



## Queen Camel Parish Council Risk Assessment for Queen Camel Playing Field

Date Risk Assessment adopted by QCPC	20/03/2023	Date Risk Assessment last Reviewed	
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This Risk Assessment (RA) written as part of the Queen Camel Parish Council QCPC Health and Safety Policy to manage identified risks that may affect users of the Sports Field at Queen Camel Playing Field. The desire is to ensure the health, safety and welfare of all involved or in activities within the Playing field area. This RA attempts to cover all anticipated risks, but by the nature of potential unknown risks it cannot be exhaustive. It is expected that individuals will apply reasonable common sense and, if in doubt, should seek advice and not proceed with any potentially risk involved activities.

All persons using the Playing Field facilities should take all reasonable care for their own health and safety, and that of all others. Please wear suitable clothing/appropriate footwear and wear necessary protective equipment that is available if required.

The Risk Assessment will remain under continual review and actions taken in relation to the Pavilion and the field will be recorded in the Site Management Record which is retained within the Pavilion.

Identified Hazard/Risk and Persons at Risk	Assessment of Risk			Control measures to minimise risk	Risk level after control measures
	Incident probability	Injury Potential	Risk level		
<b>Emergency Contact-</b> identification details of how someone can notify the Parish Council of any issues, concerns, or accidents in relation to the Playing Field	2	1	L	Dedicated phone is kept by a nominated individual from the PFMC which will be signposted on the Pavilion and at the Play Area, contact form on QCPC website and details of <a href="mailto:clerk@queencamelpc.org.uk">clerk@queencamelpc.org.uk</a> provided with booking.	L
<b>Play Area-</b> The Play Area is a purpose-built wood construction exterior facility for use by children. Equipment includes off the ground activities and swings and as such there is potential risk of accidents and injury	3	2	H	The Play Area is registered with South Somerset District Council and is subject to an independent safety assessment annually by a District Council Inspector. The Play Area has previously been registered with Somerset Playing Fields Association and has been subject to an Independent Safety assessment arranged through them. It is recognised that the Play Area is 30 years old and is nearing the end of its 'life'. A separate Risk Management Plan (RMP) is in place to maintain an	M

				<p>ongoing assessment of the Risk to users of the Play Area. It is checked at least monthly and endorsed on the RMP.</p> <p>There is a sign at the Play Area providing details of the Emergency mobile number to report issues/incidents.</p> <p>There is a Safeguarding Policy in place with QCPC ensuring the interests and welfare of children and vulnerable adults are protected.</p> <p>Any issues reported or identified will be recorded within the Site Management Record, retained within the Pavilion or within the Play Area RMP and issues will be actioned and dealt with promptly.</p>	
<p><b>Uneven and slippery surfaces-</b> The majority of the field is grass which by its nature is uneven and can be slippery when wet. There is a risk of injury from slips and falls to users, including children and workers/volunteers on the Playing Field</p>	2	2	M	<p>Users of the Playing Field are encouraged to wear appropriate clothing and footwear for the activity they are taking part in on the field.</p> <p>Children should be supervised (as per the Safeguarding Policy) whilst using the Playing Field.</p> <p>Appropriate safety surfacing installed and monitored around equipment as per Play Area Risk Management Plan</p>	L
<p><b>Dogs walking-</b> The Playing Field welcomes responsible dog owners to exercise their pets. Unruly/untrained dogs running free may approach children, users of the field and other dogs creating a risk of fear, conflict and injury.</p>	2	2	M	<p>The Playing Field is subject to SSDC Public Space Protection Order in relation to control of dogs including provision to require owners to keep dogs on a lead.</p> <p>The Playing Field has a Right of Way along its Eastern edge (adjacent to The Glebe). Dog owners are asked to keep their dogs to the perimeter of the when exercising them.</p> <p>Signs are displayed requesting Dogs to be kept on Lead and regular publicity through social media endorses the requirement.</p> <p>PFMC and PC members are encouraged to advise dog owners with dogs off lead to comply with the wishes of the QCPC as to keeping dogs on a lead.</p>	L
<p><b>Dog Fouling-</b> Dog walkers are required to pick up dog mess in field. Failure to do so puts sports players, field users and particularly children at risk of infection (Toxocariasis) and general unpleasant experience.</p>	2	2	M	<p>Dog bin located by South pedestrian gate of the field.</p> <p>Playing Field has a Public Space Protection Order in place with signs by SSDC of it being an offence not to pick up dog dirt.</p> <p>Regular publicity highlighting the problem to raise and promote public awareness and discouragement.</p> <p>Signs displayed for dogs not permitted in the Play area.</p> <p>QCPC to ensure that proposed new Play Area is fenced to prevent dogs entering accidentally.</p>	M
<p><b>Vandalism/Burglary-</b> The pavilion building and equipment shed stand alone in a large field, which consists of a Play Area and other equipment. The playing field and play equipment is open to the public all the time. The property is at risk of</p>	2	1	L	<p>Queen Camel has a low incidence of criminal damage and theft/burglary. Vehicular access to be restricted with gates being locked when the Pavilion is not in use.</p>	L

vandalism with potential risk of injury to the perpetrator/s.				PFMC and PC members have a responsibility to conduct visual checks of the Playing Field and Pavilion when in the vicinity of the Playing Field and report issues for action if identified. Signs detailing Emergency Contact mobile number to be displayed for issues to be reported by members of the Public if found. All incidents of suspected criminality to be reported to the Police for investigation.	
<b>Unlawful Incursion on to the playing field-</b> As a large, isolated space with two vehicle vehicular gates, there is a potential for incursions onto the land which will increase public tensions and anxiety and as a consequence increase the risk of damage to the field due to vehicles and also risk of infection from deposits left by the perpetrators.	2	2	M	Both gates to be locked at all times when the field is not in use. Green Lane is the only vehicle access point to the field, this is an untarmacked road which may help prevent vehicle access from multiple larger vehicles.	L
<b>Emergency Access-</b> Due to the isolated nature of the field in the event of an emergency, emergency vehicles will need to get as close as possible to an incident to ensure prompt and effective medical or emergency intervention.	2	2	M	There are two vehicle access gates into the field reached via Green Lane. These are locked when the field is not in use to prevent incursion, but when the field is in use the keys to the gates are accessible within the pavilion. When locked there is ready pedestrian access allowing medical teams to access any incident on foot. 'Emergency Access Keep Clear' signs to be displayed on both gates. The field is 6 acres in size allowing easy helicopter access if required.	L
<b>Weather extremes-</b> In extreme weather (snow and ice) there is an increased risk of slips and trips by persons attending the Playing Field or vehicles using the Car Park area.	1	2	L	The Playing Field/Pavilion does not have a caretaker provision so removal of snow or ice from the pathways and Car Park will not take place. It is the responsibility of the user of the facilities to take extra care in such conditions and remove snow if required. Users of the Pavilion can cancel their activities if necessary. No work on the external Pavilion and/or Playing field will take place when weather conditions increase the risk of injury/harm.	L
<b>Car Park-</b> Cars can park in parking areas accessed from Green Lane. These areas are uneven and of grass/concrete and gravel and shared with the Tennis Club, Bowls Club and nearby dwellings. There is a risk of collision between vehicles or people within the car park as well as slips, trips and falls in the car park.	2	2	M	There is a sign on entry warning of pedestrians using the car. The condition of the Car Park is monitored to identify any significant pot-holes or trip hazards. QCPC has plans under the Neighbourhood Plan for the main Car Park to be retarmacked and signed.	M
<b>Overhead cable-</b> There is an electric cable between the Pavilion and the Equipment Shed and overhead	1	3	M	Equipment shed supply is in an RCD circuit that should trip if damaged.	L

power cables to the South side of the Playing Field, close to the fence line. These pose a risk to persons who operate at height, operate above their heads or fly kites etc.				Power supply cable to equipment shed to be cable tied to wooden beam and increased visibility with fluorescent tape tags.  The power cables are on the fringe of the Playing Field reducing the likelihood of any incident. No member of the PFMC or group of volunteers will be required to work at a height that would involve potential to have contact with these cables. Signs have been displayed (by Scottish Southern Electricity) warning of their presence and the risks involved.	
<b>Trees-</b> Falling branches/trees or climbing of trees around the Playing Field poses a risk to those persons climbing trees from a potential fall or general field users from falling branches	1	3	M	Regular checks to take place (annually) to identify and remove branches of significant trees that are in reach of being able to be climbed from the ground. Checks to be undertaken annually and after significant stormy weather to identify any branches or trees that may be diseased or weakened and necessary action to reduce the risk to be taken	L
<b>Climbing on pavilion-</b> The Pavilion is single story with a slightly sloping roof. Persons climbing onto the roof may fall or jump from the roof causing injury.	1	2	L	There is no ready access to climb onto the roof. No ladders will be left unattended near to the Pavilion and any items left accessible that could aid access onto the roof will be removed.	L
<b>Weather extremes-</b> In extreme weather (snow and ice) there is an increased risk of slips and trips by persons attending the Playing Field or vehicles using the Car Park area.	1	2	L	The Playing Field/Pavilion does not have a caretaker provision so removal of snow or ice from the pathways and Car Park will not take place. It is the responsibility of the user of the facilities to take extra care in such conditions and remove snow if required. Users of the Pavilion can cancel their activities if necessary.  No work on the external Pavilion and/or Playing field will take place when weather conditions increase the risk of injury/harm.	L
<b>Litter-</b> Litter and discarded items may consist of sharp or contaminated that could cause injury to children, users and volunteer workers on the Playing Field.	1	2	L	Waste bins is located at the gateway close to The Glebe and at the Children's Play Area, both emptied by SSDC. Litter around the Pavilion to be cleared in a safe manner during weekly checks or when located. Litter to be collected prior to grass cutting or maintenance work taking place.	
<b>Equipment stored outside</b>					

