COPDOCK AND WASHBROOK PARISH COUNCIL RISK ASSESSMENT REGISTER August 2026								28/08/2026
Ref No	Risk Area	Identified Issues	Risk Management	Likelihood 1 is low 3 is high	Severity 1 is low 3 is high	Action Required	Sign Off By JM &	Frequency of Inspections Weekly W Monthly M Quarterly Q Annually A
	Bus Shelters							
		Collapse of seats		1	1	Inspections		M
		Dirt on seats		1	1	Inspections		M
		Litter, Drugs, parafinalia etc		1	3	Inspections		M
BS1	Junction Back Lane / Fen View	Brick & Felt Flat Roof					21/07/2026	
BS2	The Street by the Brook Inn	Oak framed					21/07/2026	
BS3	East side OLR by Gladwells	Timber					27/07/2026	
BS4	Lay-by near to Village Hall, OLR	Timber					20/08/2026	
BS5	East Side OLR / Folly Lane	Timber					21/07/2026	
BS6	West Side OLR outside Maycroft	Timber					20/08/2026	
BS7	West Side OLR / Elm Lane	Brick				Overgrown - may require ivy cutting back	22/07/2026	
BS8	East side nr The Paddocks, OLR	Timber					20/08/2026	
	Recreation field at Village Hall including play equipment							
RF1	Vehicular access to the recreation field	Vehicular access to the recreation field means driving across the entrance to the village hall, where users may be exiting/entrancing. Risk of injury to pedstrians by vehicles.	Erect warning signs.	1	3	Access now via rear of hall. New vehicle matting has been laid along the back wall of the VH allowing access for vehicles	21/07/2026	M
RF2	Grass areas		Maintenance as required	1	1	Football club management deal with this	21/07/2026	A
RF3	Grass area used as on overflow car park area	Risk to pedstrian users of the field.	Erect warning signs.	1	3	New entrance to field, matting in the ground	20/08/2026	A
RF4	Recreation Field - Junior football teams use the area for matches on Saturday mornings.	Injury from debris left on pitch.	Visual inspections & Regular mowing, grass maintenace being managed by the football club.	1	1	Football club management to check before and after matches	21/07/2026	M
RF5		Dog fouling	Notice to ask dog walkers to ensure they clear any fouling by their dogs is cleared and to use the waste bin available. Additional bin installed 2024.	3	2	Notices in place. Football club management to check before and after matches. Guidance notes signage still in place.	21/07/2026	M
	Play Equipment							
RF6	Play equipment	Damage by users	Inspected annually by H&S contractor. Monthly inspections by Parish Council	1	1	See play area inspection report 2026	21/07/2026	M
RF7	Boundary fencing security	Main Road adjacent to site	Security fencing erected to road boundary	1	1		20/08/2026	Q
RF8	Play Equipment Fencing	Children using the play equipment need protecection from cars parking on the recreation field.		1	2		20/08/2026	A
	Jubilee Meadow Amenity Area							
	Grass Play Area							

JM1	Ground - Trips & falls		Regular grass cutting	1	2	See play area inspection report 2026	21/07/2026	M
JM2	Picnic bench	Damage by users	Monthly inspections by Parish Council	1	1	See play area inspection report 2026	21/07/2026	M
JM3	Brook	Unfenced brook, people falling into the Brook	Warning signs erected to advise presence of the Brook.			No works required. Fallen trees to be removed and bank along Jubilee Meadow to be re-established.	21/07/2026	M
JM4	Zip wire	Damage by users	Inspected annually by H&S contractor Monthly inspections by Parish Council	1	2	See play area inspection report 2026	21/07/2026	M
	Footbridge over Brook							
JM5	Pedestrian access bridge	People falling into Brook off bridge. Open sides between handrails. Broken boards/hand rails	Warning sign of potential deep water.Handrails to either side of walkway. Mesh netting on walkway. Faults reported via PROW team to Council	2	2	SCC Farms have commissioned a survey of the bridge to identify any necessary works to be done.	21/07/2026	M
	Play Area - Mill Lane							
	Grass Play Area							
ML1	Ground	Trips & Falls	Regular grass cutting	1	1	Managed by Parish Council	21/07/2026	
ML2	Brook	People falling into the Brook	Picket fencing erected to full length of grassed play area	1	1	See play area inspection report 2026. Quotes submtted to replace fencing as part of the play equipment project	21/07/2026	M
	Play Equipment							
ML3	All equipment	Damage by users	Inspected annually by H&S contractor Monthly inspections by Parish Council	1	1	See play area inspection report 2026. Discussed at PC meeting in Aug 25. CIL Funding request submitted (July 26) to replace all play equipment awaiting decision @ 8th Sep 26. Peferred contractor selected. School had in put on equipement as did the villagers	21/07/2026	M
	Play Area - Fen View							
	Grass Play Area							
FV1	Ground	Trips & Falls	Regular grass cutting	1	1	Managed by Babergh District Council	21/07/2026	M
	Play Equipment							
FV2	All equipment	Damage by users	Inspected annually by H&S contractor Monthly inspections by Parish Council	1	1	See play area inspection report 2026. Minor repairs identified. Contractor to be engaged on carrying out repairs.	21/07/2026	M
	Flag pole - The Brook bus shelter							
FP1	Risk of collapse	Risk increase with age.	New pole errected 2025	1	1	No work required. Highways contacted PC raising concerns and permissions for new flag pole.	21/07/2026	A
	Allotment Plots, OLR							
A1	46 individual allotment plots	Gates, fences, water troughs	managed by C&W Allotment Association	1	1		21/07/2026	A
	Street Lights							
		Risk of collapse with age and/or impact	Annual maintenance inspection carried out by SCC	1	1			Q
SL1	outside the school, The Street						20/08/2026	
SL2	near the school, The Street						20/08/2026	
SL3	The Brook Inn, The Street						20/08/2026	LED
SL4	by the bus shelter, Fen View						27/07/2026	
SL5	Pearsons Way						20/08/2026	

	Litter Bins							
		collapse of posts		1	1			
		scratched on hands of users	bins have lids	1	1			
		bin emptiers	bins have lids	1	1			
		contaminated contents	tape down lid & advise LA to remove	2	3			
WB1	in bus shelter, Elm Rd junction					New bin June 26 - combined litter/dog waste	21/07/2026	A
WB2	Whights Corner, bench near Hill Farm						20/08/2026	A
WB3	in bus shelter, Fen View / Back Lane					New bin June 26 - combined litter/dog waste	20/08/2026	A
WB4	in bus shelter, opposite The Brook, The Street					New bin as part of island rebuild	21/07/2026	A
WB5	Fen View Play Area						20/08/2026	A
WB6	Top of School Hill, OLR						21/06/2026	A
	Dog Waste Bins							
		collapse of posts		1	1			
		scratched on hands of users	bins have lids	1	1			
		bin emptiers	bins have lids	1	1			
		contaminated contents	tape down lid & advise LA to remove	2	3			
DWB1	Entrance to Folly Lane, OLR					No action needed	21/07/2026	A
DWB2	by path to Fen View, Back Lane					Removed	N/A	A
DWB3	entrance to Pheasant Rise, School Hill					No action needed	20/08/2026	A
DWB4	play area, Mill Lane					New bin installed 2025	22/07/2026	A
DWB5	Amor Lane					No action needed	20/08/2026	A
DWB6	by village map, The Street					No action needed	20/08/2026	A
DWB7	opposite Gladwells, OLR					No action needed	22/07/2026	A
DWB8	junction with Elm Lane, OLR					New bin June 26 - combined litter/dog waste	N/A	A
DWB9	village hall					No action needed	20/08/2026	A
	Grit Bins							
		contaminated contents		1	1			
		loose sand trip hazard		1	1			
GB1&2	Pearsons Way						21/07/2026	
GB3&4	by the school						21/07/2026	
GB5	The Street					New bin as part of island rebuild	21/07/2026	
GB6	Fen View						21/07/2026	
	Noticeboards							
		posts rotting & failing						
		broken glass						
NB1	Church Room, The Street					protect wood posts	28/08/2026	A
NB2	outside the School, The Street	No longer used by PC remove from register				Removed	21/07/2026	A
NB3	Lay-by, Elm Lane	No longer used by PC remove from register					21/07/2026	A
NB4	Folly Lane	No longer used by PC remove from register					21/07/2026	A
NB5	Fen View bus stop	No longer used by PC remove from register					21/07/2026	A
	Seats							
S1&2	by bridge, The Street	collapse due to rot		1	1	worn, consider replacing	20/08/2026	A
S3	outside Church Room, The Street	vandalism	plastic composite	1	1		21/07/2026	A
S4	Memorial seat, nr Brook Inn, The Street	vandalism	plastic composite	1	1		21/07/2026	A
S5	Mr Phillip's memorial seat	collapse due to rot		1	1		20/08/2026	A

S6	Fen View play area	collapse due to rot		1	1	To be replaced as part of play area project	20/08/2026	A
S7	Marvens entrance	collapse due to rot		1	1		20/08/2026	A
S8	Village Hall, field	collapse due to rot		1	1		20/08/2026	A
WM1	War Memorial	vandalism		1	1	Good condition, no action neeed	21/07/2026	A
BTBEB1	BT Book Exchange Box	broken glass		1	1	refurbished 2024	21/07/2026	A
		trapped fingers		1	1			
		trapped people		1	1			
D1&2	Defibrillators (VH, The Brook)	batteries failing	checked weekly by Mr M Watling	1	1	continue to monitor	21/07/2026	W
		vandalism						
	Village Gateway Signs							
VGS1	northbound	collapse		1	1		20/08/2026	A
VGS2	southbound	collapse		1	1	removed 2024, consider replacing		A
VS1	Village Sign	collapse		1	1		20/08/2026	
SID1 & 2	Speed Indicator Devises	impact / collapse	regular monitoring DT	1	1	regular monitoring	21/07/2026	M
	Office Equipment							
OE1	laptop	loss / damage	insured	1	1	requires P.A. testing		A
OE2	printer	damage	insured	1	1	requires P.A. testing		A
OE3	mobile telephone	loss / damage	insured	1	1			
	Tools & Equipment							
MM1	5 no. brushcutters	loss / damage	insured, BUI carried out	1	1		JM	A
MM2	various hand tools	loss / damage	insured	1	1		JM	A
MM3	marquee	loss / damage	insured, stored in a suitable location	1	1		JM	A
	Footpaths							
FP1		Volunteer working party safety	Team leader of working party to have mobile phone, for use in case of emergency	1	2		28/08/2026	Whenever the working group is active
FP2		Injury from machinery - machinery e.g. strimmers & brushcutters	New users trained by experienced users Regular maintenance of equipment Eye & ear protection provided and informed that it must be worn when using equipment All volunteers to wear suitable footware, gloves and high vis vests or jackets. Safe distance to be maintained between volunteers using machinery & other helpers	1	3	New equipment to be purchased, when old equipment not safe or past safe use.	28/08/2026	Whenever the working group is active
FP3		Volunteers over-exerting themselves	Briefing before working and oversight. Regular breaks. Volunteers to advise if they have any health issues which could be of a hazard if using machinery.	1	2		28/08/2026	Whenever the working group is active

FP4		Volunteers - Lone Working	Where machinery is being used, lone working will not be permitted. For non-machinery activities any lone worker is to advise others of whereabouts. Team leader to be advised of time of lone worker leaving, expected time of return. Mobile phone to also to be taken.	1	2		28/08/2026	Whenever the working group is active
FP5		Public Safety	Public to be advised of works being carried out by volunteers. Signs to be provided. All volunteers to be vigilant. All works to cease when public are passing working area. Tools or equipment not to be left lying around unattended or in the line of the path.	1	2		28/08/2026	Whenever the working group is active
FP6		Volunteers using manual hand tools	Training to be provided where necessary to ensure good handling techniques. All equipment to be inspected before use on each session and whilst in use. All tools to be carried below waist height and sharp points downward.	1	2	Equipement to be replaced when damaged or not safe to use.	28/08/2026	Whenever the working group is active
FP7		Animal safety	All helpers to be mindful of dogs and farm livestock when working. Works to be ceased if possiblity of spooking any animals.	1	1		28/08/2026	Whenever the working group is active
FP8		Parking and or working near public highways	Use of off road parking where possible. Liaison with landowners if necessary and possible. Where working adjacent highway without footpath, helpers either side of working to be positioned to give advance warning of works being carried out. High vis jackets to be worn by all in working group.	1	1		28/08/2026	Whenever the working group is active
FP9		Environmental Risks	All helpers to be advided to be aware of the possibilty of ticks and snakes. Cutting of such plants as bracken, hogweed etc to be avoided. Weather forecast to be checked before commencing work. Suitable clothing, refreshments, sunblock, hats etc should be taken by volunteers to suit weather conditions likely to be experienced.	1	2		28/08/2026	Whenever the working group is active

Severity/Consequence

Likelihood		**Slightly harmful (1)**	**Harmful (2)**	**Extremely harmful (3)**
	Highly unlikely (1)	**Trivial risk (Score 1)**	**Tolerable risk (Score 2)**	**Moderate risk (Score 3)**
	Unlikely (2)	**Tolerable risk (Score 2)**	**Moderate risk (Score 4)**	**Substantial risk (Score 6)**
	Likely (3)	**Moderate risk (Score 3)**	**Substantial risk (Score 6)**	**Intolerable risk (Score 9)**

ADOPTED BY COPDOCK & WASHBROOK PARISH COUNCIL
5th November 2024. Minute number 2729/2425