

Risk assessment – Parish Assets

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: MARDEN PARISH COUNCIL

Date of risk assessment: February 2023

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Location	Powers & Duties and Statutory Provision	Assessment	Control	By Whom
Marden Cemetery	Power to acquire and maintain – Open Spaces Act 1906, ss.9 and 10 Power to provide – LGA 1972, s.214 Power to agree to maintain memorial and monuments – Parish Councils and Burial Authorities (Misc Prov) Act 1970, s.1 Power to contribute to expenses of maintaining cemeteries – LGA 1972, s.214(6)	Safety of visitors, staff, contractors, grave diggers, stone masons and funeral directors Potential hazards include slips, trips and falls, unstable headstones	Ensure regular inspection of cemetery Inspection of monuments/headstones Maintain membership of ICCM Obtain risk assessment from stone masons and grave diggers The Cemetery caretaker to report any irregularities to the Parish Office. A site meeting is held twice a year Issue PPE where relevant	Caretaker Caretaker Clerk Clerk Caretaker
Litter Bins	Power to provide litter bins in streets and public places – Litter Act 1983, ss.5 & 6	Concern for hygiene. Potential hazards include infection and injury	Ensure regular emptying and disposal of rubbish by reporting to Maidstone Borough Council Playing field and Southons Field litter bins are emptied by Marden Parish Council staff All other litter bins are emptied by Maidstone Borough Council	Caretakers
Open Spaces: Southons Field	Power to acquire and maintain open spaces – Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 & 10	Safety of visitors, staff and contractors. Potential hazards include slips, trips and falls. Machinery and manual handling. Regular maintenance checks to buildings Weekly checks of play equipment	Ensure regular inspection of play trail, swings, trees, buildings and open space	Village Caretaker
Recreation: Marden Playing Field	Power to acquire land for, or provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them – Public Health Act 1875, s.164; Public Health Acts Amendment Act 1890, s.44; Open Spaces Act 1906, s.9 & 10; Local Government (Misc Prov) Act 1976, s.19	Safety of users, volunteers, staff, contractors and walkers Potential hazards include slips, trips and falls, faulty play equipment, litter and glass, dog fouling, machinery and manual handling.	Ensure regular inspection and maintenance of play equipment, changing rooms and recreation areas. Issue PPE where relevant	Village Caretaker

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Location	Powers & Duties and Statutory Provision	Assessment	Control	By Whom
Public Conveniences	Power to provide public conveniences – Public Health Act 1936, s.87	Safety of users, staff and contractors. Potential hazards include slips, trips and falls, hygiene, infection	Ensure regular cleaning, inspection and maintenance. Issue PPE where relevant	Village Caretaker Clerk Contractor
Parish Office	Power to provide buildings for offices and for public meetings and assemblies – LGA 1972, s.133	Safety of staff and visitors Potential hazards include slips, trips and falls, theft, fire, lone working, working with display screen equipment	Undertake regular risk assessments for computer usage Ensure regular inspections of office furniture, fire safety equipment, burglar alarm and panic buttons. Undertake annual PAT Testing of equipment	Clerk and Deputy Clerk
Street Furniture: notice boards, seating, cycle rack, planters		Safety of users, caretaker, contractors Potential hazards include trapped fingers, falls	Ensure regular maintenance and inspections	Caretaker
Grass verges: Jewell Grove, Church Farm Corner, Sovereigns Way, Meades Close, West End footpath, library	Power to plant trees etc and maintain roadside verges – Highways Act 1980, s.96	Safety of staff and contractors whilst work being undertaken Potential hazards include machine and manual handling	Ensure regular maintenance of equipment Issue relevant PPE	Caretaker Clerk