

For the purposes of this document Open Spaces includes all those areas of land that the Downton Parish Council is responsible for including Borough Greens, Memorial Gardens, Allotments (fences only), Moot Lane Recreation Ground, Wick Lane Play Area and Charlton All Saint Play Area.

<p>The diagram shows a 3x3 risk matrix. The vertical axis is labeled 'Probability' with an upward arrow, and the horizontal axis is labeled 'Impact' with a rightward arrow. The matrix cells are: Top-Left: Possible (2) (black); Top-Mid: Medium (3) (yellow); Top-Right: High (6) (red); Middle-Left: Low (2) (green); Middle-Mid: Medium (4) (yellow); Middle-Right: High (6) (red); Bottom-Left: Very low (1) (green); Bottom-Mid: Low (2) (green); Bottom-Right: Medium (3) (yellow).</p>	Medium (3)	High (6)	Very high (9)
	Low (2)	Medium (4)	High (6)
	Very low (1)	Low (2)	Medium (3)

The Council's Risk Management Procedure is on the web site - <https://downtonparishcouncil.gov.uk/main-council/policies>. It requires an annual review of the Risks listed in the registers, the Council decided that this review would be undertaken by the entire Council.

Members are to review the 'Controls in Place' to ensure they exist, they relate to and mitigate the Risk Identified [Step 3 from the Risk Management Policy]

In line with the Risk Management Policy [Step 4: Decide on Any Further Action to be Taken] for risks rated as Red or Amber the Members will need to decide, for each one, which one of the four main control options apply:

- Terminate the risk – take a decision to discontinue the activity.
- Transfer the risk – the risk is 'passed' on e.g. to an insurer.
- Treat the risk – put in place additional effective controls to reduce the impact or likelihood.
- Tolerate the risk – accept the risk but continue to monitor and evaluate.

The chosen control option should be listed in the 'Additional Controls Required' together with any additional controls that are required.

Note that any Additional Controls Required will need to be scoped, resources (time, effort, funds) required identified and agreed by Council Resolution.

Ref	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS if required Key points	RISK OWNER	REVIEW DATES	
				IMP	LIKE	RISK	Red/ Amber/ Green				LAST	NEXT
2.1.1	Use of Open Spaces by general public	Public access – injury / death Uneven Terrain - Slips, trips, falls injury	General public, Parish Council staff Contractors	3	1	3	Amber	Open Spaces are accessible 365 days per year. The general public use them at their own risk. Historically there are very low levels of incidents DPC Grounds Maintenance contractor regularly cuts the grass and highlights any issues	MONITOR	Parish Clerk	Mar 2021	Mar 2022

RISK REGISTER – 2.0 Open Spaces (contd)

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2.1.2	Use of Open Spaces by general public	Wear / Damage to Furnishings such as posts, seats/benches, fencing, fences, walls, signs, – injuries cuts, nicks, crushing etc. or damage to property e.g. vehicles	General public, Parish Council staff Contractors	3	1	3	Amber	<p>Posts surround the Greens to protect them from damage especially vehicular. They are repaired as required.</p> <p>Any broken, loose, leaning fences/posts/gates are replaced or reset.</p> <p>Seats / benches are treated every 2 years or as necessary. Wet paint signs are used.</p> <p>All seats/benches are inspected annually and reports kept by the Parish Clerk.</p> <p>The Parish Councils Grounds Maintenance contractor or others notify the Clerk if they find issues.</p> <p>Any defects are rectified as soon as practicably possible. If a repair cannot be carried out within a reasonable period of time the seat/bench is taken out of use by attaching high-viz tape and notices.</p> <p>Any vandalised equipment or park furniture that is unsafe is removed/ roped off to prevent use and any possible injuries. Signs erected as soon as practically possible</p> <p>Signs to erected providing contact details</p>	<p>TREAT</p> <p>Posts are checked by DPC staff quarterly Mar, Jun, Sept, Dec for defects and results recorded.</p> <p>Fencing / gates inspected regularly and any defects reported / fixed.</p>	Amenities Ctee	Mar 2021	Mar 2022
2.1.3	Open Spaces - Litter	Coming into contact with litter – needle stick injury, toxoplasmosis, cuts and infections	General public, Parish Council staff, Contractors	2	2	4	Amber	<p>Grass cut regularly by contractor during growing season.</p> <p>Parish Centre areas litter picked weekly. DPC and Contract staff provided with litter pickers and gloves.</p>	MONITOR	Parish Clerk	Mar 2021	Mar 2022

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2.1.3	Open Spaces - Litter	Spread of Covid-19 Coronavirus See specific Risk Assessment.	Parish Council staff	3	2	6	Red	<p>Litter picking equipment provided</p> <p>Ensure staff happy to work in a public area before commencing work.</p> <p>Supply disposable gloves and face shield for each person for each session of litter picking and optional masks. NHS and WHO guidance to be followed regarding putting on and removing gloves and masks to avoid contamination and how to dispose of them safely. Those wearing masks must be clean shaven.</p> <p>Face shields to either be disposed of or sanitized after each use.</p> <p>Litter pickers should not eat, drink or smoke while litter picking.</p> <p>All clothing to be washed after litter picking session.</p> <p>Litter pickers to observe current social distancing.</p> <p>Ensure a tissue is used when coughing and sneezing and dispose of tissue in a bin.</p> <p>Clean equipment after use with household detergent and leave to air dry, store outside the house garage or shed.</p> <p>Wash hands after removing gloves and visor with soap and water, dry thoroughly.</p> <p>Staff to report any suspected symptoms to the Clerk asap and to self-isolate.</p> <p>Regular contact and support – open communications with employer and encouraged to communicate any concerns</p>	MONITOR	Parish Clerk	Mar 2021	Nov 21
2.1.4	Open Spaces – Organised Events	Public Events – injury / property damage	General public, Parish Council staff Contractors Volunteers	1	1	1	Green	Anyone wishing to hold an event on the Parish Council land must obtain permission from the Parish Council.	TRANSFER Also provide Event Management Plan	Event organisers & Amenities Ctee	Mar 2021	Mar 2022
2.1.5	Use of Open Spaces – fire risk	Fires – injury / death	General public, Parish Council staff Contractors	2	1	2	Green	<p>Fires are forbidden on site as set out in the Bye Laws.</p> <p>Fire Service would be called out to extinguish the fire and all instances (bin fires etc) are reported to the Police.</p>	MONITOR	Parish Clerk GM Contractor	Mar 2021	Mar 2022

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2.1.6	Open Spaces – vandalism PLUS village bus stops / bins etc	Vandalism – personal injury	Council, Public, Financial	2	2	4	Amber	Graffiti removed as and when identified . Any vandalised equipment or park/street furniture that is unsafe is removed / roped off to prevent use and any possible injuries. Signs erected as soon as practically possible.	MONITOR	Parish Clerk GM Contractor	Mar 2021	Mar 2022
2.2.1	Trees on Parish Council Land	Trees – injury / death /fines	General public, Parish Council staff Contractors	3	1	3	Amber	Tree Policy in place which is reviewed regularly. Trees inspected every year and as required and after wind speeds in excess of 40mph/heavy snow fall. Visual inspection and/or formal health and safety survey by a professional arboriculture consultant/contractor. Memorial Gardens is in a Conservation Area. Before any works are undertaken to trees other than dead, dying & dangerous, an application is sent to the Tree Officer at Wiltshire Council for approval. All arboriculture contractors have to provide DPC with evidence of up to date public liability insurance cover. The Parish Council's Ground Maintenance contractor and DPC staff regularly monitor for any fallen branches, trees etc. Any problems identified are dealt with as soon as practically possible.	TREAT Visual inspection to be implemented after 40 mph winds/ heavy snowfall. Annual Inspection Report Tree to be inspected to be allocated. DPC staff/ councillors to attend Basic tree Inspection course if deemed necessary Parish Council to consider purchasing digital mapping software and tree management software to assist with recording and tracking of all tree reports / works etc.	Parish Clerk and Tree Contractor	Mar 2021	Mar 2022
2.3	Infection from Animals	Contact with dogs and animal waste – bites, cuts, emotional distress, toxoplasmosis, infection	General public, Parish Council staff Contractors	2	2	4	Amber	Litter bins in Parish Centre and are emptied twice a week by Wiltshire Council Contractor, Idverde, usually Tuesdays and Thursdays Dog waste is now de-classified and can be disposed of in normal waste bins. Any councillors or staff who witness members of the public not picking up after their dogs must report them to Wiltshire Council. Photos can be taken.	Include in Regulations and change bye laws to state dogs must be kept on leads on the Greens	Parish Clerk	Mar 2021	Mar 2022

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2.4	Playgrounds - equipment	Play Equipment – personal injury	Council, Public Financial Compliance & Legal, Reputation	3	1	3	Amber	<p>Play equipment is inspected every two weeks by trained councillors who complete monitoring sheets.</p> <p>Checks and reviews monitoring sheets by the Admin Officer.</p> <p>Any worn, defective, damaged parts are replaced, with all materials and parts supplied by play equipment supplier.</p> <p>Play Inspection Company carries out 2 inspections a year and provides clear and itemised reports.</p> <p>Public liability insurance is in place.</p>	MONITOR	Parish Clerk Playground Inspection Contractor	Mar 2021	Mar 2022
2.5	Playgrounds - equipment	Spread of Covid-19 Coronavirus See specific Risk Assessment.	Council, Public Financial Compliance & Legal, Reputation	3	2	6	Red	<p>Play equipment inspected but no cleaning carried out.</p> <p>Signage –</p> <p>Users to follow current social distancing</p> <p>Wash your hands</p> <p>Catch it, bin it, kill it</p> <p>Strongly recommend parents with children to bring hand sanitisers gel or wipes.</p> <p>Suggesting maximum number of children on each piece of equipment.</p> <p>Children should not eat or drink while playing in the field or on play equipment.</p> <p>Allowing children to use the equipment is done at the parents own risk.</p> <p>Request users of gym equipment to sanitise their hands before and after using the equipment and cleaning of equipment by users.</p> <p>Users of gym equipment to observe current social distancing when using the equipment, as it is not viable to change the position of the equipment.</p>	MONITOR	Parish Clerk	Mar 2021	Nov 21
2.6.1	Working Outside	Working near Public Highway - collision with vehicle - Injury	General public, Parish Council staff Contractors Volunteers	3	1	3	Amber	Staff and Volunteers working near any road to wear high-viz jackets and work in pairs.	MONITOR	Parish Clerk	Mar 2021	Mar 2022

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2.6.2	Working Outside	Using Chemicals – injury / death	General Public, Parish Council Staff, Contractors	3	1	3	Amber	Chemicals can only be applied on DPC land by qualified contractors and in accordance with legislation. All external contractors are qualified and comply with the legislation and are provided with PPE.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
2.7	Vehicular Access	Vehicles – injury / death	General public, Parish Council staff Contractors	3	1	3	Amber	Vehicles are not allowed to drive in Open Spaces without the prior consent of DPC. Contractors vehicles are permitted to drive on the Open Spaces to carry out regular maintenance works (weather / ground conditions permitting). Vehicles display flashing hazard lights or beacons and drive at max 10 mph.	MONITOR	Parish Clerk GM Contractor	Mar 2021	Mar 2022
2.8.1	Vehicles, Plant & Storage	Conveyance of goods & items – injury / damage	Public Staff Physical Financial Compliance & Legal	3	1	3	Amber	All loads carried on/in vehicle are secured to ensure they cannot fall out / off the vehicle. Load limit adhered to as per manufacturer's guidance.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
2.8.2	Vehicles, Plant & Storage	Storage theft / vandalism - Injury Death	General public Parish Council Staff	3	1	3	Amber	Storage Unit located at Newcourt Farm secured by coded padlocks. Annual Hire Fee and terms of hire agreement in place. All items within unit insured	MONITOR	Parish Clerk	Mar 2021	Mar 2022
2.9.1	Downton Cemetery	Unstable memorials - Injury due to poor maintenance.	General Public Funeral Directors Contractors Staff	3	1	3	Amber	Burial Regulations in place. Monthly inspections by a trained councillor. Memorial stones installed to National Association of Monumental Masons (NAMM) standards by NAMM accredited masons	TREAT Monthly inspections	Cllr Watts Stone Masons	Mar 2021	Nov 21
2.9.2	Downton Cemetery	Driving – Lawn mowers, hearses, funeral vehicles, mechanised diggers, Contractors vehicles Accidents from moving vehicles Injury to operatives or members of the public	General Public Funeral Directors Contractors Clergy	3	1	3	Amber	Only authorised vehicles allowed in the Cemetery (ie those required at the time of a burial or to prepare for the same) Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public	MONITOR	Parish Clerk Funeral Directors Grave Diggers Stone Masons	Mar 2021	Mar 2022

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2.9.3	Downton Cemetery	Excavations/ grave digging - Falling, tripping, injuries to back, sprains, strains, cuts, bruises..	General Public Funeral Directors Contractors Clergy	3	1	3	Amber	Burial Regulations are in place. Funeral Directors must comply with Health & Safety Legislation. Clerk to be informed of burial prior to any work taking place Public Liability Insurance in place.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
2.9.4	Downton Cemetery	Burial or internment Service - Falling, tripping, sprains, strains, injuries, cuts, bruises from falling on uneven ground. during a burial service	General Public Funeral Directors Contractors Clergy	3	1	3	Amber	Funeral Directors who are members of the National Association of Funeral Directors Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public. Public Liability Insurance in place.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
2.9.5	Downton Cemetery	Spread of Covid-19 Coronavirus See specific Risk Assessment.	General Public Funeral Directors Grave Diggers Stone masons Clergy Staff Inspectors	3	2	6	Red	Funeral Directors who are members of the National Association of Funeral Directors Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public. Public Liability Insurance in place. Comply with Institute of Cemetery and Crematorium Management guidance for numbers allowed at burial Abide by 1metre plus rules ie keep 2 metres apart or wear a face covering Use of hand sanitiser Safe working practices must still be followed. Correct PPE + disposable gloves, mask and goggles must be worn	MONITOR	Parish Clerk Funeral Directors Grave Diggers Stone masons Inspectors	Mar 2021	Nov 21