

**BURNLEY BOROUGH COUNCIL**  
**RISK ASSESSMENT FORM**

<b>SERVICE: GSA</b>	<b>SECTION / TEAM: ALL</b>	<b>Ref. No. GM 01</b>
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**Job/ Area / Task covered by this assessment:**  
PARK RISK ASSESSMENT

<b>Location / site:</b> <b>ALL PARKS</b>	<b>Persons or groups affected:</b> <b>STAFF / PUBLIC</b>
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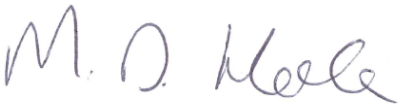
**Any special considerations needed for women of child-bearing age / young people under 18:**

<b>Names of all involved in assessment process:</b> (e.g. Worker rep, supervisor, assessor, adviser) Team Leaders and safety rep	<b>Assessment date:</b> 16/01/21
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Hazards / risk identified	Current precautions	Can I do anything else? (further action)	Action priority rating	Date completed
				Person responsible
Footpaths (slips, movement of vehicles)	Daily visual inspections by site based staff Annual inspections to footpaths carried out by Parks officers which generate a prioritised works programme 5mph speed limit within parks Safety footwear worn by staff Remove leaves at earliest opportunity to prevent areas becoming slippery		L	Team leader Parks officer
Structures (falling debris, unauthorised access, appliances & services, building fabric issues, slips trips & falls)	Daily visual inspection by site based staff immediate repairs dealt with by Facilities Management. Regular structural surveys carried out by FM Improvements identified and placed in FM annual maintenance plan Buildings secured & climbing aids removed where necessary.		L	Team leader Operator Parks officer Facilities Management

Trees (falling branches, timber striking passers by, climbing trees by children)	Daily visual inspection by site based staff Branches beneath a height of 2.3metres removed where trees are overhanging: Railings, watercourses, steep embankments, highways Or growing beneath power lines or other structures or features which may cause serious injury. Tree Officer has identified trees prone to summer branch drop and seats are removed from these areas where possible Staff trained in basic visual tree assessment	Staff training on summer branch drop Refresher training on visual tree inspection course	L	Team leader Operator Parks officer
Lawns & Grass area (slips, trips, falls)	Daily visual inspection by parks based staff. Safety footwear worn by staff		L	Team leader Operator
Entrances and boundary fencing	Regular inspections by Facilities Management Daily visual inspection by Parks based staff Building repair request		L	Green Spaces Manager, Facilities Manageme
Works depot (moving vehicles, unauthorised access, machinery)	Signage in place informing the general public not to enter the working area. Gates to depot locked when there is no staff on site. Depots securely fenced Hi-vis and safety boots to be worn		L	Green Spaces Manager Team leader Parks officer
Sports facilities (physical injuries, slips, trips, & falls)	Daily visual inspection by parks based staff Park patrolled by Ranger team		M	Operations manager
Animals (bites, nuisance, disease, Wildlife, cold water, steep edges, slippery banks)	Park patrolled by Ranger team Dog fouling addressed through fixed penalty notices, and dogs not permitted in some parks	Staff training	M	Team leader Parks officer
Playground	Daily visual inspection by Parks based staff Park patrolled by Ranger team and weekly inspection initiated Facilities assessed regularly by Playgrounds Officer (refer to playground RA's)		M	Team leader Parks officer

Lone Working	All staff have access to the Council's lone working policy. Lone working discussed in inductions. Refer to Lone Working RA		L	Team Leader, Green Spaces Manager
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<b>Manager authentication :</b> 	<b>Team Leader:</b>	Date for review: 16/01/22
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