

June 2026

Innsworth Parish Council

Risk Assessment

Rookery Road Play area

Assessor: clerk

Review Date: Council 29/6/26

Risk Registers vs Risk Assessments

A **risk assessment** is a **practical tool** used for a specific activity, site, or event. It identifies hazards, assesses who might be harmed, and sets out the measures needed to keep people safe.

Council agreed actions on 29/6/26

Risk Assessment Table for Rookery Road Play area

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Management of site	public	high	Council to set up a specific committee with delegated authority to make decisions and to meet bi monthly/monthly	Decision of council was to not to have a committee	low	council
Lead Volunteer	Whole group	high	Council to appoint a lead volunteer or caretaker for specific activities – decisions can only be taken by Council	council considered the appointment of a park warden on PAYE This was not ratified at the pc meeting and Council agreed to seek a contractor via a tendering process	low	Council
Communication	public	low	Contact details for emergencies, contact details for reporting of concerns Posting of agendas for council meetings to encourage communication	Council decision on who, where, how- pending appointment of park warden- use clerk email address Noticeboard to be updated - agreed	low	Council

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Manual handling (lifting bags, emptying bins, equipment)	Volunteers	Medium	Advice not to overload, provide litter pickers/grabbers	Remind volunteers to use two-person lifts for heavy items	Low	Lead Volunteer
Litter	public	medium	Periodic litter pick by councillors – bins provided Bins to be repaired	Council to appoint a park warden Council to agree repair/replacement – specification needs to be agreed at pc meeting	low	Lead Volunteer or caretaker Council
Traffic (working near roads/parking areas)	public	high	Grass cutting contractor	Recognised specialist contractor	low	N/A
Weather (heat, rain, cold)	Volunteers, public	Medium	Advise suitable clothing, provide water, option to stop in adverse conditions	Monitor forecast and adapt event timings	Low	Lead Volunteer or caretaker
Lone working / separation from group	Volunteers	Medium	buddy system	Count in and out volunteers	Low	Lead Volunteer or caretaker

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Slips, trips, falls	Volunteers, public	Medium	Route checked in advance, volunteers briefed, warning signs where needed	Play area caretaker to highlight specific hazards Council delegated authority to spend to Clerk if H & S issue	Low	Lead Volunteer or caretaker
	Users of play areas	medium	Weekly inspection		Low low	Council decision Council decision
Play equipment	public	high	Mandatory Annual play inspection	Decisions of council 3 quotes for remedial works as highlighted in ROSPA report Contract placed for annual ROSPA inspection	low	Council
Play equipment	public	medium	Routine Weekly visual check	Decisions of council to appoint park warden	low	Council
Play equipment	public	medium	Quarterly operational checks	Decision of Council to appoint contractor for quarterly	low	Council

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
				inspections – 3 quotes for quartley check		
MUGA	public	medium	Quarterly operational checks	above	low	Council
Hire to sole user	public	low	Council decision setting out clear parameters	Decision of Council	low	Council
Accessibility for wheelchair users	Public	medium	Route checked and reasonable adjustments to be considered	Decision of council to consider reasonableness at a future point Quote for wheelchair accessibility access and equipment	low	Council
Long term replacement of equipment	public	medium	Reserves set aside by Council Annual rospa inspection	Decision of council to protect/increase reserves-budget setting process	low	council
Long term replacement of MUGA infrastructure	public	medium	Reserves set aside by Council Annual rospa inspection	Decision of council to protect/increase reserves budget setting process	low	council

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place or recommended	Further actions needed	Risk level (after controls)	Responsible person
Long term replacement of safety surface	public	medium	Reserves set aside by council Quotations received	Decision of council on level of works to be contracted -budget setting process Clerk look at report for surface report for MUGA	low	council
COVID-19 or communicable illness	Volunteers, public	Low	volunteers to stay away if unwell	Update control in line with latest government advice	Low	caretaker
Reputational risk (complaints, injury)	Council	Medium	Insurance in place, risk assessment carried out, clear volunteer briefings as appropriate	Review post-event, record any incidents Specification for park warden	Low	Clerk/Council

Risk Rating Guide

- **High** – could cause serious harm; immediate action needed
- **Medium** – could cause harm; control measures required
- **Low** – unlikely or minor harm; monitor and maintain controls

