

Berkswell Parish Council Risk Register – July 2018

	Risk	Observation of Risk	Recommended Action	Priority	Recommended action by Working group	Status
1 TREES						
1.1 General -trees						
1.1.1	Trees become potentially dangerous to the public/private property	Clear signs of potentially dangerous trees were observed in Autumn 2016	Arboricultural report by Midland Forestry produced in November 2016 listed recommended works to be completed within 5 years. The full survey schedule included trees with recommendations for a further inspection in either 3 or 5 years time in relation to specific defects identified. ..\..\trees\Tree Survey 2016\Tree Safety Report November 2016.pdf	High	<u>The Spinney, Berkswell Village</u> <ul style="list-style-type: none"> • To fell 3 sycamores, tree numbers 856, 857 & 890, all trees suffering from decay and other terminal/fungal/decline issues • To fell two dead elms, tree numbers 832 & 835 • To reduce the height, pruning out of dead braches and squirrel damage on 3 sycamores tree numbers 806, 821 & 845 <u>The Pound, Coventry Road, Berkswell</u> <ul style="list-style-type: none"> • To fell one, or if necessary, two trees encroaching on the wall of the feature known as The Pound. 	Completed
1.1.2	Trees become potentially dangerous to the public/private property	On-going risk of the deterioration of tree condition in the Spinney and other areas	Conduct further inspections in 2019 in accordance with Arboricultural report (November 2016)	Medium	3 year review agreed	Action due Autumn 2019

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1.2	The Spinney					
1.2.1	Use of the Spinney could be hazardous to the public	At present there are no signs displayed at or around the spinney to warn people that they use the spinney at their own risk	Consider displaying signs at the recognised entrances to the spinney that the surface is uneven ground and that it is to be used at the individual's own risk	Low	The village is a conservation area and signs negatively impact that state. There is little evidence to show that signs that say "be careful" modify behaviour and they have little legal impact. This is a low risk issue as assessed and no action is recommended.	Decision taken to take no action
1.2.2	Use of the Spinney could be hazardous to the public	Within the spinney are a number of large piles of cut down bushes/branches etc. which have dried out and could easily be set alight by children/adolescents.	It would be recommended to remove the waste from the spinney once it has all been cut down to reduce the arson/fire risk within the spinney	Low	Ideally Cllr Hitchcock's teams of volunteers will do this. If not it is recommended that the tree surgeons removing the high risk trees from the spinney are asked to do it as part of their contract. Alternatively Council could ask Greenline.	Completed
1.2.3	Trees overhanging the school playground poses a risk to pupils and staff	The school reported in June that branches had fallen into the playground during high winds	Recommended that Midland Forestry be asked to assess the condition of these trees and potential risk	High	Midland forestry to be engaged to undertake a survey of the trees in question.	Completed
2. PUBLIC AREAS (NON-TREE)						
2.1	General					

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2.1.1	Condition of general public areas is hazardous to the public	Lack of general cleanliness and tidiness of public spaces could prove hazardous to the public. At present there is no cleaning contract in place to ensure that general areas around the village remain clean and tidy (Council assets)	Consider appointing a contractor to undertake a regular cleaning of general areas which are the responsibility of the PC. This may need to involve the cleaning of sharps or other drugs related paraphernalia so this will need to be pointed out to the contractor.	Low	Well area is not owned by BPC. Council car park will be cleared by Handiperson.	On-going
2.1.2	Condition of Council Assets prove hazardous to the public.	Council assets may deteriorate and become hazardous to the public. At present there is no process in place to ensure the Council's assets are regularly inspected to ensure they remain fit for purpose without presenting significant risk	Introduce a regular visual inspection programme to be carried out by PC members (appendix A). It is suggested that these inspections are undertaken on approximately a 3 monthly basis	High	Implement recommendation. Clerk prepare a schedule, prompt Councillors when due and discuss & minute result and following PC under risk management agenda item	Council agreed on 20 July 2017 to undertake quarterly physical reviews of Council assets in line with internal audit of the Council's cashbook

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2.1.3	Council being mis-represented to 3rd Parties"	Some concern following recent SAC minutes	Review Social Media Policy (to be agreed); finalise Meeting 3rd Parties Policy; Training of Councillors and Clerk; and Councillors review local publications, minutes and agendas on an ad-hoc basis	Medium		Amber
2.2 Village Green						
2.2.1	The round bench on the village green poses a danger to the public	The round bench on the village green is showing signs of splitting and the wood has fractured. (possibly due to the ever growing and expanding tree)	Arrange for repairs to be undertaken	Medium	<p>The wood is split in two places on opposite sides of the tree. We agree that it is caused by the tree expanding. There is no practical way that the bench can be repaired without inserting new sections to make the bench conform to the trees increasing size. That looks impractical/very expensive.</p> <p>The bench carries a memorial sign relating to a Mr Marshall. Options include</p> <ol style="list-style-type: none"> 1. Remove the bench and do not replace 2. Ask the Marshall family whether they would like to pay for a replacement. 3. The PC to pay for a replacement 4. See if anyone else wants to pay for a replacement <p>It is recommended that we try option 2. If that does not work then seek an alternative sponsor including perhaps commercial sponsorship (quarries, Berkswell Estates ?). The PC should not pay to replace</p>	Seat has been removed for repair by Berkswell Society. Alistair Dymond doing repairs materials budget agreed on 15 June 2017

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2.2.2	Wooden posts on village green poses a danger to the public.	One of the wooden posts on the village green appears to have been struck by a vehicle and is now exposing wood which might cause injury	Arrange for the splinter wood to be shaved back to remove sharp splinters	Low	To be undertaken by Andrew Burrow	Completed 17 Oct 2016. See photos at end
2.2.3	Top locking cover of the electrical socket is a risk to the public	The top locking cover must be maintained to ensure it is properly secure at all times	To trim back the grass and dig out earth around the electrical socket on the green to ensure that the top locking cover freely moves. This will require the earth to be cut back by about 30-35 mm all around to a depth of 25mm.	High	Council have accepted a quote from Greenline to carry out the recommended work.	Completed
2.3	The Well					

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	Risk	Observation of Risk	Recommended Action	Priority	Recommended action by Working group	Status
2.3.1	Wooden fence around the Well poses a danger to the public.	One of the fence posts around the ancient well is rotting and may give way if someone leans on the fencing and the person(s) could fall into the Well	Make arrangements for the post to be replaced	Medium	The post nearest the wall is indeed moving. All of the posts are suffering some rotting. It is proposed to wedge the post as an interim measure to stop it moving. There is no indication that it will break if firmly secured. Andrew Burrow/Bill Bailey to undertake	Replaced & 2. complete
2.3.2	Wooden fence around the Well poses a danger to the public	One of the fencing rails around the ancient well is rotting and may give way if someone leans on the fencing and the person(s) could fall in the well	Make arrangements for the fencing rail to be replaced	Medium	The rail should be replaced by salvaging a rail from the fencing between Church lane and the Well area which is rotting at the base and needs to be removed. See item 22. Andrew Burrow to undertake	Replaced and complete
2.3.3	Wooden fence around the Well poses a danger to the public	The fence at the lower end of the Well is not to regulation height to provide protection from falling (min 900 mm in height from the top rail)	Information only – if the fencing needs replacing in the future, replace with a higher level fence (minimum top rail 900 mm with no gap between ground and intermediate rail or intermediate rail and the upper rail in excess of 470 mm)	Low	Do nothing at present.	No action required at present

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2.3.4	Wooden fence around the Well poses a danger to the public	The fence posts between Church Lane and the Well area grass are rotted at the bottom and several move. The one furthest from the church would completely collapse if leant upon		Low	It is recommended that this complete section of fence is removed and replaced with short posts similar to those on the village green. (part of the fencing can be used to repair the Well fencing item 10)	All fencing replaced by posts. Completed
2.3.5	Water in the Well becomes hazardous to the public	There has been a reported problem with sewage in the ancient well. Severn Trent Water initially looked at the problem but have now stated that the issue is not their responsibility.	As it is anticipated that the sewage must be coming from nearby properties, it would be recommended to make arrangements for a drain survey to be undertaken to identify where the problem lies (e.g. broken underground waste pipe). Once identified, it can be assessed as to who responsibility lies with for the repairs	High	This land is not owned by BPC. STW can't find the source of the intermittent pollution. SMBC have been advised by Clerk ondate. As a precaution the Council have erected 'Do Not Drink' on this common Land	Completed
2.4	War Memorial					

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2.4.1	Condition of the War Memorial poses a danger to the public.	To the side of the war memorial is a sunken drain which may present a tripping hazard	Consider raising/cover to remove tripping hazard	Low	<p>The drain is there is to catch water falling from the spout drain from the roof. The reason that the cover is low is that the Paving slabs have been laid on top of the drain. The slabs are very thick.</p> <p>It will require a creative solution if to be cost effective. The alternative is to remove all of the slabs, dig up and remake/raise the drain and then relay the slabs around the raised drain. This is a very low traffic area.</p> <p>Recommend that the bricklayer who resolves the Pound wall (item 17) is asked to propose a solution.</p>	Drain has now been filled with large gravel to remove hazard.
2.4.2	Condition of the War Memorial poses a danger to the public.	Some of the flag stone grouting around the war memorial is starting to deteriorate, which may in time allow the flagstones to become loose and present a tripping hazard	<p>The Council may wish as to arrange to get the flagstones re-grouted as a precautionary measure before they come loose.</p> <p>Alternatively, the regular visual checks to be introduced can be used to keep an eye on the flagstones to ensure they do not come loose.</p>	Low	This is an important memorial to war heroes. It should be kept in good condition. It is recommended that the grouting is re-grouted at part of the bricklaying work for the Pound (item 17)	Completed

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2.4.3	Condition of the War Memorial could deteriorate	The roof of the war memorial is leaking which could cause structural damage	To repaint with “Black Jack” or similar sealant paint, the roof of the War memorial to stop water ingress (surface/paint to be made good before re-painting).	High	Council approved a quote from Greenline to complete the recommended action.	Completed
		There is a wasp nest on the ceiling of the war memorial which could be a hazard to the public	Remove the wasp nest on the ceiling of the war memorial	High	Council approved a quote from Greenline to complete the recommended action.	Completed
2.5 Notice Boards						
2.5.1	Church notice board proved hazardous to the public	The Church Lane notice board does not have covers to the notice board and notices are secured with drawing and map pins	The PC may wish to consider having lockable doors/covers fitted to the notice board areas to prevent children having access to pins (sharp objects)	Low	This is a multi user board and lockable doors would be impractical given the tens of users that display notices from time to time. Given low risk do nothing. Visitors to notice board to remove any pins on the floor Consider routine cleaning with item 2.1	Completed
2.6 Cannon						
2.6.1	The Cannon poses a danger to the public	The plinth on the cannon is damaged with a chunk broken off	Arrange for the plinth slab to be repaired (broken piece to be cemented into place)	Low	Council have accepted a quote from Greenline to replace all damaged/missing bricks under the stone slab base for the cannon with engineering bricks.	Completed

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2.7	Bus Shelters					
2.7.1	Condition of bus shelters pose a danger to the public	The glass is cracked on Meriden Road bus shelter	Consider replacing the cracked glass. Alternatively replace with Perspex. Replace the glass with wood panelling (as in the other bus shelter on the same road)	Low	The glass is laminated and hence “safety glass” designed not to come apart leaving sharp edges when broken. The crack is small across one corner and will not “creep”. Recommend do nothing	No action required
2.7.2	Condition of bus shelters pose a danger to the public	Where lighting has been replaced in the bus shelter, exposed wires have been left showing. It is assumed that these are dead but this could not be confirmed	It would be suggested that bare wires are not left showing whether these are alive or dead. Confirm that the older wiring is not live and remove the wiring or cover in place so that it is not exposed.	High	The wiring was tested using a non contact power tester on the day that the report was received. No power was found in the wires. Andrew Burrow to cut away old wires so they are no longer visible	Completed 17 th Oct 2016 . See photos at end
2.7.3	Condition of bus shelters pose a danger to the public	The roof section of the bus shelter located at Catchems corner is in a poor state of repair and has loose securing pins, exposed nails and damage to corrugated roof sheeting	Arrange for repairs to be made to the roof of the bus shelter or replace the sheeting complete.	Low	Andrew Burrow to look at shelter to ensure that the sheet roof is secure/will not blow off and if not take appropriate action. Nails banged home as temporary measure Decision taken to replace roof and remove damaged front fascia board	Roof replaced and front weather board removed. Completed
2.7.4	Condition of bus shelters pose a danger to the public	There is some damage to the front wooden section of the bus shelter at Catchems Corner which is leaving large wooden splinters which could potentially cause injury	Repair this section of the wooden frame to remove splinter of wood. This could be taken back with a plane or the section of wood replaced	Medium	Andrew Burrow to see if hazard can be removed with a plane.	Completed see above item 2.10.3

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2.7.5	Condition of bus shelters pose a danger to the public	The external sides of the Kelsey Lane bus stop requires painting to avoid disrepair	Severely cut back all hedge vegetation and remove all brambles and surface growth next to the Kelsey Lane bus stop sufficient to allow the external sides to be painted.	Medium	Council have accepted a quote from Green line to undertake the recommended work. Volunteers have painted the exterior walls	Completed
2.8	Phone Box					
2.8.1	Condition of the phone box poses a danger to the public	The phone box is not in use (no phone fitted) and is for aesthetics only	Consider securing the door to the phone box as there is no reason to have access.	Low	The risk is low and unspecified. A use might be found for the box. Consider including it on cleaning contract item 2.	No action required
2.9	The Pound					
2.9.1	Condition of the Pound poses a danger to the public	The back left hand corner of the wall within the Pound has been pushed out by tree roots of nearby larger trees	It has been agreed with the land owner where the trees are located that the PC can have the trees removed and this has been arranged for the autumn. Once the trees have been removed that are causing the wall to push in, arrange for the wall to be repaired	Medium	Follow recommendation	completed
2.10	BBQ					

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2.10.1	Hazards to the public due to BBQ and bonfire	At the 2017 BBQ attendees did not respect roped off areas and some vehicles were driven into roped off areas	Inform attendees (via notices and verbal advice) to respect roped off areas	Medium	Added to standard BBQ risk assessment to ensure action is taken every year	Completed
2.10.2	Hazards to livestock due to BBQ and bonfire	At the 2017 BBQ some attendees brought inflated balloons, some of which burst. The remnants of these balloons could cause injury to livestock if eaten.	Inform attendees (via notices and verbal advice) not to bring balloons or other materials which could endanger livestock	Medium	Added to standard BBQ risk assessment to ensure action is taken every year	Completed