

SAXTEAD PARISH COUNCIL ASSET RISK ASSESSMENT

Description: Assets Risk Assessment for Saxtead Parish Council.			Assessment started: 17/10/2023		
Assessment Completed:					
Identified area and hazard.	Persons at risk	Risk: High (H) Medium (M) Low (L)	Measures required for control	Action taken	Sig/ date
Flagpole Area: Saxtead Green	General Public	M-L	Needs yearly checks is secure. Check its integrity may need replacing in future. Flags and sheets of ropes need visual inspection yearly or as necessary.	Flagpole monitor Nathan Sullivan washed pole and replaced flag. Continue to monitor during the year.	Date Checked: 29/12/2023 checked /cleaned, Flag removed. 30/12/2023 New Flag attached. Sig: N Sullivan
Goal Post Area: Saxtead Green	General Public, Wildlife, Pets.	M	To determine if goal is to remain. Net may need replacement and storing until required, Pole needs painting and checks to ensure secure. Yearly inspection.	Plan of action: In March /April To check integrity of goal post, clean, repaint if necessary. Check net`s integrity, remove for inspection and replace in May or if required by villagers .	Date/ signed
Benches Area: Saxtead Green and Little Green	General public	M-L	Needs yearly inspection of both benches. Need brush down and check wood for rot and loose joints. Safety Checks.	Action Plan: Quarterly inspection of village benches by David Colchester	Date / Signed.

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Asset	Risk to whom	Level of Risk	Measures required for control	Action taken	Date / signed
Notice Boards Areas: Chapel Road / Saxtead Road	General Public	M	Notice Board needs yearly inspection and further inspections if damaged or environmental damage reported. Hence could be High Risk to public. Immediate action should be taken to make safe the notice board.	Monthly inspection by Councillor Tracey Colchester when changing information in noticeboards. Notice board on Saxtead Road	
Dog Bins Area: Saxtead Green, Little Saxtead	Environmental / public health	M	Monthly emptied by ESC responsible for emptying bins. May Need further Bins for Saxtead Road and Layby several Road, SCP to consider. To reduce dogs fouling on greens or footpaths.	East Suffolk Council empty regularly every month. Action plan to confirm with ESC is emptied regularly. Councillors' Simon Hordern and Evelyn Sullivan will check are emptied regularly and report to ESC any concerns.	E Sullivan 04/01/2024
Village Defib Area: Saxtead Industrial Unit on Marlborough Rd.	General public 999 events	M	Replacement Pads Telephone line Checks as required.	Contacted Lisa Hanley on 17/11/2023 Mrs Hanley has agreed to be guardian of Defib, Pads due for	E. Sullivan confirmed. 17/11/2023

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War Memorial Area: Saxtead Church Yard	General public	L	Needs inspection to ensure safe and in good order.	replacement 28/11/2025. Date: 30/12/2023 E Sullivan Church warden's regularly clean and tidy memorial and church yard. 04/01/2024

Picture of Memorial Saxtead Parish council

