

STEDHAM WITH IPING PARISH COUNCIL RISK ASSESSMENT APRIL 2022

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. New graffiti	✓	Replace tiles, remove graffiti
Play equipment	Children	Low	Playsafe annual + SIPC Monthly checks	ok	Annual H&S check by Playsafe May 2022 New equipment installed May/June 2022.	✓	
3 x Seats (Roadside, Near play area, WI)	Public	Low	SIPC check	ok	Seat on WI bench needs attention. Bench slats to be replaced June 2022	✓	
Notice Board	Public	Medium	SIPC regular check	ok	Support cracked, bolted together to provide temporary fix	✓	AH to get quote for new support
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	✓	AH to replace with bigger sign
Trees	Public	Low	SIPC check & Annual Tree Survey	ok		✓	
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	✓	
Stedham Telephone box	Public	Low	SIPC check	ok	Restoration to be completed June/July 2022. Contractor to be asked to complete a Risk Assessment(Work to be done near house/cars)	✓	Clerk to email contractor
Stedham Graveyard	Public	Low	SIPC check	ok	Annual prune/tidy schedule in place. Gate & posts replaced June 2022	✓	Cherry Tree may need some work
The Street & School Lane							
Village Sign (Junction The Street/School Lane)	Public	Medium	SIPC check	ok	Post & fingers starting to rot. No immediate work required	✓	AH to get quote for repair/replacement
Seat at Crossroads (A272)	Public	Low	SIPC check	ok		✓	
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	✓	Clerk to get quote for repair/replacement
Litter bin (School)	Public	Low	SIPC check	ok		✓	
Common View				ok		✓	
Seat	Public	Low	SIPC check	ok	Requires repair or replacement	✓	Clerk to get quote for repair/replacement
Litter Bin	Public	Low	SIPC check	ok		✓	
Salt bin	Public	Low	SIPC check	ok		✓	
Post Box	Public	Medium	SIPC check	ok	Paving needs attention to prevent puddle. Reported to WSCC Highways – no response	✓	Check liability if PC make own repairs
Play area	Public	Low	SIPC regular check	ok		✓	
Play area Dog Fouling	Children	High	SIPC Monthly check	ok	New notice displayed. SIPC monitoring dog movement. Significant reduction over last year. SIPC continue to monitor	✓	
Play Area Equipment	Children	Low	Playsafe Annual & SIPC Monthly checks	ok	Annual H&S check by Playsafe May 2022 New equipment installed May/June 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	✓	Arrange further inspection and 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.	✓	
Allotments	Tenants	Low	SIPC check	ok		✓	

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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.	✓	
Fencing (Concrete & Wooden)	Public	Low	SIPC check	ok	Some wooden roadside posts starting to rot. Detailed inspection completed and photos taken to illustrate work required	✓	Clerk to submit to WSCC to confirm responsibility for maintenance
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		✓	
Iping salt bin (Stubbs Hill Farm)	Public	Low	SIPC check	ok	Replaced 2020. Difficult to see	✓	
Iping Seat	Public	Low	SIPC check	ok	Okay	✓	Arrange for seasonal clean & oil
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	✓	
Iping Phone Box	Public	Low	SIPC check	ok	Restoration to be done after work on Stedham box completed	✓	
Administration/Assets						✓	
Records	SIPC	Fire, water, theft	Paper copies scanned & stored digitally	ok	Paper records to be recovered from previous Clerk and all records to be transferred to archive	✓	
Electronic data	SIPC	Fire, water, theft	Stored on cloud & Back up	ok	External hard drive to be used for offline backup	✓	
Financial / Liability	SIPC	Low	Fidelity cover	ok	Insurance cover in place	✓	

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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		✓	
Ash House salt bin (Ash House Lane)	Public	Low	SIPC check	ok		✓	
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	✓	