

RISK ASSESSMENT FORM

RISK ASSESSMENT TITLE: Open Spaces/Assets/Highways.

APPROVED BY: THE COUNCIL

DATE APPROVED: July 26 full council meeting.

NEXT REVIEW DATE: July 27

LOCATION / SERVICE: Parish wide

DATES PREVIOUS REVIEWS CARRIED OUT: July 25

MANAGER RESPONSIBLE FOR THIS ASSESSMENT: Council Safety Cllrs – Sheerin, D Cooper, Thompson and White. Carried out by Cllr Thompson

HAZARD Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: • Slipping / tripping hazards • Working at any height • Machinery • Vehicular movement • Flammable materials / sources of origin • Manual handling • Chemicals • Aggressive people / challenging behaviour • Electricity • Noise / vibration / dust / noise • Workplace stressors • Lay-out of workplace • Other things that could cause significant harm	WHO MIGHT BE HARMED? There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are: • Office Staff / depot staff / reception staff • Contractors • Members of the public • People sharing your workplace • Environment Pay particular attention to: • People with disabilities • New or expectant mothers • Young or inexperienced staff • Lone workers • Visitors / children	IS THE RISK ADEQUATELY CONTROLLED? Have you already taken precautions against the risks from the hazards you listed? For example, have you provided: • Adequate information, instruction, training and supervision? • Adequate systems or procedures? Do the precautions: • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practical? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? What more could you reasonably do for those risks which you found were not adequately controlled? You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order: • Remove the hazard completely • Substitute a safer alternative • Provide a safe system of work • Prevent access or exposure to the hazard • Organise work to reduce the frequency of exposure to the hazard • Issue personal protective equipment • Provide welfare and first aid facilities
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Assets – see accompanying document. Risk of loss of assets through neglect. Risk of injury to public. Risk of vandalism. No regular inspections carried out. The Council has not appointed a manager who is responsible for care of assets.	Impact 3	Likelihood 3	Score 9	The Council The Public	The Council is covered by insurance.	Appoint manager responsible for checking assets at least 6-monthly Check all new assets (playground equipment, village white gates, dog waste bins) are covered by insurance	July 2025 July 2025 No changes Aug 26. Handyman	The Council Clerk

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							will be tasked with reviewing assets	

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Telephone box – the telephone box was refurbished in 2018 and refitted as a tourist kiosk with a grant from Pewsey Vale Tourism. A new door was installed to replace broken door. Risk that the asset could fall into disrepair and lead to loss of service and risk of injury. Risk of vandalism.	Impact 2	Likelihood 2	Score 4	The Council The Public Pewsey Vale Tourism	Currently no existing controls regarding inspection and reporting issues. The telephone box is covered by Council insurance. Paint was purchased in 2026 to refurbish the exterior	Complete exterior paint refresh Ongoing project. Aug 26. No other changes Aug 26	Nov 2026	Handyman
Litter bins – accumulation of litter risking loss of service and littering. Risk of vandalism. Risk to public health.	3	3	9	The Council The Public The Environment	The playing field bins are regularly inspected by the Playground Manager and handyman who report issues back to the Clerk for action to be taken. Other bins are owned by Wiltshire Council who are responsible for emptying them. Wiltshire Council reporting methods are advertised by the Parish Council. Clerk engaged with WCC to survey bins resulting in several being upgraded to larger bins with more frequent emptying and one being moved to a new location. Council insurance in place.	No new actions No changes Aug 26		

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Dog waste bins – accumulation of dog waste leading to public health hazard. Risk of vandalism. Risk to the Council that the contractor, Tactical, does not fulfil its contract.	3	4	12	The Council The Public The Environment	The dog waste bins are emptied weekly by Tactical.	Appoint manager to check bins have been emptied No other changes Aug 26	July 2026	Clerk
Parish Council Shed – risk of vandalism, theft, risk of injury to public.	3	2	6	The Council	The Parish Council shed is fenced and secured with a locked gate. The Parish Council is insured for theft and vandalism. No high value items are stored in the shed to minimise risk of financial loss to the Council. Plans to replace the shed with a more secure, fit-for-purpose building so that the fence could be removed making maintenance of the area around it easier to manage.	Progress plan to replace shed Ongoing project. Aug 26	December 2026	Handyman and Clerk
Use of contractors – injury	2	2	4	The Council The Public	Contractors use their own equipment and are responsible for their own training and insurance.	Check contractors for appropriate skills and insurance before appointing No other changes Aug 26	Ongoing	The Council

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War memorial – The War Memorial is situated on the Memorial Playing Field which is owned by the Village Hall Committee. The Council does not own the War Memorial or associated paving, but it does own the fence. The Council has the power but does not have a duty to maintain the War Memorial. The Council uses its power to carry out repairs and maintenance where necessary as agreed in the Service Agreement with the Village Hall Committee. There is a risk that the Parish Council does not provide the service as agreed.	2	2	4	The Council The Village Hall Committee. The Public	The Council has agreed to carry out regular inspections of the War Memorial. At the time of this inspection the Clerk should be reminded to ask the Handyman (if there is one in post) or a Cllr to check the memorial and report back on any actions required. The fence was mended and repainted in May 2026.	Clerk to remind handyman to check War Memorial Clerk to ask Handyman to do. Aug 26.	July 2026	Clerk
Cold weather/winter maintenance of footpaths (not footways that run alongside carriageways), bridleways and restricted byways. Section 43 of the Highways Act 1980 states that the Parish Council has the power but not duty to maintain such thoroughfares. The Council chooses not to exercise its duty, consequently there is not risk to the PC.	0	0	0		The Parish Council supports Bedwyn Footpaths Group which maintains footpaths year round.	No changes Aug 26		
Cold weather – Highways clearance of ice and snow. The Parish Council does not have the power to maintain minor highways or footpaths which run alongside carriageways. The power to maintain such highways has not been delegated to it by Wiltshire Council using their power under section 101 of the Local Government Act 1972, consequently, there is no risk to the Parish Council. Grit bins. The Parish Council does not have the power to provide grit bins, consequently, there is no risk to Parish Council.	0 0	0 0	0 0		The Parish Council publicises the location of grit bins.	No changes Aug 26		

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Flooding Risk of not providing relevant information to Wiltshire Council. There is a risk that the water courses in the village are not monitored. There is a risk that the gulleys are not regularly cleared leading to blockage and surface flooding. There is a risk that the PC does not provide assistance to the community in times of flooding.	Impact 3	Likelihood 4	Score 12	The Council The public The environment	There is information about the community Flood Group on the PC website. There is no PC representative on the Flood Group. There is no mechanism in place for residents to report flooding to the PC and so reports are received on an ad hoc basis and consequently flooding issues may not be reported to Wiltshire Council. Steward is asked to clear gulleys when it has been reported that they are blocked but there is no manager responsible for checking the gulleys. Annual “litter pick” by members of the public organised by the Council. 2 Councillors have signed up to receive flood warning information for onward transmission. Methods of reporting floods to Wiltshire Council are advertised on out of office email replies and from time to time on website. The Parish Council provides aqua sacs. This service is advertised on the Parish Council website and Facebook.	Appoint manager to regularly review gulleys, especially after rain. Clerk to email Cllrs. Aug 26.	July 2027	

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	Impact	Likelihood	Score					
Hedges and grass cutting – overgrown hedges and open spaces. The Council has a Service Agreement with the Village Hall Committee for upkeep of hedges and grass cutting at the Memorial Playing Field. There is a reputational risk for the Council if it does not meet its service requirements.	3	4	12	The Council, The Public, The Village Hall Committee	The Council has a contract with Lasts Landscaping for grass cutting services at the churchyard, Tactical Facilities for grass cutting at the Memorial Playing Field and employs other contractors for the allotments and playing field hedge. A contractor cuts Jockey Green on an annual basis. These contracts are regularly reviewed. However, aside from the allotments, there is currently no inspection process in place to ensure the work is carried out in a satisfactory manner. The Council does not have an Open Spaces manager.	Ensure open spaces manager regularly checks that services have been carried out to an acceptable standard; log visits and report to Clerk	July 2026	Clerk
The Council is responsible for hedge cutting at the communal areas at the allotments. Risk to Council of service not being provided.	2	2	4		There is no current Service Agreement in place between St Mary’s Parochial Parish Council and the Parish Council for the grass maintenance at the church.	Clerk to engage with new church warden and PPC to agree a service level for grass cutting		Clerk
The Council provides grass cutting services for the Churchyard – risk to Council in transparency of what service it is providing, costs and adequate service being provided.	2	3	4		Public - the Parish Council advertises Wiltshire Council’s reporting tool on the website, Facebook page and out of hours email reply in order to encourage residents to report issues direct to Wiltshire Council.	Clerk to progress. Aug 26	July 2026	
The Council is responsible for grass cutting at Jockey Green – risk to interruption of service.	2	2	4		Parish Council - Minor highway issues are reported to the Parish Steward via the Clerk and Highways Manager.			
Reporting of overgrown hedges and grass on Wiltshire Council Highways land.	3	3	9		Major highways issues are reported to Wiltshire Council via the Clerk/Highways manager.			
Memorial Trees situated on the Playing Field. The trees are the responsibility of the Village Hall Committee, therefore, there is no risk to the Council.	0	0	0					
Trees on allotment boundary. Situated within hedges and are primarily holly and hawthorn. Risk that improperly maintained trees could cause a threat to public from limbs, or the whole tree falling.	3	3	9		Trees are reviewed at the point of appointing contractors to carry out work on allotment hedges.			

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NEW for 2023 1 SID (Speed indicator device) and 4 posts. Risk or injury to drivers or pedestrians. Risk of injury to those moving the SID. Risk or deliberate or accidental damage or theft. Insurance risk. Updated 2024 to note that there are now 2 SIDS.	4	2	8	The Council. The public. Insurance Company. Volunteers	The volunteer/handyman risk assessment will be used when Cllrs and volunteers move the SID to a new location. This will include the guidance for working at height and safe lifting. The SID’s will be added to the council’s insurance policy. Wiltshire council have approved the locations of the SID/posts as being safe for pedestrians and traffic. If the public report any issues, the Clerk will act upon them accordingly. PC purchased collapsible road cones.	No changes Aug 26		
NEW for 2023 Noticeboards x 2 Great Bedwyn Village Centre Risk of injury to those updating the boards. Risk of deliberate or accidental damage or theft. Insurance risk.	3	2	6	The Council. The public. Insurance Company. Volunteers.	The handyman regularly updates the noticeboards and will update the Clerk of any issues. The person responsible for carrying out this RA will check both boards for signs of damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly. Both boards were refurbished in May 2026	No changes Aug 26		
NEW for 2023 Wooden bollards at Village Centre. Risk of injury to the public due to damage or defects to the bollards.	3	2	6	The Council. The public. Insurance Company. Volunteers.	The person responsible for carrying out this RA will check the bollards for signs or damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly.	No changes Aug 26		

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NEW for 2025 Village signs – white gates at entrance to village Risk of deliberate or accidental damage or theft. Insurance risk.	3	3	9	The Council. The public. Insurance Company. Volunteers.	The person responsible for carrying out this RA will check the bollards for signs or damage or wear that could cause injury and report to the Clerk. If the public report any issues, the Clerk will act upon them accordingly	No changes Aug 26		
NEW for 2026 - Dry garden at the Chains. New planting at the Chains to create a dry garden with funding from CPRE Wiltshire is a Parish Council Asset. There is a risk that we do not meet the expectations of our funders, representing a risk to the Council. Risk that damage may be caused to the memorial tree. Risk of vandalism/plants being stolen.	3	3	9	The Council Handyman Plantswoman who maintains the area	A reputable plantswoman has been appointed to do the work with the team that currently maintains the space and support from the Handyman. Planting will be checked regularly.	Consider whether plants need to be added to the asset register. Remove wooden planters from register Clerk to follow up with RFO Aug 26	August 2026	Clerk