

West Kingsdown Parish Council

RISK ASSESSMENT

Parish Council has Public Liability Insurance of £5million

Old School, School Lane, West Kingsdown

- a) Level of Risk : Low
- b) Type of Risk eg fire, structural, burglary, damage by users, third parties

Strategies: 1) Insurance Cover – property – loss of rent – liabilities

2) Inspections – site / buildings

a) Main Hall – Cleaner following lets

b) Dance Studio /Pre School/Kings Church – responsibility of lessee

c) Annual Inspections : Gas/Electrical/portable appliance testing, Fire Extinguishers with Certificates issued

d) Maintenance Programme/Annual Inspection by Management Committee

3) Accident book in Main Hall to record all incidents on site.

4) Main Hall : Deposit against damage, raised to £100 July 2007

5) Responsible for day to day repairs : OSMC Chairman/WKPC Clerk

6) Closure of buildings/site : WKPC/OSMC

7) Keyholders:

1) WKPC Clerk : Lynda Harrison Office 853286/Home 854412

2) Mrs Pat Bosley: Chairman of Old School Management Committee Tel: 852924

3) Cleaner Main Hall : Emma Redford, 4 Church Road : Tel: 07787649533

4) Pre-School: preschoolwk@aol.com

5) Kings Church wardand@btinternet.com Hazeldene Close

6) Dance Studio: Nicola Moriarty

7) Grounds contractors, Bifa Skip waste and Milk delivery fore Pre School

Gates, Old School Site

a) Level of Risk : Low

b) Type of Risk : damage, structural, third parties

Strategies: 1) Insurance Cover - liabilities

2) Gates opened by users of the site. When open, gates secured by bolts dropped into holes in ground

3) Inspections : Daily by users

4) Responsibility for day to day repairs : OSMC Treasurer/ Chairman/WKPC Clerk

Gamecock Meadow Site

Accident Book held in Pavilion to record all accidents on site. Defibrillator held at Pavilion

Gamecock Pavilion, London Road, West Kingsdown

a) Level of Risk : Low

b) Type of Risk eg fire, structural, burglary, damage by users/third parties

Strategies: 1) Insurance Cover - property - loss of rent - liabilities

2) Inspections : a) Caretaker - weekly

b) WKPC Clerk - 3 times per week

c) Annual Inspections: Electrical/ portable appliance testing ,Fire Extinguishers with Certificates issued

e) CCTV: Parish Clerk

f) Library : Responsibility of Lessee

3) Caretaker / responsible adult on site when building in use by public

4) Car keys in exchange for Changing Room keys

5) Responsibility for day to day repairs : WKPC Clerk

6) Closure of Building : WKPC

7) Keyholders:

1) WKPC Clerk : Lynda Harrison: Office 853286 : Home 854412

2) Caretaker : Tony Ruby 07999123525

3) Pat Bosley: Tiodhlac, The Grove Tel : 852924

- 4) Library: librarian Contract Cleaner : Churchill
- 5) Community Warden :07811271259
- 6) Pop In Rose Gray

Gamecock Meadow, London Road, West Kingsdown

- a) Level of Risk : Low
- b) Type of Risk eg fire, structural, damage by users, third parties

- Strategies:
- 1) Insurance Cover – property, liabilities
 - 2) Inspections :
 - a) Litter Picker – weekly
 - b) Goalposts/Groundsman – weekly in season
 - c) Defibrillator , Inspected regularly by users and Clerk, registered
 - 3) Litter Collections: weekly
 - 4) Dog Waste Bins emptied 2 times per week
 - 5) Responsibility for day to day repairs : WKPC Clerk
 - 6) Closure of Site : WKPC
 - 7) Recycling Area: Inspected daily by SDC
 - Responsibility for emptying bins : SDC
 - Daily contact : WKPC Clerk, reports to SDC

Gates : access rod to Village Hall - Gamecock Meadow, London Road, West Kingsdown

- a) Level of Risk : Low
- b) Type of Risk : damage, structural, third parties

- Strategies:
- 1) Insurance Cover - liabilities
 - 2) Gates remain in open locked position when in use by hall users or Community Cupboard.
 - 3) Inspections: weekly by caretaker
 - 4) Responsibility for day to day repairs: WKPC Clerk

Community Cupboard/Groundsman Store, Gamecock Meadow

- a) Level of Risk : Low
- b) Type of Risk eg fire, structural, burglary, damage by users, third parties

- Strategies:
- 1) Insurance Cover – property, liabilities
 - 2) Inspections :
 - a) Community Cupboard - monthly
 - b) Annual Inspections : electrical/Fire extinguishers
 - 3) Responsibility for day to day repairs : WKPC Clerk
 - 4) Closure of Building : WKPC
 - 5) Keyholders:
 - 1) WKPC Clerk : Lynda Harrison: Office 853286 / Home 854412
 - 2) Community Cupboard trustees 07526823122

Skatepark, Gamecock Meadow

- a) Level of Risk : Medium
 - b) Type of Risk : Fire, structural, damage by users, third parties
- Strategies:
- 1) Insurance Cover - property, liabilities - Users ride at own risk
 - 2) Inspections :
 - a) litter picker / WKPC Clerk - weekly
 - b) WKPC - monthly
 - c) ROSPA - annually
 - 3) Responsibility for Repairs : WKPC /Clerk

Recreation Ground Hever Avenue/Allotments

- a) Level of Risk :Low
- b) Type of Risk eg fire, structural, burglary, damage by users, third parties

- Strategies:
- 1) Insurance Cover – property, liabilities
 - 2) Inspections:
 - a) Gatekeeper – daily - to report any incident relating to the gates to the Clerk
 - b) Councillors - 3 monthly
 - c) Litter Clearer - weeklyd)
 - d) Wicksteed Leisure Ltd – annually

- 3) Responsibility for day to day repairs: WKPC Clerk
- 4) Closure of Site : WKPC
- 5) Maintenance: grass cutting fortnightly
- 6) Keyholders:
 - 1) WKPC Clerk in Office
 - 2) Mr Sean Prentice (gatekeeper) 01474 853093
 - 3) All Allotment holders
 - 4) Grounds Contractor - Kent Grasslands: Simon Wheeler - wheelersimon@live.co.uk

Gates : Recreation Ground

- a) Level of Risk : Low
- b) Type of Risk : damage, structural, third parties

- Strategies: 1) Insurance Cover - liabilities
- 2) Gatekeeper instructed that pedestrian gates to be secured at all times, either in closed or open position.
 - 3) Inspections : Daily by gatekeeper
 - 4) Responsibility for day to day repairs : WKPC Clerk
 - 5) Vehicular gates opened only by contractor for grass cutting (fortnightly)

Church Woods and Area of Woodland in School Lane

- a) Level of Risk : Low
- b) Type of Risk eg fire, structural, damage by users, third parties

- Strategies: 1) Insurance Cover – property, liabilities
- 2) Inspections :
 - a) Management Committee – weekly work parties in specified areas.
 - b) Specific Inspections following adverse weather
 - c) Annual Safety Inspection : CWMC
 - 3) Maintenance in accordance with Management Plan
 - 4) Day to day repairs : CWMC/WKPC
 - 5) Closure of Site : CWMC/WKPC
 - 6) Keyholders of locks on gates in Church Woods:
 - 1) Mrs J Watchorn, 60 Southfields Rd Tel 853873
 - 2) Mr D Diboll, 3 Sunnybank Cottages, London Road Tel 853123

Gates : Church Woods

- a) Level of Risk : Low
- b) Type of Risk : damage, structural, third parties

- Strategies: 1) Insurance Cover - liabilities
- 2) Gates to be kept locked and only opened when access required.
 - 3) Responsibility for day to day repairs : Management Committee/WKPC Clerk

Burial Ground

- a) Level of Risk : Low
- b) Type of Risk eg fire, structural, damage by users, third parties

- Strategies: 1) Insurance Cover – property, liabilities
- 2) Inspections :
 - a) Twice a year by Councillors
 - c) Fortnightly by Grounds Maintenance Contractor
 - d) Approximately weekly by WKPC Clerk
 - e) Memorials inspected by WKPC
 - f) Trees: professional advice annually
 - 3) Day to day repairs : WKPC Clerk
 - 4) Closure of Site : WKPC
 - 5) Grave preparation : responsibility of gravedigger – own insurance

Hever Road Shops Area

- a) Level of Risk : Low
 - b) Type of Risk eg fire, structural, damage by users, third parties
- Strategies: 1) Insurance Cover – property, liabilities
- 2) Inspections : a) Daily by Councillors
 - b) Annual Inspection : Councillors/Clerk
 - c) Trees : weekly
 - 3) Day to day repairs : WKPC Clerk
 - 4) Closure of Site : WKPC
 - 5) Inclement Weather : WKPC Clerk to instruct provision of gritting (David Diboll)
 - 6) Defibrillator , Inspected regularly by users and Clerk, registered , in phone box outside Dry Cleaners

Office, Gamecock Pavilion

- a) Level of Risk :Low
- b) Type of Risk eg fire, structural, damage by users, lone worker

- Strategies: 1) Insurance Cover – property, liabilities
- 2) Inspections : Clerk 3 times per week
 - 3) Day to day repairs : WKPC Clerk
 - 4) Closure of Office : WKPC
 - 5) Cash : Fidelity Insurance, locked cash box, banked frequently (not over £200 in Office, Internal Finance Check 3 monthly
 - 6) Computer : Protection a) anti virus b) back up stored off site (dropbox)
 - 7) Employers Liability Certificate Displayed
 - 8) Electrical Equipment : annual inspection (PEAT testing)
 - 9) CCTV : Computer link (Online) Caught on Camera Manage System

Financial

- a) Level of Risk : Low
- b) Type of Risk eg misappropriation of funds/fire

- Strategies: 1) Insurance Cover – fidelity insurance
- 2) Internal Finance Checks – 3 monthly
 - 3) Annual Finance Check in accordance with Government Regulations
 - 4) External Audit by authorised nominated company.
 - 5) Two signatories on cheques, 2 to authorise online payments (Clerk and Chairman)
 - 6) Direct Payments for utilities and online payments to be ratified by Full Council
 - 7) Invoice agreed for every payment by Councillors
 - 8) All expenditure payments agreed by Council

Personal Liabilities

- a) Level of Risk : Low
- b) Type of Risks : Injury to person

- Strategies: Insurance cover for Councillors carrying out voluntary duties
Eg attending meetings, inspections, voluntary work.

Notification to Councillors

All serious incidents to be notified to the Clerk, and Clerk to notify all Members as soon as possible.
The incident to be an Agenda item for the next available meeting or, if necessary, to convene a meeting of the Council.

May 2021

LJH

FIRE SAFETY RISK ASSESSMENT**The Pavilion, London Road, West Kingsdown****1) Fire Hazards**

- a) There are no items stored on the premises that could start a fire eg naked flames, lighting, heaters. Electrical equipment is assessed as low risk as an annual inspection is carried out under Electrical Portable Testing by KCC Technical Services.
- b) Items that could burn are identified as: packaging, rubbish, furniture

2) People at Risk

Employees and Community Warden as occupiers of the premises but considered a low risk due to the above. Visitors are low risk as only on site for a short time.

3) Evaluate & Act

Having assessed the building as low risk the following action is in place

- a) Rubbish to be removed on a regular basis eg at least once a week
- b) Fire Safety Equipment is installed in accordance with KCC Fire Officer recommendations
- c) Fire Safety Equipment is inspected annually by KCC Technical Services
- d) All exit routes are clearly marked with legislation design and type notices and fire doors are accessible at all times
- e) Employees and Community Warden are aware of the fire exists
- f) Employees and Community Warden are aware they need to raise alarm by pushing the fire alarm in the building and contact the Fire Brigade and evacuate the building

4) Record, Plan and Train

Employees Police Officers and Community Warden have been made aware of the fire procedures as above and handed a copy of this assessment.

5) Review

- a) There are no changes in the use of the inside/outside of the building
- b) This Fire Safety Risk Assessment will be reviewed annually..

The Old School, School Lane**1) Fire Hazards**

- a) Heating is by Gas boiler with radiators in Hall. This is considered to be low risk as the gas heaters are inspected on an annual basis and certificates issued by a registered Gas Safe contractor. These certificates are kept in the Parish Council office. Electrical equipment is assessed as low risk as an annual inspection is carried out under Electrical Portable Testing by KCC Technical Services.
- b) Items that could burn are identified as: packaging, rubbish, furniture, curtains, children play equipment

2) People at Risk

The hirers of the hall are considered to be a low risk. There is a no smoking policy in operation in relation to use of the hall. Hirers of the hall are required to read and sign Terms of Condition of Use before being given a key to the premises which includes reference to No Smoking and the removal of all rubbish from the hall at the end of the let to the designated bin the car park

3) Evaluate & Act

Having assessed the building as low risk the following action is in place

- a) Rubbish to be removed on a regular basis eg by each let and at least once a day.
- b) Fire Safety Equipment is installed in accordance with KCC Fire Officer recommendations
- c) Fire Safety Equipment is inspected annually by KCC Technical Services
- d) All exit routes are clearly marked with legislation design and type notices and fire door is accessible at all times
- e) Users of the building are aware of the fire exist
- f) Users of the building are aware they need to raise alarm and contact the Fire Brigade and evacuate the building

4) Record, Plan and Train

Users of the building are made aware of the fire procedures as above.

5) Review

- a) There are no changes in the use of the inside/outside of the building
- b) This Fire Safety Risk Assessment will be reviewed annually..

Church Woods

1) Fire Hazards

Starting of unauthorised illegal fires, this assessed as low risk due to low number of reported incidents:

2) People at Risk

Visitors to woods.

3) Evaluate & Act

- a) Fire rides are maintained to reduce the risk of fire spread.
- b) Emergency water supply at Church Road entrance.
- c) Fire notices on notice board
- d) Users are advised to call the Fire Brigade in the event of fire and call members of the CWMC

4) Record, Plan and Train

Members of the CWMC have a procedure for dealing with small incidents.

5) Review

- a) This Fire Safety Risk Assessment will be reviewed annually.

Lynda Harrison
Clerk to the Council

May 2021