

STEDHAM WITH IPING PARISH COUNCIL RISK ASSESSMENT APRIL 2023

Location	Who at risk	Risk Evaluation Precautions adequate	How risk managed	Check	Status – Comments	Public Liability Cover	Action Required
Recreation Ground	Public	Low	SIPC check	ok		✓	
Youth covered seating	Public	Low	SIPC regular check	ok	Some roof tiles missing. No more tiles missing)	✓	Replace tiles
Play equipment	Children	Low	Playsafe annual + SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2022 New equipment installed June 2022.	✓	
4 x Seats (Roadside, Near play area, WI, VE Day))	Public	Low	SIPC check	ok	Bench slats replaced on WI bench June 2022	✓	
Notice Board	Public	Medium	SIPC regular check	ok	Support cracked, bolted together to provide temporary fix 2021	✓	Post needs replacement. Clerk to get quotes.
No Parking sign	Public	Low	SIPC check	ok		✓	
Litter bin	Public	Low	SIPC check	ok		✓	
Dog Fouling	Public	Low	SIPC check	ok	None Found. Dog Fouling sign in place.	✓	Replace sign on access from School Lane to Common View
Trees	Public	Low	SIPC check & Annual Tree Survey	ok	Contract agreed for annual Tree & Hedge inspection and maintenance	✓	
Events on land	Public	Low	Ensure user has insurance	ok	Completion of Risk Assessment prior to use Jubilee fete held 5 th June 2022 – RA completed	✓	Re-use for Coronation Party 7 th May 2023
Stedham Telephone box	Public	Low	SIPC check	ok	Restoration completed September 2022. Contractor completed a Risk Assessment. New map/leaflet cabinet installed	✓	Update signage
Stedham Graveyard	Public	Low	SIPC check	ok	Annual prune/tidy schedule in place. Gate & posts replaced June 2022	✓	
The Street & School Lane							
Village Sign (Junction The Street/School Lane)	Public	Medium	SIPC check	ok	Post & fingers starting to rot. Work to be done 2023	✓	Clerk to get quote for repair/replacement
Seat at Crossroads (A272)	Public	Low	SIPC check	ok	Bench slats replaced February 2023	✓	
The Street Gateways	Public	Low	SIPC check	ok		✓	
School Lane Gateways	Public	Low	SIPC check	ok		✓	

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Notice Board (Common View/School Lane)	Public	Low	SIPC regular check	ok	Refurbished April 2021	✓	
Seat (Common View/School Lane)	Public	Medium	SIPC check	ok	Wood starting to rot. Requires repair or replacement. New bench delivered 24/04/23, waiting installation.	✓	
Litter bin (School)	Public	Low	SIPC check	ok		✓	
Common View				ok		✓	
Seat (Between PostBox & Flats)	Public	Low	SIPC check	ok	No immediate work required.	✓	Monitor condition
Litter Bin	Public	Low	SIPC check	ok		✓	
Salt bin	Public	Low	SIPC check	ok	Three-quarter full	✓	
Post Box	Public	Medium	SIPC check	ok	Paving needs attention to prevent puddle. Repaired February 2023	✓	
Play area	Public	Low	SIPC regular check	ok		✓	
Play area Dog Fouling	Children	Medium	SIPC Monthly check	ok	New notice displayed. SIPC monitoring dog movement. Significant reduction over 2021/22. SIPC continue to monitor	✓	
Play Area Equipment	Children	Low	Playsafe Annual & SIPC Monthly checks	ok	Annual H&S check by Playsafe September 2022 New equipment installed June 2022. Repair & maintenance for older equipment February 2022 List of additional checks for zip-wire provided		
Playing field (Nets)	Public	Low	SIPC Monthly check	ok	Posts repainted & nets replaced May 2022	✓	
Play Area Fencing	Public	Low	SIPC Monthly check	ok	Gate has dropped and can no longer be padlocked. Adjustment made so gate can be locked. Right-hand side of fence broken.	✓	Monitor condition & consider repair/replacement
Play Area Seat	Public	Low	SIPC Monthly check	ok		✓	
Play Area Litter bin	Public	Low	SIPC Monthly check	ok		✓	
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.	✓	Clerk get feedback from neighbouring property owner.

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Allotments	Tenants	Low	SIPC check	ok		✓	
Trees	Public	Medium	SIPC check	ok	Owner of adjacent property in process of removing/replacing trees. Owner of adjacent property continuing to remove/replace trees.	✓	Clerk get feedback from neighbouring property owner.
Fencing (Concrete & Wooden)	Public	Low	SIPC check	ok	Fencing insecure & some wooden roadside posts starting to rot. Detailed inspection completed and photos taken to illustrate work required. Allotment owners need to clear fence-line.	✓	SIPC responsible for fencing. Clerk to get quotes & write to Allotment owners.
Gate	Public	Low	SIPC check	ok		✓	
Iping							
Iping bus shelter (A272)	Public	Low	SIPC check	ok	Okay	✓	
Iping village signs	Public	Low	SIPC check	ok		✓	
Iping salt bin (Opposite New Cottage)	Public	Low	SIPC check	ok	Half-full with water	✓	
Iping salt bin (Stubbs Hill Farm)	Public	Low	SIPC check	ok	Two-thirds full	✓	
Iping Seat	Public	Low	SIPC check	ok	One slat broken	✓	Monitor condition. Consider clean & replacement slat
Iping notice board	Public	Low	SIPC regular check	ok	Refurbished April 2021	✓	
Iping Churchyard	Public	Low	SIPC check	ok	New agreement with Church re maintenance of closed churchyard. Tree work completed April 2022. Included in Tree/Hedge Maintenance Contract.	✓	Big evergreen bush at wall may need some work
Iping Phone Box	Public	Low	SIPC check	ok	Restoration to be done after work on Stedham box completed. 2023-240Budget include cost of restoration. Council agreed to install AED	✓	Clerk book restoration.
Administration/Assets						✓	
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 arrange sorting session

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Electronic data	SIPC	Fire, water, theft	Stored on cloud & Back up	ok	External hard drive purchased & used for offline backup	✓	
Financial / Liability	SIPC	Low	Fidelity cover	ok	Insurance cover in place	✓	
Members and employees	SIPC	Low	Insurance cover	ok		✓	
Meetings	Public	Low	Hall/SIPC insurance	ok	Public meetings will comply with appropriate regulations	✓	
Other						✓	
Ingrams Green Salt Bin (Opposite small business area)	Public	Low	SIPC check	ok	Three-quarter full	✓	
Ash House salt bin (Ash House Lane)	Public	Low	SIPC check	ok	Three-quarter full	✓	
Finger posts/signs	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	
Finger post (campsite triangle)	Public	Low	SIPC check	ok	Refurbishment completed May 2021	✓	