

HEYSHOTT PARISH COUNCIL RISK ASSESSMENT 2021

Location	Who at risk	Risk Evaluation Precautions adequate	How risk managed	Check	Action needed or undertaken	Public Liability Cover	Action
Playground	Public	Low	Play Committee (PC) check	ok		✓	
Play equipment	Children	Low	annual inspection	ok	PC monthly check and sign book	✓	
Shed	Public	Low		ok		✓	
Mower	PC users	Low		ok			
Seat	Public	Low	PC check	ok			
Fence	Public	Low		ok	New south fence 2021. Probable replacement of chain link		Check HPC, PC
Notice Board	Public	Low	HPC regular check	ok	Renovated 2020	✓	
Litter bins x 2	Public	Low	HPC check	ok		✓	
Trees	Public	Low	HPC check	ok		✓	DJ
Events on land	Public	Low	Ensure user has insurance & does risk assessment			✓	Clerk
Seat at Leggs Lane	Public	Low	HPC check	ok		✓	
Seat at Pond	Public	Low	HPC check	ok	Renovated 2020. Needs cleaning	✓	
Pavilion	Public			ok	Rented from Cowdray - Investigation ongoing.		
Cricket ground	Public	Low	Common land open access		Rented from Cowdray. Badger damage.		
Grit bins x 3			HPC check	ok		✓	
Bus shelter	Public		HPC check	ok	Needs painting	✓	HPC
Financial	HPC	Low	Fidelity cover	ok	HPC Standing Orders, Financial Regs, Internal Audit.		
Administration/Assets		Low		ok			
Records		Fire, water, theft	old records to WSCC Archives	ok	Consider duplicating for website		
Electronic data		Fire, water, theft	Back up	ok	Clerk's HPC business on external hard drive		
Members and employees	HPC	Low	Insurance cover	ok		✓	
Meetings	Public	Low	Hall/HPC insurance	ok		✓	

Risk assessment undertaken by Simon Laking and the Clerk
on 15 April 2021

