Kingsclere Parish Council Risk Assessment

This document has been produced to enable the Parish Council to assess the risks it faces and satisfy itself that adequate steps have been put in place to minimise those risks. The Council is aware that although some risks can never be fully eliminated but it has a strategy in place that provides a structured, systematic and focused approach to managing the risks it can affect.

Land: **KPC Owned and Managed Land Areas, including facilities and assets on the land**

Description: **Holding Field, The Dell Recreation Ground, The Allotments, The Orchard, Malthouse Open Space, Churchyard, Ecchinswell Road Cemeteries**

Low Risk	No action is required, and documentary records need to be kept
Medium Risk	Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Measures should be introduced within a reasonable time period.
High Risk	Activity should cease until the Risk has been removed. Measures should be introduced as soon as possible

Subject	Risk Identified	Score H/M/L	Management / Control of Risk	Document Review date
Driving - Maintenance of Grass and Hedgerows	Use of Mowers, Strimmers, mechanical plant, contractors Vehicles Accidents from moving vehicles and flying debris	M	Contractors will be responsible for their own risk assessment to protect their employees and members of the public.	2028
Operating equipment i.e. Grass and hedge cutting and mechanised diggers	Fire or operating accidents. Injury from burns/cuts/foreign bodies in eyes/smoke inhalation or ingestion/cuts and scratches	L	The Parish Council engages reliable and competent contractors. Contractors will be responsible for their own risk assessment to protect	2028

			their employees and members of the public	
Working alongside or in a water course / pond	Slips or falls into the watercourse Injury from fall could lead to drowning	L	The Parish Council engages reliable and competent contractors. Contractors will be responsible for their own risk assessment to protect their employees and members of the public.	2028
Weed killing	Chemical burns/breathing problems. Injury to members of the public, contractors and employees	L	The Parish Council ensures that this function is carried out professionally by competent contractors. Parish Council to delegate this to appointed grass cutting contractors	2028
Village Seats	Both Wooden and Metal Seats are subject to weather and deterioration, along with damage / vandalism. Resulting in possible injury to Members of the Public	L	Seats are annually inspected, and any remedial action undertaken to ensure the seats are maintained in a sound condition. Qualified Contractors are used to carry out any repairs.	2028
Waste Bins	Waste bins are subject to weather deterioration and damage by vandalism injury to members of the public, contractors and employees	L	Waste bins are annually inspected and also monitored by the Litter Warden, and any remedial action undertaken to ensure the bins are maintained in a sound condition. Sharps to be reported to BDBC via Clerk	2028

Trip or Injury on Paths and Surfaces	Visitors may be injured if they trip over objects Injury to members of the public, contractors and employees	L	Surfaces are monitored, tarmac path in MHOS reported to BDBC. Other pathways and surfaces are grass. Paths are kept mown at the allotments to help show any defects in grass / soil. Grass areas are mown fortnightly on all land. Rabbit holes are monitored at the recreation Ground but Kingsclere is a rural village containing much wildlife causing on going damage. Gravel path at cemetery checked annually.	2028
Boundary Fences / Gates Damage	Wooden / metal fences are subject to weather deterioration and damage by visitors. Injury to members of the public, contractors and employees	L	Gates and Fences are inspected annually, and any remedial action undertaken to ensure the fences are maintained in a sound condition. Issues reported by Members of the Public, Contractors and Cllrs are dealt with as they occur.	2028
The Dell Recreation Children's play area	Visitors may be injured by moss and or leaves or damage to the surface Injury to members of the public, contractors and employees	L	Weekly inspections of the children's play area in the Dell Recreation Play area are carried out by Basingstoke and Deane Council Inspector. Monday/Tuesday. Report is available and the Cllrs are made aware of issues regularly. Items will be	2028

			considered as required depending on the severity of the concern	
Signage	The metal structure is subject to deterioration from the weather Injury to members of the public	L	Annual inspection for signs of damage and any remedial action undertaken to ensure that all signs are maintained in a good condition. Matters reported by members of the public and Cllrs / Contractors are dealt with as they arise.	2028
Trees	Collapse Structural damage and injury. Employees / public	L	Fallen branches where in dangerous location are dealt with as soon as possible under the Clerks emergency powers and a tree surgeon contacted to rectify the problem if urgent. Tree inspections will be carried out every 3 years. All trees were inspected by an Arboriculturist on 22nd September 2022 and recommended works carried out every 3 years. The next inspection is booked for Summer 2025 *NB Possible Tree Management Policy to being introduced in 2025/6*. Council responds to comments and reports if concerns are raised about	2028

			the condition of trees from any member of the public.	
Lone Worker Security / Health Concerns	KPC staff who may be subject to accident or Anti-Social Behaviour		Litter Warden carries mobile and checks in with Proper Officer at the start and end of each shift. Clerk contacts staff member if no finish notification comes through. Clerk holds Litter Wardens NOK details so checks can be made if no contact made. Prior to search and alarm being raised. Litter Warden also carries first aid kit checked annually at review.	2028
Memorials	Crush danger to Staff, Contractors, Members of the Public from Loose Memorials	M	Memorials should be affixed/ installed to BS 8415 2018 Standard as stipulated in KPC Burial Policy by a qualified stone mason. Its is the Garve Owners responsibility to keep the headstones in good repair. Memorials will be visually checked annually by Clerk and Cllr nominated for H & S and concerns will be raised to the Council, the Grave Owner and where required a qualified Mason. Every 3 years a there will be a full inspection by a qualified inspection	

			company. If no correction is made headstones will subsequently be laid flat.	

Hazard Check Findings and Observations August 2025 – KPC owned maintained items / land

Area	Findings	Action	Completed
Bus Shelters	All OK		
White Gates	All OK	No check on Winchester Rd not safe	
SIDS	Bstoke Rd OK Winchester Rd Not able to check		
The Dell Recreation Ground	All OK apart from bench to be repaired	KPC decide whether to repair or replace	Obtaining Quotes for both options August 25 - Agenda September 25
Malthouse Open Space	- Paths remain Uneven - Pond Low and silty no hazard	Report to BDBC	Emailed to report 20/8/25 . Your case reference number is 3257270.

Kingsclere Parish Council Risk Assessment

Holding Field	-Ground Uneven alongside hedges where tractor hedge cutting took place -Dragon tooth missing could allow vehicle access Litter under hedgerow – Not hazard Trees Inspected July 25	Email to CGS 19/8/25 to request rolling of area once ground softer Obtaining quote – agenda 27th August Emailed Litter Warden week of 18th August to sort Some work required one amber and a some green actions to complete – Clerk obtaining quotes	Emailed CGS response received to say OK will sort Agreed to replace – replaced 2/9/25 2 have been done Sorted Autumn Agenda for budget
St Marys Churchyard	Trees inspected July 2025 Memorials ok Visibly – official inspection due 2026		
Crown Green Flower Borders	All OK		

Kingsclere Parish Council Risk Assessment

Benches Bear Hill and Tower Hill	Both OK		
Allotments	No Gate post Pathways un even – field	Not hazard It's a field difficult to rectify	
Orchard	Nothing noted		
Cemeteries	Ground Surface uneven in places Bench bottom of new cemetery splintered Bench Slat	Clerk to ask Contractor if fixable	Met with Contractor 1/9/25 obtaining quote for OM September