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.

Event: Bus Shelters, Benches, Speed Indicator Devices and White Gates

Event Description: 4 Bus Shelters, Benches at Bear Hill, Tower Hill, SIDS on Basingstoke Road and Winchester Road. Entrance Gates Newbury Road, Basingstoke Road and Winchester Road.

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
Bus Shelters	Provision of Adequate Insurance Cover	L	Council Officers and Cllrs to ensure Bus Shelters are included on the Policy and are adequately covered.	2028
	Cleaning	L	The Square Bus Shelter is regularly cleaned by Local Window Cleaner. All 4 Shelters can be swept as required by Litter Warden. Ongoing	2028
	Structural Defects – loose tiles or brick work	M	Visual Inspection Annually by the Clerk and the HCS nominated Cllr.	2028

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Benches	Loose panels, Sharp objects, Vandalism, Ground Fixings.	M	Inspected officially, annually by Clerk and HCS nominated Cllr. Work required either carried out immediately under Officers emergency fund or flagged to Cllrs for budget repairs / replacement. Ongoing Checks when officer passes or notification is received.	2028
Speed Indicator Devices (SIDS)	Ground Fixing, Strength Visibility	M	Checked Annually for defects and sturdiness. Issues highlighted to Cllrs or dealt with under Officers emergency expenditure.	2028
White Entrance Gates	Loose components may result in injury to Maintenance workers and members of the public.	M	Inspected Annually by Clerk and Cllr nominated for Health and Safety. Defects reported at next meeting or budgeted for depending on severity.	2028

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Annual Check Report August 2025

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		
Benches Bear Hill and Tower Hill	Both OK		