

2023



**WOOTTON PARISH COUNCIL
RECREATION GROUND GATE DUTY (CAR PARK
OPENING/CLOSURE
(INCLUDING VOLUNTEERS)**



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 14 th November 2018	Full Council Meeting of Wootton Parish Council on 14 th November 2018
Version 1.00	Full Council Meeting of Wootton Parish Council on 11 th September 2019	Full Council Meeting of Wootton Parish Council on 11 th September 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th June 2021	Full Council Meeting of Wootton Parish Council on 9 th June 2021
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th October 2022	Full Council Meeting of Wootton Parish Council on 12 th October 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2023	Full Council Meeting of Wootton Parish Council on 12 th July 2023

To be reviewed annually.

Assessed Risk: Recreation Ground Car Park Opening/Closure (including volunteers)		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 29 th June 2023
SEVERITY OF HARM → LIKELIHOOD OF HARM ↓	NEGLECTIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Injury to hands or other parts of body from impacting or entrapment with gates	WPC appointed competent person whilst opening or closing the entrance gates	Only competent person who have been given prior authorisation and instruction by WPC can carry out this duty	Issue instructions of duties to competent persons. These should include safe working practices, padlock numbers, contact numbers, etc	Clerk to the Council	Ongoing	When appointed
Injury to body due to impact or collision with moving motor vehicle	WPC appointed competent person whilst carrying out inspection of car	Competent person to wear high-viz jackets and to use footpaths wherever possible	Issue high-viz PPE to all appointed competent persons	Clerk to the Council	Ongoing	When appointed

	park prior to closing					
Injury to body due to confrontation with member of the public	WPC appointed person if members of public take offence to being advised to leave car park due to closure	Signage informing car park users of opening/closing times are in place around the car park Signage informing car park users that CCTV and ANPR cameras are in place around the car park Competent person is not required to deal any issues from car park users but to direct them to WPC Chairman, Cllr Lloyd	When necessary, pass any CCTV or ANPR camera footage to the police for further action	Clerk to the Council	Ongoing	Ongoing