

**STEDHAM WITH IPING PARISH COUNCIL RISK ASSESSMENT 2025**

<b>Location</b>	<b>Who at risk</b>	<b>Risk Evaluation on Precautions adequate</b>	<b>How risk managed</b>	<b>Check</b>	<b>Status – Comments</b>	<b>Public Liability Cover</b>	<b>Action Required (NFA – No Further Action)</b>
<b>Recreation Ground</b>	Public	Low	SIPC check	ok		✓	
Youth covered seating	Public	Medium	SIPC regular check	ok	Some roof tiles missing. Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant – not granted. The entire structure has a sway when “shoved” by shoulder. The roof is sound but top heavy for the structure corner uprights that are suffering damp/wood rot/softness	✓	No repairs done in 2024 Tiles replaced Clerk obtain professional opinion re. work/repair required.
Play equipment	Children	Low	Playsafe annual + SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2024	✓	NFA
4 x Seats (Roadside, Near play area, WI, VE Day)	Public	Low	SIPC check	ok	Bench slats replaced on WI bench June 2022	✓	NFA
Notice Board	Public	Low	SIPC regular check	ok	Support post replaced February 2024.	✓	NFA
No Parking sign	Public	Low	SIPC check	ok		✓	NFA
Litter bin	Public	Low	SIPC check	ok		✓	NFA
Dog Fouling	Public	Low	SIPC check	ok	None Found. Dog Fouling sign in place. Dog mess has become a rarer occurrence	✓	NFA
Trees	Public	Low	SIPC check & Annual Tree Survey	ok	Contract agreed for annual Tree & Hedge inspection and maintenance	✓	Next inspection due November 2025
Events on land	Public	Low	Ensure user has insurance	ok	Completion of Risk Assessment prior to use	✓	Clerk to ensure Risk Assessment form completed by potential users prior to event
Stedham Telephone box	Public	Low	SIPC check	ok	Restoration completed September 2022. Evidence of mice in the box	✓	NFA Monitor for mice

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Stedham Graveyard	Public	Low	SIPC check	ok	Annual prune/tidy schedule in place.	✓	Agenda item May 2025 re mowing requirements for graveyard following complaints about appearance of some areas
<b>The Street &amp; School Lane</b>							
AED	Public	Low	Monthly check	ok	Yearly acknowledgement completed on TheCircuit.co.uk Note: batteries are rechargeable – do NOT dispose of when flat	✓	NFA
Village Sign (Junction The Street/School Lane)	Public	Low	SIPC check	ok	Post and finger boards replaced July/September 2024	✓	NFA
Seat at Crossroads (A272)	Public	Low	SIPC check	ok	Bench slats replaced February 2023	✓	NFA
The Street Gateways	Public	Low	SIPC check	ok	Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant – No grant – no repairs done  Each pair is structurally sound	✓	NFA
School Lane Gateways	Public	Low	SIPC check	ok	Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant – No grant – no repairs done  Each pair is structurally sound	✓	NFA
Notice Board (CV/School Lane)	Public	Low	SIPC regular check	ok	Under the cabinet are 2 x support hips against the post. They are dove-jointed, but one has dislodged	✓	Council to arrange repair
Seat (Common View/School Lane)	Public	Low	SIPC check	ok	Coronation Bench installed May 2023	✓	NFA
Litter bin (School)	Public	Low	SIPC check	ok		✓	NFA
<b>Common View</b>				ok		✓	
Seat (Between PostBox & Flats)	Public	Low	SIPC check	ok	No immediate work required.	✓	NFA
Litter Bin	Public	Low	SIPC check	ok		✓	NFA

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Common View Salt bin	Public	Low	SIPC check	ok	Formal inspection in August as part of WSCC Salt Audit New laminated instruction sheets for all bins.	✓	Instruction sheets to be placed in bins in August 2025
Post Box	Public	Low	SIPC check	ok	Visited by Royal Mail daily	✓	NFA
Play area	Public	Low	SIPC regular check	ok		✓	
Play area Dog Fouling	Children	Low	SIPC Monthly check	ok	New notice displayed. SIPC monitoring dog movement. Significant reduction over 2021/22. SIPC continue to monitor. Dog mess has become a rarer occurrence 2025	✓	NFA
Play Area Equipment	Children	Low	Playsafe Annual & SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2024 New equipment installed May & October 2024	✓	NFA
Playing field (Nets)	Public	Low	SIPC Monthly check	ok	Posts repainted & nets replaced May 2022	✓	NFA
Play Area Fencing	Public	Low	SIPC Monthly check	ok	Vehicle Gate has dropped and can no longer be padlocked. New accessible pedestrian gate & pathway installed October 2024	✓	NFA
Play Area Seat	Public	Low	SIPC Monthly check	ok		✓	NFA
Play Area Litter bin	Public	Low	SIPC Monthly check	ok		✓	NFA
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. No feedback from contacts -possible change of ownership	✓	Clerk follow-up status
<b>2 x Picnic Tables</b>	Public	Low	SIPC Monthly check		Installed June 2023 Did not install fixings to tables. Recommend tables be moved on next mow so the long grass left can get cut	✓	Confirm whether tables need to be fixed in position. Provide fixings & notices, if required.

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<b>Allotments</b>	Tenants	Low	SIPC check	ok		✓	
Trees	Public	Medium	SIPC check	ok	Review with Viola House boundary agree action No feedback 2025 – possible change of ownership	✓	Clerk get feedback from neighbouring property owner.
Fencing (Concrete & Wooden)	Public	Low	SIPC check	ok	Fencing repaired/replaced May 2024	✓	NFA
Gate	Public	Low	SIPC check	ok	Needs a sharp lift past a nut bolt on the gate catch to secure a complete shut	✓	Clerk to query condition when Rent Notices issued in September 2025
<b>Iping</b>							
Iping bus shelter (A272)	Public	Low	SIPC check	ok	Scheduled for repair in 2024. Included in request for CIL/SDNPA Grant – grant not received. Roof repair work completed April 2025	✓	Iping church old bench inside – to be repaired. Interior/Exterior of Bus Stop to be painted to improve appearance
Iping village signs	Public	Low	SIPC check	ok		✓	NFA
Iping Salt bin (Opposite New Cottage)	Public	Low	SIPC check	ok	Formal inspection in August as part of WSCC Salt Audit New laminated instruction sheets for all bins.	✓	Instruction sheets to be placed in bins in August 2025
Iping Salt bin (Stubbs Hill Farm)	Public	Low	SIPC check	ok	Formal inspection in August as part of WSCC Salt Audit New laminated instruction sheets for all bins.	✓	Instruction sheets to be placed in bins in August 2025
Iping Seat	Public	Low	SIPC check	ok	Bench replaced April 2025 Old bench placed in Iping bus shelter.	✓	NFA
Iping notice board	Public	Low	SIPC regular check	ok	Refurbished April 2021	✓	NFA
Iping Churchyard	Public	Low	SIPC check	ok	Tree/Hedge Maintenance Agreement Oct2023	✓	Clerk update Agreement to include additional items
Iping Phone Box	Public	Low	SIPC check	ok	Restoration work scheduled for April/May 2025. AED(already purchased) to be installed after restoration completed (Quotes received for all works)	✓	Complete restoration & fit AED

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<b>Administration / Assets</b>							
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 to arrange sorting session
Electronic data	SIPC	Fire, water, theft	Stored on cloud & Back up	ok	External hard drive purchased & used for offline backup	✓	NFA
Financial / Liability	SIPC	Low	Fidelity cover	ok	Insurance cover in place; Insurance cover re-assessed to cover existing and new play equipment	✓	NFA
<b>Members and employees</b>	SIPC	Low	Insurance cover	ok		✓	NFA
<b>Meetings</b>	Public	Low	Hall/SIPC insurance	ok	Public meetings will comply with appropriate regulations	✓	NFA
<b>Other</b>							
Ingrams Green Salt Bin (Opposite small business area)	Public	Low	SIPC check	ok	Formal inspection in August as part of WSCC Salt Audit New laminated instruction sheets for all bins.	✓	Instruction sheets to be placed in bins in August 2025
Ash House Salt bin (Ash House Lane)	Public	Low	SIPC check	ok	Formal inspection in August as part of WSCC Salt Audit New laminated instruction sheets for all bins.	✓	Instruction sheets to be placed in bins in August 2025
Finger posts/signs	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	NFA
Finger post (campsite triangle)	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	NFA