

BRAMHOPE & CARLTON PARISH COUNCIL : RISK ASSESSMENT

Assessment completed by: Nicola Woodward	Date of Assessment: 21st May 2025
	Due for Review: May 2025

Premises	Area	Hazard	Who is at risk?	Controls in place	Level of risk	Action to be taken and order of priority
Memorial Garden, Breary Lane						
	Paving	Build up of moss	General public Volunteers		Very low Low	Continued maintenance to prevent build up Use of 'Path Clear' product by BiB
	Boundary Wall	Low wall	Attendees at Remembrance Service	Plants to attract attention	Low	
	Bench seat	None		Well maintained	V Low	
	Obelisk			Structurally sound	V Low	
Well Site, Leeds Road						
	Paving	Potential for unevenness & growth of moss/lichen	General public	Regular inspections & maintenance	Very Low	Continue with regular checks and remove on a regular basis.

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	Well	Potential of visitors to fall.	General public	Regular inspections & maintenance	Low	Continue with regular checks
The Cross, Church Hill						
	Paving	Potential for unevenness of setts	General public	Regular inspections and maintenance	Low	Continue with regular checks
	Cross superstructure	Corrosion of casting	General public and maintenance personnel	Regular inspections and maintenance	Very low	Continue with regular checks
	Power Supply	Electrocution	General public and maintenance staff	Power box fastened shut	Low	Regular checks
	Plinths	Stone falling	General Public	Regular inspections and maintenance	Low	Regular checks.
Playing Field, Old Lane (on behalf of Bramhope Recreation Trust)						
	Boundary Walls	Stone falling from damaged walls	General public and vehicles	Regular inspections and maintenance	Low	Continue with regular checks
	Football Pitch	Uneven surface	Players	Regular inspections and maintenance	Low	Continue with regular checks

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	Goal posts	Goal post holes following post removal for cricket season	General Public, dogs	Place 'bungs' in holes	Low	Check bungs are in place regularly (if goal posts are removed)
	Playing Fields	Dog Fouling	Players, General public(especially children)	Signs erected, provision of dog bins	Low	
	Seating and Basketball area	Trip danger, impact injury	General public	Regular inspections and maintenance	Low	Continue with regular checks
	Playing fields	Vehicular access to field (e.g. Ambulance)	Players/General Public	Dropped post in place. Key available in Pavilion kitchen	Low	Ensure post key is available to football and cricket club
Pavilion, Old Lane						
	Meeting Room	Electrics	Visitors	Check by approved electrician	Low	Arrange 5 yearly electrical inspection (last inspection March 2025 following refurbishment and new wiring Inspection due 2030

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	Shower Rooms	Slippery surfaces	Players	Regular inspections and maintenance	Low	Continue with regular checks
		Legionella bacteria	Players	Showers run every week, temperature checks taken, quarterly monitoring by external company to clean shower heads, checks on water temperatures and ensure compliance with monitoring schedule.		Continue with checks and ensure recorded correctly. Continue to engage external company to ensure compliance.
	Changing rooms	Step into building	Players	Cill plating to ensure grip	Low	
	WCs	Slippery surfaces	Players	Altro anti-slip flooring installed during refurbishment	Low	Monitor for leaks.
Puritan Chapel						

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	Footpath from Hotel	Moss and leaf build up	General public	Regular inspections and maintenance including bi-annual application of path clear product	Low	Continue with regular checks
	Chapel Sign	Collapse	General public	Regular inspections and maintenance	Low	Continue with regular checks
	Roof tiles	Falling tiles	General public	Regular inspections and maintenance	Medium	Continue with regular checks
	Internal	Electrics	Visitors	Checks carried out by approved electrician	Low	Five yearly electrical inspection (last inspection 2024)
	Internal	Step	Visitors	Monitor any problems	Low	Continue with checks
Bramhope Cemetery						
	Footpaths	Uneven	General public	Regular inspections and maintenance	Very Low	Continue with regular checks

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	Gravestones	Instability	General public	Regular inspections and maintenance. Lay down any stones causing concern	Low	Continue with regular checks
	Graves	Opening of graves a potential bio-hazard	Gravedigger, clerk, village caretaker, general public	Wear protective clothing	Low	Dedicated gloves for use in cemetery. Wash footwear when leaving, if necessary
The Knoll Playground						
	Play surfaces	Impact injury	Children	Soft surface laid down	Low	Weekly inspection by staff and annual inspection by RoSPA
	Play equipment	Impact injury	Children	Safe fall areas around all equipment	Low	Weekly inspection by staff and annual inspection by RoSPA
	Boundary wall on Parklands Gate	Rolling down slope and hitting wall	Children	Fence installed so children would need to go round other side to roll down	Low	

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	Metal fencing	Impact injury	Children	Fence brightly coloured to increase visibility	Low	Weekly inspection by staff
	Steps	Loose steps	All	Regular repair and monitoring	Low	Weekly inspection by staff
The Car Park, Old Lane – on behalf of Bramhope Recreation Trust						
	Car Park surface	Uneven	Members of public	Regular inspection	Low	Continue with regular checks
		Broken glass from bottle banks	Members of public	Regular sweeping	Low	Continue with regular checks
Jubilee Copse (Land adjacent to A660)						
	Bridge	Impact injury. Water hazard	Members of public	Regular inspections. Handrail on bridge	Low	Continue with regular checks
Bus Shelters		Structural defects	Members of public	Regular inspections and maintenance	Low	Continue with regular checks

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Phone Boxes						
	Phone box door	Finger traps Door sticking so no access to defib	Members of public	Regular inspections. Ensure door closer is set correctly	Low	Continue with regular checks
Ginnels						
	Path (tarmac surfaced)	Trip hazard should surface become pot-holed.	Members of the public	Regular inspections and maintenance where required	Low	Continue with regular checks
	Railings at entrance (Southfields/Birches)	Damage or corrosion causing sharp edges	Members of the public	Regular inspections and maintenance where required	Low	Continue with regular checks
	Path	Low levels of light/no lighting	Members of the public	Regular inspections of overhanging vegetation which should be cut back to let in more light.	Low	Continue with regular checks, liaise with householders to cut back as required.
Trees – on all Parish Council owned property	Jubilee Copse, Footpath No 6, The Knoll, Puritan Chapel, Recreation Ground, Cemetery, Cross Sykes, Ginnels	Low branches or diseased trees having potential to cause injury.	Members of the public or council or privately owned property.	Trees inspected bi-annually by a qualified arboriculturist. Interim visual inspections	Medium	Maintain programme of bi-annual inspections and regular maintenance work, particularly in areas

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				made by Clerk, Village Caretaker, Councillors Recommended works undertaken and any ad hoc issues in between inspections are dealt with as they arise.		immediately adjacent to footpaths etc. Annual monitoring of trees with ash die back.

Work Activity	Hazard	Who is at risk?	Controls in place	Level of risk	Action to be taken and order of priority
Clerk to the Council					
	Use of electrical equipment	Clerk	Inspection of equipment	Low	
	Use of VDU	Clerk	Low daily usage	Low	

Work Activity	Hazard	Who is at risk?	Controls in place	Level of risk	Action to be taken and order of priority
Portable electrical equipment	Faulty portable electrical equipment	Clerk, Village Caretaker, Councillors, users of the pavilion	Bi-annual PAT testing and interim visual inspection of plugs and electrical cables by Clerk/Village Caretaker.	Low	PAT testing due. Clerk to book.
Manual work for Parish Council					
	Use of mechanical equipment – strimmer and hedge cutter, and leaf blower	Village caretaker	Use of protective equipment (helmet including face shield, appropriate gloves, shoes)	Low	Attended strimmer training run by LCC.
	Use of ladders/steps	Village caretaker	No ladder work above head height without a second person in attendance to hold ladder.	Low	
	Traffic danger when litter picking, carrying out work adjacent to highway	Village caretaker	Safety cones placed on highway. High visibility clothing worn	Low	

Work Activity	Hazard	Who is at risk?	Controls in place	Level of risk	Action to be taken and order of priority
	Minor abrasions Muscle strain	Village caretaker, Councillors, Volunteers	Training in handling and lifting for village caretaker. No use of heavy tools. No tasks other than those normally carried out by householders	Low	
	Lone Worker	Village Caretaker	VC Contacts clerk at start and end of day.	Low	
Office work for Parish council					
	No hazards that would not normally be encountered in own home	Councillors	Councillors not expected to carry out work subject to risk	Very low	
Litter picking (Councillors)					

Work Activity	Hazard	Who is at risk?	Controls in place	Level of risk	Action to be taken and order of priority	
Litter picking	Traffic danger when litter picking, carrying out work adjacent to highway	Councillors	High visibility clothing worn, advised to only litter pick in safe areas	Low	Remind Councillors periodically to ensure they do not put themselves at risk	