

# CRAWLEY PARISH COUNCIL



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## HEALTH AND SAFETY RISK ASSESSMENT

Crawley Parish Council has identified the following areas that require a Health and Safety Risk Inspection. This policy document is reviewed on an annual basis.

- Children's Playground
- Recreation Ground
- Sports Pavilion
- Pond and surroundings
- War Memorial
- Burial Ground
- Church Yard

### DESCRIPTIONS

#### **Children's Playground**

The Children's Playground is sited inside the Recreation Ground just off Hacks Lane. Wooden fencing surrounds the play equipment; on the floor is grass and rubber matting.

#### **Recreation Ground**

The Recreation Ground is situated just off Hacks Lane and is an area of ground currently laid to grass surrounded by fencing and hedging. It is for the benefit of all Crawley residents and anyone who wishes to use it. The area is used mainly for Cricket and there is a cut Cricket square together with a large white painted Cricket screen. There is a Pavilion with electricity, water and drainage. The Recreation Ground is also used for Football and there are two football goals (not full sized). There is an area that has been tarmacked over that has a netball net together with 2 benches. As well as for sport the Recreation Ground is used for walking dogs and an area for children to play and ride their bikes. There is a car park that is accessed via a wooden five bar gate, this gate is not locked but is mainly kept shut. To prevent travellers or large vehicles getting into the car park a metal structure and an anti-ram bollard have been fitted that are locked. The car park is currently gravelled over.

#### **Sports Pavilion**

The Crawley Cricket Pavilion is located on Crawley Recreation Ground, Hacks Lane. It is a facility provided for use by Crawley Cricket Club, its members, and the members of visiting cricket teams. The pavilion provides a meeting room, kitchen, shower room, two changing rooms, a toilet and a storage shed. It has mains fed electricity, water, and drainage.

#### **Pond and Surroundings**

Crawley village pond is situated at the crossroads of Peach Tree lane/main street with Littleton road at the bottom of the village. It lies adjacent to road along approx. 50% of its circumference with the

remaining 50% being lined by trees and abutting the neighbouring private residences' boundaries. It is approx. 20m diameter and 1.5m at the deepest point. It provides habitat for resident and visiting wildfowl. A water trough and hand pump add aesthetic appeal and two wooden benches have been situated along the pond's grass verge.

### **War Memorial**

Crawley War Memorial consists of a square plot measuring 18.46m on each side. On three sides, the plot is enclosed by a perimeter wall of approximately three feet in height, whilst the fourth side (the southern side) is boarded by a residential property. The area within is principally laid to lawn with beds on three sides and a paved path on the fourth – the northern side closest to the road. The memorial itself is centrally placed and is surrounded by a paved path.

On the northern side an eight- foot long teak bench is placed along the perimeter wall with a paved path running along this boundary. Within the beds laid to shrubs, are is an one oak and a variety of smaller trees.

### **Burial Ground**

The Burial Ground is an area of consecrated ground (a small area at the top to the left-hand side is unconsecrated ground) with a gravel path running through it. There are graves on both sides of the path and throughout the Burial Ground and a large area of ground presently unused. There are some old established trees both in the Burial Ground and outside it. The area is fenced mostly with wire fencing and some hedging. A pair of iron gates lead into the ground that can be closed shut but not locked.

### **Church Yard**

Crawley Churchyard is closed for burials. It comprises an approximately square area with St Mary's Church in one corner. A gravel path leads from a pedestrian gate by the road to the doors to the main Church building and the Church room. The churchyard is fully enclosed by a combination of wooden fencing and flint walls. The area of the churchyard away from the gravel path is filled with graves, all of which are more than 100 years old; the area between the graves is mown grass. There are a small number of established trees.

## **THE RISK CALCULATION**

The risks which face the Parish Council have been identified and quantified in the Risk Table with the likelihood of each risk occurring identified as low, medium or high. The impact that the risk would have if it occurred is also identified. The most significant risks are those which score 6 or above, using the calculation "likelihood X impact" in which scores are based on the information in the table below:

<b>Likelihood</b>	<b>Value</b>	<b>Impact</b>	<b>Value</b>
Low	1	Low	1
Medium	2	Medium	2
High	3	High	3

## THE RISK TABLES

### Children's Playground

Category	Identified Risks	Likelihood	Impact	Risk Score
Health & Safety	Uneven ground. Thistles, stinging nettles and poisonous plants	LOW	LOW	1
Health & Safety	Overgrown hedge with brambles and other prickly plants	LOW	LOW	1
Health & Safety	Fencing and gates; structural condition and condition of wood and metalwork.	LOW	LOW	1
Health & Safety	Play equipment; structural condition, condition of wood and metalwork, condition of ropes and ancillary fittings.	LOW	HIGH	4
Health & Safety	Benches and tables; structural condition and condition of wood and metalwork.	LOW	LOW	1

### Recreation Ground

Category	Identified Risks	Likelihood	Impact	Risk Score
Health & Safety	Uneven ground. Thistles, stinging nettles and poisonous plants	LOW	LOW	1
Health & Safety	Overgrown hedge with brambles and other prickly plants	LOW	LOW	1

### Churchyard

Category	Identified Risks	Likelihood	Impact	Risk Score
Health & Safety	Unstable Monuments	LOW	LOW	1
Health & Safety	Unstable boundary Wall	LOW	MEDIUM	2
Health & Safety	Overhanging tree branches	LOW	LOW	1
Health & Safety	Uneven ground on gravel path	LOW	MEDIUM	2
Health & Safety	Entrance Gate	LOW	LOW	1

### War Memorial and Garden

Category	Identified Risks	Likelihood	Impact	Risk Score
Health & Safety	Stone wall: Small areas of the concrete pointing within the northern perimeter wall have broken down. The wall could present a risk to visiting	LOW	MEDIUM	2

	public. There is also a financial risk associated with repair of the wall.			
Health & Safety	Algae on the paths and bench make these areas slippery when wet.	<b>LOW</b>	<b>MEDIUM</b>	<b>2</b>
Health & Safety	Paving slabs used in the construction of the path have 'feathered' making the path in places uneven, which could cause a trip hazard to the Public.	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>4</b>
Health & Safety	The two oak trees are in poor condition and close to a nearby residence. If not pruned they will get heavy.	<b>LOW</b>	<b>MEDIUM</b>	<b>3</b>
Health & Safety	Loose planking to the bench seat with protruding bolts is a hazard to anyone sitting on the bench.	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>4</b>

#### **Crawley Pond**

<b>Category</b>	<b>Identified Risks</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Score</b>
Health & Safety	There are inherent dangers of open water to public	<b>HIGH</b>	<b>HIGH</b>	<b>6</b>
Health & Safety	The presence of trees presents the potential for exposed roots to cause a tripping hazard.	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>3</b>
Health & Safety	Uneven or slippery bank adjacent to the water.	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>4</b>

#### **Cricket Pavilion**

<b>Category</b>	<b>Identified Risks</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Score</b>
Health & Safety	Risks associated with normal operational use	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>3</b>
Health & Safety	Cleaning and Maintenance	<b>LOW</b>	<b>LOW</b>	<b>1</b>
Health & Safety	Electrical safety	<b>MEDIUM</b>	<b>HIGH</b>	<b>4</b>
Health & Safety	Fire Safety	<b>MEDIUM</b>	<b>HIGH</b>	<b>4</b>
Health & Safety	Environmental Damage	<b>LOW</b>	<b>MEDIUM</b>	<b>2</b>
Health & Safety	Arson and Vandalism	<b>LOW</b>	<b>MEDIUM</b>	<b>2</b>

#### **Burial Ground**

<b>Category</b>	<b>Identified Risks</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Score</b>
Health & Safety	Overhanging branches from large established trees	<b>LOW</b>	<b>LOW</b>	<b>1</b>

Health & Safety	The Trees within the Burial Ground are checked at least once every 2 months for any loose or rotten branches and these are attended to immediately.	<b>LOW</b>	<b>LOW</b>	<b>1</b>
Health & Safety	Uneven ground and the need to take care when walking	<b>LOW</b>	<b>LOW</b>	<b>1</b>

## RISK MANAGEMENT

### Children's Playground

Category	Risk Control Measures
Health and Safety	<p><b><i>Uneven ground and stinging nettles:</i></b> The Recreation ground is mowed on a regular basis and not allowed to get overgrown.</p> <p><b><i>Poisonous plants:</i></b> The Parish Council employs a qualified gardener to tidy the village grounds and plants are not allowed to grow out of control.</p> <p><b><i>Overgrown Hedge and brambles:</i></b> The hedge is cut back once a year and inspected every 2 months.</p> <p><b><i>Fencing and Gates:</i></b> The fences and gates are inspected annually by a specialist consultant and recommendations for repair followed. The fences and gates are inspected each month by a member of the Parish Council to identify any damage and necessary repairs.</p> <p><b><i>Play Equipment:</i></b> The play equipment is inspected annually by a specialist consultant and recommendations for repair followed. The equipment is inspected each month by a member of the Parish Council to identify any damage and necessary repairs.</p> <p><b><i>Benches and Tables:</i></b> Benches and tables are inspected annually by a specialist consultant and recommendations for repair followed. The fences and gates are inspected each month by a member of the Parish Council to identify any damage and necessary repairs.</p>

### Recreation Ground

Category	Risk Control Measures
Health and Safety	<p><b><i>Uneven ground and stinging nettles:</i></b> The Recreation ground is mowed on a regular basis and not allowed to get overgrown.</p> <p><b><i>Poisonous plants:</i></b> The Parish Council employs a qualified gardener to tidy the village grounds and plants are not allowed to grow out of control.</p> <p><b><i>Overgrown Hedge and brambles:</i></b> The hedge is cut back once a year and inspected every 2 months.</p>

## Churchyard

Category	Risk Control Measures
Health and Safety	<p><b><i>Unstable Monuments:</i></b> Check the stability of the monuments at 6 monthly intervals. Place horizontally any that are unstable.</p> <p><b><i>Unstable boundary wall:</i></b> Check the boundary wall annually, by visual inspection. When any instability is identified, engage a suitable contractor as soon as practicable to rectify the problem.</p> <p><b><i>Overhanging tree branches:</i></b> Check the trees within the churchyard at 6 monthly intervals for loose or rotten branches. When a problem is identified, engage a tree surgeon as soon as practicable.</p> <p><b><i>Uneven ground on the gravel path:</i></b> Mow the churchyard regularly to prevent unevenness being hidden by foliage.</p> <p><b><i>Entrance Gate:</i></b> Inspect the gate by visual inspection at 6 monthly intervals and repair as necessary.</p>

## War Memorial and Garden

Category	Risk Control Measures
Health and Safety	<p><b><i>Stone wall:</i></b> The stone wall is checked twice a year for damage with an assessment as to whether repair is required. It is also assessed for public safety.</p> <p><b><i>Public slipping on algae on path:</i></b> Parish Council has a village clean up once a year to ensure rubbish is cleared away. The Parish Lengthsman is employed to clean the path when needed.</p> <p><b><i>Paving slabs uneven:</i></b> The path is inspected for further deterioration twice a year and not considered a trip hazard.</p> <p><b><i>Trees:</i></b> The trees are inspected twice a year and pruning done when required.</p> <p><b><i>Bench :</i></b> The Bench is inspected twice a year and repair work is carried out as and when required.</p>

## Crawley Pond

Category	Risk Control Measures
Health and Safety	<p><b><i>Trees:</i></b> Annual inspection of the tree situated on the grass verge. To address any potential hazard that it presents (overhanging/broken branches, roots that may</p>

	<p>be a tripping hazard) in a timely fashion.</p> <p><b>Grass Verge:</b> The bank/grass verge will be maintained with regular cutting through summer months and checked at 6 monthly intervals for evidence of tripping hazards.</p> <p><b>Other Hazards:</b> Wooden benches are checked annually to ensure no deterioration in their suitability for purpose and address any defects as they arise/are reported. Inspect the road sign annually for signs of wear that may be a hazard. Check the integrity of the horse trough annually to ensure no deterioration that might present a danger</p>
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### Burial Ground

Category	Risk Control Measures
Health and Safety	<p><b>Stone wall:</b> The Stonewall is checked twice a year for damage with an assessment as to whether repair is required. It is also assessed for public safety.</p> <p><b>Public slipping on algae on path:</b> Parish Council has a village clean up once a year to ensure rubbish is cleared away. The Parish Lengthsman is employed to clean the path when needed.</p> <p><b>Paving slabs uneven:</b> The path is inspected for further deterioration twice a year and not considered a trip hazard.</p> <p><b>Trees:</b> The Oak Trees are inspected twice a year and pruning done when required.</p> <p><b>Bench Seat:</b> The Bench is inspected twice a year and repair work is carried out as and when required.</p>

### Cricket Pavilion

The Crawley Cricket Pavilion policy is listed separately due to its size and complexity.

### RISK RATING – HEALTH AND SAFETY

Crawley Parish Council’s Health and Safety management procedures have been assessed as ‘low risk’. The checks in place are sufficiently robust to ensure that damage or injury should not occur or would be identified very quickly and rectified without any serious damage to the Parish Council.

Reviewed 26 September 2022 with no changes recommended 22/23 – 49

Reviewed 18 September 2023 with no changes recommended 23/24 - 42