	SIPC	Fire, water, theft	Paper copies scanned & stored digitally	ok	Paper records recovered from previous Clerk and all records to be transferred to archive	✓	Clerk arrange sorting session
Electronic data	SIPC	Fire, water, theft	Stored on cloud & Back up	ok	External hard drive purchased & used for offline backup	✓	
Financial / Liability	SIPC	Low	Fidelity cover	ok	Insurance cover in place; <u>Insurance cover re-assessed to cover existing and new play equipment</u>	✓	
Members and employees	SIPC	Low	Insurance cover	ok		✓	
Meetings	Public	Low	Hall/SIPC insurance	ok	Public meetings will comply with appropriate regulations	✓	
Other						✓	
Ingrams Green Salt Bin (Opposite small business area)	Public	Low	SIPC check	ok	Three-quarter full	✓	
Ash House salt bin (Ash House Lane)	Public	Low	SIPC check	ok	Three-quarter full	✓	
Finger posts/signs	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	
Finger post (campsite triangle)	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	