

2023



WOOTTON PARISH COUNCIL VILLAGE SIGN RISK ASSESSMENT



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 12 th October 2016	Full Council Meeting of Wootton Parish Council on 12 th October 2016
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th May 2017	Full Council Meeting of Wootton Parish Council on 10 th May 2017
Version 2.00	Full Council Meeting of Wootton Parish Council on 11 th March 2020	Full Council Meeting of Wootton Parish Council on 11 th March 2020
Version 2.00	Full Council Meeting of Wootton Parish Council on 12 th January 2022	Full Council Meeting of Wootton Parish Council on 12 th January 2022
Version 2.00	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 2.00	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: Village Sign		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 29 th June 2023
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
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
Falling parts from damage to plinth and wooden column support	General public – risk of injury if hit by falling parts	Monthly check of the stability and condition of columns	Immediate inspection if hit by vehicle or heavy machinery, to ascertain damage and if area needs to be cordoned off	Nominated councillor/Clerk to the Council	Immediately if damaged by impact from motor vehicle	Ongoing
Slip or trip resulting in impact with sign	General public – risk of slip on grass surface	Monthly visual checks of grass maintenance during summer months Quarterly visual checks of grass maintenance during winter months	None	Nominated councillor Grass cutting contractor	N/A	Ongoing

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
		Regular cutting of grass area				
Fall resulting from climbing on plinth or wall	General public	None	Consider placing 'No climbing sign' on plinth	Resolved 11 th March 2020 (FC20/066) not to erect a sign	N/A	N/A
Falling parts from damage to brickwork	General public and motorists – risk of injury if hit by debris	Monthly visual checks	Check the stability and condition of sign wall. Immediate inspection if hit by vehicle or heavy machinery, to ascertain damage and if area needs to be cordoned off	Nominated councillor/Clerk to the Council	Annually or immediately if damaged by impact from motor vehicle	Ongoing
Slip or trip resulting in impact with the sign	General public – risk of slip on grass verge	Monthly visual checks of grass area during summer months Quarterly visual checks of grass maintenance during winter months	None	Nominated councillor/Clerk to the Council	N/A	N/A