

SAXLINGHAM NETHERGATE PARISH COUNCIL

Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Saxlingham Nethergate Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Organisational

Area	Risk(s) identified	Management/Control of Risk	Risk Level H/M/L	Review/Assess/Revise
Assets	Protection of physical assets – loss or damage	Insurance – value increased annually by RPI. Main up-to-date register of assets. Annual inspection.	L	Existing procedure adequate. Review Insurance Provision annually.
Finance	Loss of cash through theft or dishonesty.	Insurance – annual review of adequacy of cover. Internal Control Policy – reviewed annually. Internal check by a Councillor and internal audit.	L	Existing procedure adequate.
	Adequacy of precept	Parish Council receives budget update information quarterly. The precept is set at full council where the actual and projected year-end figures are reviewed.	L	Existing procedure adequate
	Overspending	Accounts reviewed by Council quarterly including a review of spending against budget.	L	Existing procedure adequate.
	Comply with VAT requirements	Clerk clarifies position on any new proposal. Advice sought where necessary. Internal auditor carries out annual checks.	L	Existing procedure adequate.

Area	Risk(s) identified	Management/Control of Risk	Risk Level H/M/L	Review/Assess/Revise
	Bank Mistakes, inadequate checks	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Bank signatory list reviewed as required.	L	Existing procedure adequate.
	Inadequate Financial Records	The Council has Financial Regulations which set out the requirements. Internal auditing of financial records.	L	Existing procedure adequate.
	Salaries and associated costs paid incorrectly; wrong hours, wrong pay rates. Incorrect NI contributions	Salary figures are provided monthly by the clerk showing NI contributions. These are approved at council meetings. The Clerk keeps a timesheet of hours worked, has a contract of employment and job description.	L	Existing procedure adequate.
	Receipt of Rental	Rental for allotments. The Clerk ensures rental is received and recorded.	L	Existing procedure adequate.
Business Continuity	Loss of Clerk due to sudden accident or long-term illness/death	Seek Locum Clerk. Chairman holds a copy of passwords. Councillors with bank authority are able to raise payments.	L-M	Existing procedure adequate
	Proper document control	Originals of all important documents stored with the NRO and copies held on file. Electronic data backed up to the cloud & external hard drive.	L	Existing procedure adequate
	Work awarded incorrectly. Overspend on services	The Council has Financial Regulations which set out the requirements for quotes and tenders.	L	Existing procedure adequate

Area	Risk(s) Identified	Management/Control of Risk	Risk Level H/M/L	Review/Assess/Revise
Legal Liability	Ensuring activities are within legal powers	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	L	Existing procedures adequate.
	Proper and timely reporting; Minutes/agendas	All requirements under the Transparency Code are met and documents are displayed on the notice boards or on the website as appropriate. Minutes are approved and signed at the next Council meeting.	L	Existing procedures adequate.
	Proper document control	Data storage to comply with the Data Protection regulations.	L	Existing procedures adequate.
	Responding to public rights to inspection and Freedom of Information Requests	All documentation displayed on notice board or on the website as required. All requests dealt with in a timely fashion within the required framework. Publication Scheme on website.	L	Existing procedures adequate.
Councillor Propriety	Bringing the Council into disrepute	Register of interest completed. Advice sought where necessary.	M	Existing procedures adequate. Members take responsibility to update register.
	Conflict of interest	The declaring of interests by members at a meetings. It is a Councillors duty to declare an interest on an item on the agenda.	L	Existing procedures adequate.

Area	Risk(s) identified	Management/Control of Risk	Risk Level H/M/L	Review/Assess/Revise
Employer Liability	Comply with Employment Law	Membership of SLCC and CAN ensure that Council is up-to-date with requirements.	L	Existing procedures adequate.
	Comply with HMRC requirements	Regular advice from HMRC. Internal auditor carries out annual checks.	L	Existing procedures adequate.

Health and Safety

Area	Risk(s) identified	Management/Control of Risk	H/M/L	Review/Assess/Revise
War Memorial	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Village Sign	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Notice boards	Risk to third party, property or individuals	Informally (not recorded) inspected monthly when notices are posted. Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Benches	Risk to third party, property or individuals	Asset maintained. Benches bolted to the ground (except the picnic bench on the Meadows). Annual inspection (recorded).	L	Existing procedures adequate.
Allotments	Risk to third party, property or individuals	Fences and gates maintained. Annual inspection (recorded).	L	Existing procedures adequate.

Area	Risk(s) identified	Management/Control of Risk	H/M/L	Review/Assess/Revise
Grit Bins	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Posts on The Green	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Bus Shelter on A140	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Telephone Kiosks	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
Defibrillator	Unavailable or not working when required	Checks carried out in line with requirements.	L	Existing procedures adequate.
Dog Bins	Risk to third party, property or individuals	Asset maintained. Annual inspection (recorded).	L	Existing procedures adequate.
	Dog faeces	Bins emptied by SNC weekly.	L	Existing procedures adequate.
Footpaths	Slips and trips on footpaths	Paths used at user's risk.	L	Existing procedures adequate.
	Snagging from overgrowth	Overgrowth cut back as and when possible, however paths used at user's risk.	L	Existing procedures adequate.
	Injury to persons carrying out work for the Council	Insurance cover in place for all volunteers. Only competent people used.	L	Existing procedures adequate.

SAXLINGHAM NETHERGATE PARISH COUNCIL

Risk Assessment

Saxlingham Nethergate Parish Council SAM2 Sign Management Policy and Risk Assessment

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Equipment is sited on a dangerous site	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	All sites used to be agreed in advance. All new sites be agreed by Highways.	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers	All sites will be within 30 mph zones. All volunteers to be advised to wear high visibility jackets at all times. Signs only to be fixed or moved in daylight hours.	Tolerable No Further Action needed
3	Obstruction of Footpath	Risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts as agreed in 1, in such a manner as to not impede footpaths.	Tolerable. No further action needed
4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only in identified sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles. Volunteers must not attempt to stop or direct traffic. If confrontation occurs volunteers to stop fitting the sign and if necessary, call 999. The Parish Clerk must be notified of any incident.	Tolerable. No further action needed
5	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance issued by manufacturer (attached). Only those who have received a copy of the risk assessment to carry out sign installation.	Tolerable. No further action needed

				<p>All installations must be carried out by persons over the age of 18 years.</p> <p>Battery charging must be carried out in accordance with the manufacturer's instructions.</p> <p>Training from the manufacturer is available on request.</p>	
--	--	--	--	--	--

July 2025

To be reviewed July 2026

Installing a Portable



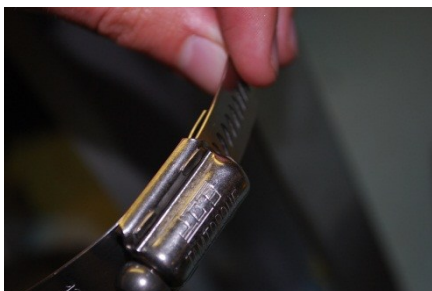
Begin by making sure that a small clip is found on the tamtorque fixing



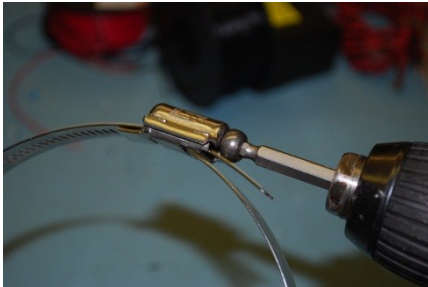
Slide the tamtorque through the two gaps in the bracket and then around the post to which the sign is being fixed onto



Make sure that the bracket is installed with the keyhole cut outs as shown facing outwards; the larger part of the keyhole towards the top with the smaller towards the bottom.



Push the end underneath the tamtorque mechanism as shown on the left



While pushing the fixing in this position, pick up the drill with the tamtorque bit and screw clockwise into the hole as shown on the left. This should then start to tighten around the post.



Before fully tightening the Tamtorque, put the small clip over the spare end to keep it tidy



Carefully lift the sign on the bracket. The sign has two nuts that fit into the keyholes on the bracket. Once inside the keyhole, slide the sign down into the smaller part of the hole. When this is completed, the sign will be securely in place.



Open the sign and place the battery inside. The sign is now installed and ready for operation.

Secure both bracket and sign with padlocks.



SAXLINGHAM NETHERGATE PARISH COUNCIL

Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Saxlingham Nethergate Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Footpath Volunteers

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess /Revise
Roadsides & Verges	Slip, Trip or fall	L	Suitable footwear to be worn & examine work area to identify any hazards before starting work, Equipment not to be left unattended	Review when necessary
Road	Traffic	L	Hi-Viz clothing to be worn, always work towards oncoming traffic, try to work at quieter non-rush hour periods, work only to be carried out in daylight hours	Existing procedure adequate
Other footpath users – walkers, cyclists and horse riders	Risk from cut debris and discarded tools	M	Ensure that the footpath remains safe at all times and that tools are not left unattended. Be aware of the effect of noise on horses and dogs.	Existing procedure adequate
Flora & Fauna	Insect bites, nettle stings, brambles, animal faeces and poisonous plants	M	Wear gloves	Existing procedure adequate
Sunlight & Heat	Sunburn	M	Wear appropriate high factor sun-lotion when working on sunny warm days, consider wearing a hat, take rest breaks in shade where necessary & drink plenty of water	Existing procedure adequate

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess /Revise
Glass Bottles/Jars	Cuts	M	Wear gloves; take care when handling broken glass Dispose of appropriately, understanding the potential risk to others.	Existing procedure adequate
Hypodermic Needles	Infection/Cuts	H	Report any found syringes immediately to the Parish Clerk who will arrange collection	Existing procedure adequate
Inclement Weather	Cold, Ice, Rain etc.	M	Wear suitable clothing, have an awareness of weather conditions. Do not carry out work in poor weather conditions.	Existing procedure adequate
Unable to see properly	Injury to volunteers		Work only to be carried out in daylight hours in good light	Existing procedure adequate
Manual Handling	Musculo skeletal problems from carrying tools or from working in awkward postures.	M	Work within own capability. If unable to complete work safely inform the Footpath Warden or the Parish Clerk	Existing procedure adequate
Use of tools	Volunteer or third party could be harmed by improper use and selection of equipment or using faulty equipment	M	Only use equipment for its intended purpose Work within the capability of the equipment. If unable to complete work safely inform the Footpath Warden or Parish Clerk All tools must be non-powered, other than lawnmowers/grass cutting equipment and strimmer's Gloves, stout footwear and, in the case of the use of strimmers, goggles must be worn	Existing procedure adequate
Lone Worker	Risk of illness, accident and harm	L	Ensure someone else knows where you are and when you are expected back. Carry mobile phone.	Existing procedure adequate

Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

To be covered by the Parish Council's insurance volunteers must be:

- Working under the direction of the Parish Council
- Adhere to the Management/Control of Risk measures detailed in this risk assessment
- Anyone under the age of 16 will require an adult to be present and will require parental permission

To be covered by the Personal Accident Section of the policy they must be between 16 and 75 years of age and physically fit and able to carry out the work expected of them

July 2025
To be reviewed July 2026

Saxlingham Nethergate Playingfield Park – Risk Assessment

July 2025

Saxlingham Nethergate Parish Council

Item of Equipment	Hazard Identified	Persons at Risk	1	2	3	Existing Control Measures
			Degree of Risk		Risk Rating Multiple of columns 1 × 2	
			Potential Seriousness	Likelihood		
See-Saw	Splinters or damage on timber	1,2	1	2	2	Weekly checks carried out by competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off.
	Protruding bolts	1,2	2	2	4	
	Missing fixings/bolts causing the See-Saw to become unstable	1,2	3	2	6	
Swings	Swing chain breaks/bolts fixing become loose (fixing could then hit a child on the head)	1, 2	5	2	10	Weekly checks carried out by competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off.
	Swing seat breaks or detaches from the chains	1,2	4	2	8	
	Swing Structure collapses	1,2,3,4	4	1	4	
	Splinters from Swing Frame	1,2,3	1	2	2	
	Exposed metal on Swing Seat	1,2	2	2	4	
Climbing Frame and Agility Items	Ropes, chains & fixings may not be secure causing a child to fall from height	1,2	5	2	10	Weekly checks carried out by competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off.
	Monkey bars loose	1,2	4	2	8	
	Raised planks which could cause a trip hazard	1,2	3	2	6	
	Splinters from timber and metal work corrosion	1,2	2	2	4	
Slide inc Surfacing/ Steps	Loose/broken/unsteady steps	1,2	4	2	8	Weekly checks carried out by competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off.
	Handrails not secure	1,2	2	2	4	
	Chute not secure	1,2	4	2	8	
	Splinters from Timber	1,2	1	2	2	
	Foreign objects under slide	1,2	3	2	6	
Ball Post	Not securely fixed	1,2,3,4	5	1	5	Weekly checks carried out by competent person.

						Hazardous equipment removed from use/fenced off/signs erected/taped off.
Rocking Tractor	Fixing and bolts missing making item unstable	1,2	3	2	6	Weekly checks carried out by competent person. Hazardous equipment removed from use/fenced off/signs erected/taped off.
	Handgrips and footrests missing	1,2	2	2	4	
Surfacing	Tarmac area trip hazards	1,2,3,4	3	2	6	Rapid response to defects. Weekly checks carried out by competent person. Warning signs erected as necessary.
	Paths – free from trip hazards	1,2,3,4	3	2	6	
Fencing	Gate - Entrapment	1,2,3,4	2	2	4	Rapid response to defects. Weekly checks carried out by competent person. Warning signs erected as necessary.
	Boundary fencing damaged	1,2,3,4	2	2	4	
Benches	Bench not securely fixed or damaged	1,2,3,4	3	2	6	Weekly checks carried out by competent person. Warning signs erected as necessary. Benches removed from use/taped off if necessary.
	Splinters from Bench	1,2,3,4	2	2	4	
Litterbin	Bin not Securely fixed with damage	1,2,3,4	1	2	2	Dangerous bins removed from use. Bins emptied regularly.
Signs	Not fixed securely with damage	1,2,3,4	2	2	4	Weekly checks carried out by competent person. Signs removed from use if necessary.
Environment	Litter	1,2,3,4	1	4	4	Weekly checks carried out by competent person. Items removed immediately or where necessary relevant
	Mole holes/Rabbit holes present	1,2,3,4	3	2	6	
	Dog/Cat fouling	1,2,3,4	1	3	3	

	Sharp objects i.e glass/needles – ‘evidence of drug misuse’.	1,2,3,4	3	2	6	persons contacted for the removal of such items. Drug Misuse reported to the relevant authorities.
--	--	---------	---	---	---	--

Key:

Persons at Risk:

1. Young Persons under 3
2. Young Persons over 3
3. Public
4. Other site users

Potential Seriousness:

5. Fatality
4. Major Injury
3. Less Serious injury
2. Minor injury
1. No injury damage

Likelihood:

5. Certain/Imminent
4. Very Likely
3. Likely
2. Unlikely
1. Very Unlikely

Play Area inspected by a Certified independent safety assessor on a yearly basis.
Risk Assessment to be updated if new equipment is added/equipment removed or in the event of an accident.