Finance - The control, accounting and audit of the Council's Finances are governed by the Financial Regulations laid down in Standing Orders 34 – 52 (Revised November 2002) details as follows:

Activity / location / area:	N/A		Assessment Date: March 2024		Review: Feb 2025
Hazard and Risk	People at Risk	Our Current Controls	Our Future Controls	Risk Level	
Lloyds Treasurers Account	Signatories, Parish Council, Clerk & Residents	Online Banking with same requirements for 2 councillor signatories with Clerk drawing all payments, minimal cheques issued. Invoices initialled and retained.		Low	
Teachers Treasurers 25 Day Account.		Two authorised signatories for all transactions. (Chairman & Vice-Chairman & Clerk are signatories). Online access arranged for view only. Low frequency of use of the account.		Low	
Nationwide Account	Signatories, Parish Council, Clerk & Residents	Online Banking with same requirements for 2 councillor signatories with Clerk drawing all payments, minimal cheques issued. Invoices initialled and retained.		Low	
CCLA Deposit Fund	Signatories, Parish Council, Clerk & Residents	Two authorised signatories for all transactions. (Chairman & Vice-Chairman & Clerk are signatories). Online access arranged for view only. Low frequency of use of the account.		Low	
	Parish	Quarterly check of payments raised signed by the Chairman. Paid by Standing Order and Clerk submits RTI. PAYE and NI now paid monthly due to issue with arrears. Reimbursements evidenced. WFH level agreed by Council inline			
Clerk Salary & expenses	Council	with HMRC limit and paid by Standing Order		Low	
Month end balance	Parish Council	monthly bank reconciliations		Low	
Petty Cash (no Chairman's					
Allowance or Cash Transactions).	Parish Council	All spends logged in a cash book and up for Councillor Scrutiny. Signed off at year end.		Low	
Transactions).	Council	Safe receipt of monies received and prompt payment into Lloyds Bank account. Cash only		LOW	
Cash Handling (donations /		approx. £10 pa. Moved to encourage			
peppercorn rent)	Clerk	peppercorn rents by standing order.  Internal controls checklist in place to eliminate risk of fraudulent activity. Review annually by		Low	
Controls in line with Audit	WPPC	Council.		Low	

Meetings - full Council, planning committee, Annual Parish Meeting  Recreation  Assessment Date: March					
Activity / location / area:	Ground		2024		Feb 2025
Hazard and Risk	People at Risk	c Our Current Controls	Our Future Controls	Risk Level	
Trailing cables	Anyone	Extension lead only used when absolutely necessary. Move table closer to the electric source to limit affect.		Low	
Temperatures		Operate heating / open windows to minimise temperature variations. Consider health needs on an individual basis and Council to implement the property to mitigate impact on the individual.	S		
	Anyone	measure to mitigate impact on the individual.		Medium	
Temperature extremes	Staff	Arranged with the MS Centre to use the from office and heating Care to be taken lifting tables to move into	t		
Moving furniture	Anyone	position.	Councillor to be present		
Staff alone to open / close building			with the staff member to ensure not in premises		
	Staff	none	alone.	Medium	
use of electrical equipmen	t Anyone	knowlegde of systems currently in place			
bringing electical equipment into the meeting	Anyone	check with premises if equipment needs to be PAT tested before use.	MS Centre require that all equipment other than laptops or is PAT tested before use.		
fire	Anyone	Knowledge of fire escapes and location of extinguishers.	fire escapes either end of quiet room or main entrance.		
unacceptable behaviour	Anyone	The chairman should control the running of the meeting, such that behaviour and respect is shown between all parties at all times. He has the power to adjourn the meeting for any party to be removed if causing a disturbance preventing Council from transacting business. If it relates to the Chairman, the Clerk would advise the Chairman of the unacceptable behaviour and the Vice Chairman could support.			

Lone Working - when	carrying out	council business
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Lone working - when carryin	Recreation	business	Assessment Date: March		Review:
Activity / location / area:	Ground		2024		Feb 2025
Hazard and Risk	People at Risk	Our Current Controls	Our Future Controls	Risk Level	
Unacceptable behaviour Bullying from members of the public	Staff	Dignity at Work Policy; Vexatious Complaints procedure, Civility & Respect Pledge		Low	
Unacceptable behaviour Bullying from members	Staff	Grievance Policy; Civility & Respect Pledge, Dignity at Work Policy; Code of Conduct Care to be taken when moving Council		Low	
Moving furniture	Staff	equipment	Councillor to be present	Low	
Employee alone to open building	CI - ((		with the staff member to ensure not in premises	1	
social media	Staff Staff	none Ability to close posts to comments. Social Media Policy	alone.	Low	
		Knowledge of existing technology. Norton on the laptop. Out of office turned on during periods of			
technology	Staff	absence. As far as possible, staff should not meet		Low	
meeting contractors	Staff	contractors alone in closed premises  The Clerk should not meet members of the public in their homes; they should attend a meeting or		Medium	
meeting members of the		arranged mutually convenient time in a public			
public S	Staff	place. arranging payment by Standing Order or bank transfer to eliminate need for staff to collect on		Low	
collecting peppercorn rents S	Staff	the doorstep. Calls handled professionally. Voicemail activated. Unacceptable behaviour is not		Low	
phone calls	Staff	tolerated and calls will be terminated.		Low	

Risk Assessment WPPC OWNED LAND

WPPC OWNED LAND  Recreation Ground			Assessment Date: March		Review
Activity / location / area:	N/A People at		2024	Risk	Feb 202
Hazard and Risk Possible misuse of open space and amenities.	Risk adjacent properties, users of the facility	Our Current Controls Regular inspection carried out by members / WP volunteers / members of the public. Byelaws sign in situ along with improved 'expected use' signage.	Our Future Controls	Level	
Misuse of Gazebo - An octagonal wooden structure close to the playground, with planted area along 7 edges	adjacent properties, users of the	Regular inspection carried out by members / WP volunteers / members of the public. Byelaws sign in situ along with improved 'expected use' signage. WPRA volunteers regular inspection. Signage to state no alcohol to be consumed. Roof checked for stability Autumn 2021.			
	facility	Annual inspection on condition of seats and repair/replace as required. Bi-annual sadolin treatment.		Medium	
Damage to benches / tables	users of the facility	See: Annual Bench Audit  Gate to the recreation ground padlocked with uncropable chain and padlock. 2 Boulders infront of gate to narrow entrance to prevent larger vehicles accessing the rec. Farming roller		Low	
Security	All residents	behind to prevent unauthorised access to Recreation Ground. 2 cast iron bollards installed at rear of Rec Ground, with uncropable padlocks.  Close co-operation with Police and communication with other neighbouring Clerks		Low	
Unauthorised incursions  Dangerous rubbish (broken glass / bottles etc).	All residents users of facility	and Councillors  Area litter picked. Bins changed to larger  Wheelie bins to accommodate ALL waste (dog bins removed) and emptied weekly by Dorset Council.		Low	
Excessive dog fouling	users of facility users of	Larger bins sited at 4 key points. All emptied weekly. 2 relocated away from the play area following complaints of smell.	Council to consider fencing	Low	
Poor control of dogs  Grounds Maintenance	facility users of facility	Improved signage in place. Public Liability of contractor	play area.	Medium Low	
Events  Commercial Activity	users of facility	Eventholders to supply Risk Assessment, Tens and Insurance, if appropriate to event. Area to be litter picked and additional costs for Dog Shows to cover increased bin emptying.		Low	
preventing users from using the facility Use of drones Bicycles. Horses using	users of the facility / BIA users of the	Not permitted on WPPC land currently.  Land is within 5km of Airport, no drone flying permitted on any WPPC land		Low	
WPPC land  Vehicular access - damage / injury	facility / WPPC	Not permitted on WPPC land.  General vehicular access prohibited unless with strict accordance with rules. Eventholders to		Low	
Trees	users of facility users / equipment	supply Risk Assessment, Tens and Insurance, if appropriate to event. Marshall for whole event. Tree surveys undertaken regularly and appropriate works scheduled by professional contractors.  Signage put up to notify residents of impending		Low	
Tree Works	users / equipment	works and warn users to take additional care. Contractors insurance seen prior to works and contractor to cordon areas where works are taking place. Volunteers co-ordinated by WPRA, instructed to		Low	
Clearing leaves, strimming brambles, hedge cutting	WPRA Volunteers	use wheelbarrows and equipment. Wear hi-viz jackets. Refreshments onsite. Visual Risk Assessment undertaken by head volunteer on the day. Care to be taken when working roadside. Policy adopted by WPPC and shared with WPRA.		Low	
Litter picking	WPRA	Volunteers co-ordinated by WPRA, wear hi-viz jackets and provided with suitable equipment. Visual Risk Assessment undertaken by individual and extra care to be taken when working alone. Policy adopted by WPPC and			
Dumping of garden waste	Volunteers WPPC	shared with WPRA.  Discourage dumping of any matter other than verge edging on the bund by WPRA volunteers.	Monitor the area for fly tipping	Low	
Memorial Hall	_	Land known as West Parley recreation Ground, Pla	Assessment Date: March	ased to W	Review
Activity / location / area: Hazard and Risk Falling branches / trees	N/A People at Risk users of facility	Our Current Controls Tree surveys undertaken regularly and appropriate works scheduled by professional contractors	Our Future Controls	Risk Level	Feb 202
Damage	WPPC	contractors.  Residents & members vigilant noticing any damage to trees and reporting to Clerk or councillors.  Remedial works undertaken when necessary.		Low	
Trees on land leased to West Parley Memorial Hall	users of facility	WPPC include trees within bi-annual inspection and liasie with WPMH regarding responsibility to undertake remedial works.		Low	
<b>Millenium Garden - Ornan</b> Activity / location / area:		with two 'Millennium' metal benches set amongst	attractive trees and shrubs. Assessment Date: March 2024		Review Feb 202
Hazard and Risk	People at Risk	Our Current Controls Regular inspection carried out by members / WP	Our Future Controls	Risk Level	
Vandalism	users of the facility users of the	volunteers / members of the public. Byelaws sign in situ and improved signage Litter removed and waste bin emptied by Dorset		Low	
Litter Mis-use / antisocial behaviour	facility users of the facility users of the	Council weekly.  Raise any concerns with the Police.		Low	
Maintenance Trees	facility users / equipment	WP Volunteers maintain Garden  Tree survey undertaken and appropriate works scheduled by professional contractors		Low	
Tree Works	users / equipment	Signage to put up to notify residents of impending works and warn users to take additional care. Contractors insurance seen prior to works and contractor to cordon areas where works are taking place.  Volunteers co-ordinated by WPRA. Wear hi-viz		Low	
Clearing leaves, general gardening, replacing wooden edging, clearing brambles	WPRA Volunteers	jackets. Refreshments onsite. Visual Risk Assessment undertaken by head volunteer on the day. Care to be taken when working roadside. Policy adopted by WPPC & shared with WPRA.		Low	
Litter picking	WPRA Volunteers	Volunteers co-ordinated by WPRA, wear hi-viz jackets and provided with suitable equipment. Visual Risk Assessment undertaken by individual and extra care to be taken when working alone. Policy adopted by WPPC & shared with WPRA.		Low	
Car Park	Christchurch		Assessment Date: March	2011	Review
Activity / location / area: Hazard and Risk misuse - Overnight Parking	Road People at Risk users of the facility	Our Current Controls Signage installed	2024 Our Future Controls Speed humps & blocks	Risk Level Low	Feb 202
Illegal / antisocial behaviour	•	Lights installed to act as deterent. Police notified when regular activity identified	purchased early 2024 to deter 'drifting' - still to be installed.	Medium	
Damage to lighting columns and lights	users of facility users of	Signage installed Incidents reported to Dorset Waste	Lamp post protectors purchased early 2024- still to be installed.	Medium	
Fly tipping / vehicles Dangerous rubbish (broken glass / bottles etc).	facility users of facility	Management.  Litter removed and waste bins emptied by Dorset Council weekly.  Regular tree inspection in accordance with Tree		Low	
Branches falling Trees	users of facility users / equipment	Policy. Remedial works undertken when necessary.  Tree survey undertaken and appropriate works scheduled by professional contractors  Signage to put up to notify residents of impending works and warn users to take		Low	
Tree Works	users / equipment	additional care. Contractors insurance seen prior to works and contractor to cordon areas where works are taking place.  Volunteers co-ordinated by WPRA, instructed to use wheelbarrows and equipment. Wear hi-viz jackets. Refreshments onsite. Visual Risk		Low	
Clearing leaves, adding verge edging to bund	WPRA Volunteers	Assessment undertaken by head volunteer on the day. Care to be taken when working roadside.Policy adopted by WPPC & shared with WPRA.  Volunteers co-ordinated by WPRA, wear hi-viz		Low	
Litter picking	WPRA Volunteers	jackets and provided with suitable equipment, and PPE worn if required. Visual Risk Assessment undertaken by individual and extra care to be taken when working alone. Policy adopted by WPPC & shared with WPRA.		Low	
Parley Wood - Donated to the Parish Council for residents' enjoyment.					
Activity / location / area:	Christchurch Road People at		Assessment Date: March 2024	Risk	Review Feb 202
Hazard and Risk Vandalism/Fire	Risk users of facility	Our Current Controls  No fires are permitted.	Our Future Controls	Level	
Litter	users of facility	General larger capacity Wheelie sited at entrance. Other litter bins available in wider area.  Replacement of Boardwalk to access Parley		Low	
Tripping hazards	users of facility	•	Signage to be installed to state 'permissive access - enter at own risk'.	Low	
Motorised vehicles	users of facility	Boulders at entry point from car park, Bollards at rear of Recreation Ground to prevent access.	Outstanding : New Planning	Low	
Falling branches / trees		Tree survey undertaken and appropriate works	permission to be sought once Tree Management Plan completed and approved by		
Falling branches / trees	users of facility Properties adjacent to Woodland	scheduled by professional contractors. Remedial works undertaken when necessary. Tree survey undertaken and appropriate works scheduled by professional contractors. Remedial works undertaken when necessary.	Dorset Council and Historic England. Ongoing survey and remedial works are undertaken	Low	
direct access onto woodland from neighbourinng properties	WPPC / Natural England	Historic England state no direct access allowed as SSSI. WPPC to write to anyone in breach.	outstanding	low	
Clearing holly, bamboo, edging paths, clearing ditches	WPRA Volunteers	not progressed currently - pending new Tree Management Plan		Low	
<b>.</b>	WPPC	All chainsaw work to be undertaken by professional contractors only All planting to be with agreement from WPPC,		Low	
Cutting trees				Low	
Planting trees	WPPC WPPC / Users	Historic England & Dorset Council.  All commercial activity stopped on WPPC land		Low	
Planting trees  Commercial Activity  Use of drones	WPPC / Users users of the ffacility / BIA	-		Low	
Planting trees  Commercial Activity	WPPC / Users users of the	All commercial activity stopped on WPPC land within 5km of Airport, no drone flying permitted			
Planting trees  Commercial Activity  Use of drones  Bicycles. Horses using	WPPC / Users users of the ffacility / BIA users of the facility /	All commercial activity stopped on WPPC land within 5km of Airport, no drone flying permitted on any WPPC land  Not permitted on WPPC land.		Low	

**Risk Assessment** STREET FURTNITURE Bus Shelter - purchased by Parish Council in September 2012 Assessment Date: March Review: Activity / location / area: New Road 2024 Feb 2025 Hazard and Risk People at Risk Our Current Controls Risk Level Our Future Controls Mis-use / antisocial users of the Raise any concerns with the Police. behaviour Low WPPC installed bin and arranged for DWP to empty weekly. WPRA Volunteers litter pick Litter users of the regularly, Hi Viz to be worn and extra care taken Low roadside. Seats - sited throughout Parish, including recreation ground and perch benches in Parley Wood Assessment Date: March Review: Activity / location / area: Various 2024 Feb 2025 Hazard and Risk People at Risk Our Current Controls Our Future Controls Risk Level Annual inspection undertaken by 2 cllrs on a red, amber, green system. Report condition of seats users of the and repair/replace as required. Bi-annual sadolin treatment. facility Damage Low Mis-use / antisocial users of the Raise any concerns with the Police. facility behaviour Low users of the WPRA Volunteers litter pick regularly. Policy Litter adopted by WPPC & shared with WPRA. Low Volunteers co-ordinated by WPRA. Wear hi-viz Basic repairs or jackets. Visual Risk Assessment undertaken by maintenance (eg replace head volunteer on the day. Care to be taken slats or applying wood roadside. Policy adopted by WPPC & shared with treatment) Volunteers WPRA. Low Signs - Welcome To West Parley Road Signs (6), Parley Amenity Area (2), Signs in Parley Wood (3), Car Park (6), Recreation Ground (6) Assessment Date: March Review: 2024 Feb 2025 Activity / location / area: Various Risk Level Hazard and Risk People at Risk Our Current Controls Our Future Controls Damage by vehicles / users of the repair/replace as required. vandalism Low Volunteers co-ordinated by WPRA. Wear hi-viz jackets. Visual Risk Assessment undertaken by head volunteer on the day. Care to be taken Basic cleaning roadside. Policy adopted by WPPC & shared with Volunteers WPRA. Low Noticeboards - Parley Cross, Parley Cross Toilet block, WPCH, Glenmoor Road, Parley First School Assessment Date: March Review: Activity / location / area: Various **Our Future Controls** Hazard and Risk People at Risk Our Current Controls Risk Level users of the monitored forthnightly when posting Damage / vandalism information Low Hanging Baskets & Planters - Sited Glenmoor Road (3), New Road (6), Railing troughs Parley Cross (11) and Christchurch Road (6), Welcome to West Parley Sign sites (2), and Stock's Lane Entrance (1). Activity / location / area: Christchurch Assessment Date: March Review: Feb 2025 Road 2024 Risk Level **Our Future Controls** People at Risk Our Current Controls General vigilance of Council Members, WP Volunteers plus co-operation from shop owners Vandalism and members of public to share responsibility in attempt to reduce acts of vandalism/theft. Parish Low General vigilance of Council Members, WP Volunteers plus co-operation from shop owners Litter and members of public to share responsibility in attempt to reduce acts of vandalism/theft. Parish Low General vigilance of Council Members, WP Volunteers plus co-operation from shop owners and members of public to share responsibility in attempt to reduce acts of vandalism/theft. Theft Parish Volunteers co-ordinated by WPRA. Wear hi-viz jackets. Visual Risk Assessment undertaken by Maintenance of planters head volunteer on the day. Care to be taken roadside. Policy adopted by WPPC & shared with Volunteers Low Volunteers co-ordinated by WPRA. Wear hi-viz

jackets. Visual Risk Assessment undertaken by head volunteer on the day. Care to be taken roadside. Policy adopted by WPPC & shared with

Low

Planting / watering /

maintenance of displays Volunteers WPRA.

Outside Gym - incorporating 1 Bicycle, 1 Air Skier, 1 Seated Leg Press, 1 The Rider, 1 Double sit-up boards, 1 Triple Pull Up, 1 Combination SCP/PDC (disabled use) and 1 Facility Sign.

SCP/PDC (disabled use) all	Recreation	•	Assessment Date: March		Review:
Activity / location / area:	Ground		2024		Feb 2025
				Risk	
Hazard and Risk	People at Risk	Our Current Controls  Appropriate signage in place.  Annual Rospa Inspection.	Our Future Controls	Level	
	Youths and	Monthly Inspection by Member.			
Injury	adults	Repairs as needed		Low	
		Appropriate signage in place - if misused or not in			
Misuse of equipment	_	accordance with signage - done so at the	!		
	Anyone	individuals own liability		Low	
Commercial Activity	WPPC	Signage installed to state - no commercial activity on the equipment		Low	
	WITC	on the equipment		LOVV	
Trees	users /	Tree survey undertaken and appropriate works			
	equipment	scheduled by professional contractors		Low	
		Signage put up to notify residents of impending			
<del>-</del>		works and warn users to take additional care.			
Tree Works	users /	Contractors insurance seen prior to works and contractor to cordon areas where works are			
	equipment	taking place.		Low	
	equipment	taking place.		2000	
Dasia ranaire (ag adga		Volunteers co-ordinated by WPRA. Refreshments			
Basic repairs (eg edge rolls), leaf clearance		onsite. Visiual Risk Assessment undertaken by			
rons,, rear crearance	WPRA	head volunteer on the day. Policy adopted by			
	Volunteers	WPPC & shared with WPRA.		Low	
		Change in play area lay out (installation March 22) eliminates issue of close proximity to the play			
		equipment. Both areas designated by log roll			
		edging. Signage in place to differentiate user			
Proximity to neighbouring		groups. Low number of issues raised by the			
play area	users	public.		Low	

Children's Play Area - incorporating 1 large climbing frame, incorporating net, pole, climbing wall and bridge, 1 smaller climbing frame, 1 Flying Saucer style swing with additional swing, 1 'daisy' Swing, 2 toddler 'springers' (ladybird & bumble bee), See Saw, 2 Benches, 2 picnic tables and benches, 2 Concrete & wood benches, 2 Concrete & wood picnic tables, Tarmac path from Car Park to facilitate access for wheelchair users, with wooden ramp into playground. Informal play area, log rolled edge, bark filled with suitable surface below each piece of apparatus, low level balance bar and logs.

balance bar and logs.					
	Recreation				Review:
Activity / location / area:	Ground		Assessment Date: March 2024		Feb 2025
	People at			Risk	
Hazard and Risk	Risk	Our Current Controls	Our Future Controls	Level	
		Replaced March 22			
		Appropriate signage in place.			
		Annual Rospa Inspection.			
		Weekly Inspection by Member.			
Injury	Children	Repairs as needed		Low	
,		support posts on the external side of the		-	
		surround, in places, secured as close to the			
Trip	Anyone	surround to limit impact.		Low	
ПР	Allyone	·	<u>.</u>	LOVV	
Misusa of aguinment		Appropriate signage in place - if misused or not			
Misuse of equipment	A	in accordance with signage - done so at the		Lave	
	Anyone	individuals own liability		Low	
		General vigilance of Council Members and			
Vandalism	General	concerned members of the public			
	public	Weekly Inspection by Member.		Low	
Dangerous rubbish					
(broken glass / drug		Weekly Inspection by Member.			
paraphernalia etc)	Users	Weekly litter pick by WPRA volunteers		Low	
Trees	users /	Tree survey undertaken and appropriate works			
	equipment	scheduled by professional contractors		Low	
		Signage to put up to notify residents of			
		impending works and warn users to take			
Tree Works		additional care. Contractors insurance seen			
	users /	prior to works and contractor to cordon areas			
	equipment	where works are taking place.		Low	
		0.			
		Volunteers co-ordinated by WPRA, instructed to			
refilling woodchip / Basic		use wheelbarrows and shovels. Refreshments			
repairs (eg edge rolls)		onsite. Visiual Risk Assessment undertaken by			
repairs (eg cage relis)	WPRA	head volunteer on the day. Policy adopted by			
	Volunteers	WPPC & shared with WPRA.		Low	
	Volunteers	Redesigned of new play area (installation March		LOW	
		22) eliminates issues regarding close proximity			
		to the gym equipment. Both areas designated			
Description of the second		by log roll edging. Signage in place to			
Proximity to neighbouring		differentiate user groups. No issues raised by			
gym	users	the public.		Low	

WPPC ACTIVITY NOT ON WPPC LAND

Newsletter / leaflet distri			Assassment Date: March		Dovious
Activity / location / area:	DCC Highways		Assessment Date: March 2024		Review: Feb 2025
,,					
Harand and Diele	People at	Our Compat Controls	Our Future Controls	Risk	
Hazard and Risk	Risk	Our Current Controls  Volunteers co-ordinated by WPPC. Policy in	Our Future Controls	Level	
		place to state basic steps for welfare. Suggest Hi			
	WPRA	Viz to be worn, if owned. Policy adopted by	Contracted used for last		
Injury Loss of paperwork	Volunteers WPPC	WPPC & shared with WPRA. trust in WPRA volunteers / contractor	distribution.	Low Low	
2000 Or paper work		dust in the factorial receipt, contracted		2011	
Bunting (putting up and t	aking down) DCC		Assessment Date: March		Review:
Activity / location / area:	Highways		2024		Feb 2025
	People at			Risk	
Hazard and Risk	Risk	Our Current Controls Volunteers co-ordinated by WPRA. Policy in place to state basic steps for welfare. Hi Viz to be worn. Visual Risk Assessment undertaken by head volunteer on the day. Extra care to be	Our Future Controls	Level	
	WPRA	taken roadside. Policy adopted by WPPC &			
Injury	Volunteers	shared with WPRA.		Low	
Cleaning WPPC signs					
Activity / location / areas	DCC		Assessment Date: March 2024		Review: Feb 2025
Activity / location / area:	Highways		2024		reb 2025
	People at			Risk	
Hazard and Risk	Risk	Our Current Controls Volunteers co-ordinated by WPRA. Policy in place to state basic steps for welfare. Hi Viz to be worn. Visual Risk Assessment undertaken by head volunteer on the day. Extra care to be	Our Future Controls	Level	
loium	WPRA	taken roadside. Policy adopted by WPPC & shared with WPRA.		Love	
Injury	Volunteers	Shared with WPRA.		Low	
Christmas Decorations (p	utting up and t	aking down & Storage)	Assessment Date: March		Review:
Activity / location / area:	Highways		2024		Feb 2025
,, ,					
Harand and Diele	People at	Our Compat Controls	Over Francis	Risk	
Hazard and Risk	Risk	Our Current Controls Volunteers co-ordinated by WPRA. Policy in place to state basic steps for welfare. Hi Viz to be worn. Visual Risk Assessment undertaken by	Our Future Controls	Level	
		head volunteer on the day. Extra care to be			
	WPRA	taken roadside. Policy adopted by WPPC &			
Injury	Volunteers	shared with WPRA.	store at premises once	Low	
		Stored by head Volunteer of WPRA who is also	WPPC has own storage		
loss / damage	WPPC	Ex Chair of WPPC. Trusted individual	facility	Low	
Silent Soldiers / poppies (		l taking down & Storage)			
Activity / location / area:	DCC		Assessment Date: March		Review:
Activity / location / area.	Highways		2024		Feb 2025
	People at			Risk	
Hazard and Risk	Risk WPRA	Our Current Controls Volunteers co-ordinated by WPRA. Policy in place to state basic steps for welfare. Hi Viz to be worn. Visual Risk Assessment undertaken by head volunteer on the day. Extra care to be taken roadside. Policy adopted by WPPC &	Our Future Controls	Level	
Injury	Volunteers	shared with WPRA.		Low	
			store at premises once		
loss / damage	WPPC		WPPC has own storage facility	Low	

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Risk Assessment
      WPPC OWNED LAND
      Community Hub
                                                                                                                  Review: Feb 2025
      Activity / location / area:
                                                                     Assessment Date: March 2024
      Hazard and Risk Risk Our Current Controls
                                      Premises are locked, compound
      Secure WPPC padlocked
                                       Buckets emptied regularly, 2 people
                                      present on entry for safety, internal roof
      alarm to be activated,
                                    tiles and lighting in main part of the
     requiring buckets to be building removed. Some roof repair Keep insurance company updated with progress and steps taken Medium The Clerk informs all Councillors and
                           WPPC / user of access arrangements. No
                           anyone access to main part of the building since
                          entering summer 2023.
Risk of water leaks with no general
                                      heating in the premises and pipe can
      Water Leaks WPPC freeze
                                       flammable items removed from
                                     premises when tenancy ended. Alarm
                                     system in place. Fire Exits
                                     to be left clear, not locked and have 2
                                     points of entry as a minimum.
                                      Separate Fire Risk Assessment
     Fire WPPC completed.
                                                                                                            Medium
                                      arrange alarm service and checked all
                                      'break glass' point working. Other
                                      equipment checks when required.
                                      Internal fire doors installed and patio
                                      doors, as second egress for the Jubilee
                                      Room; with main part of the building
                                     cordoned off.
                                    Locks changed.
                                      Ensure all windows are closed.
                                      Burglar alarm serviced and webway call
                                     out system installed. Alter
                                     car park lighting with the seasons. Main
     Vandalism and break in WPPC doors replaced.
                                                                                                            Medium
      Pests causing electrical Pest control undertaken. Waste into
      damage, disease WPPC bin (no food waste present).
                                      electrics to flat switched off, meter
                                      removed. All internal unnecessary
                                      electric cabling removed. External
                                      socket check undertaken, along with
                                      Jubilee Room. Heaters installed in
                                      Jubilee Room and tested. Installation of
                                    Fire Safety Equipment. Separate Risk
      Electrocution / Fire WPPC Assessment produced by a third party.
                      Users / Inspection undertaken and report Prior to opening to the public, full legionella testing
      Legionella Disease employees provided. and programme. Medium
            Users / Asbestos survey and removal Further asbestos removal may be required during
      Asbestos contamination employees undertaken for all highlighted. construction changes as part of the refurbishment. Medium
                 users / No measures in place as premises Heating system to be considered as part of the
      temperature variables employees empty other than in the Jubilee Room. repair.
                                     Interior of the property contains
                                     numerous trip hazards and hanging
                                    cables. Additional care to be taken
                             Users/ behind the bar area. Signage to warn
                           employees / no access to flat. Building cleared of
                         WPPC hanging cables and uneccesary items.
       Trip Hazards
                           employees / Assess situation on entry - taps off, roof Purchased wet floor sign to alert users as
                         WPPC leaking, pipes safe. appropriate.
                            employees / Erected appropriate signage to prohibt
  Injury

WPPC

access to certain parts of the premises.

Take steps to ensure planning permission obtained for flag poles, petanque terrains, storage,

Breaching Planning control

WPPC

All non essential signage removed compound repaired by PCC and gate locked so no unauthorised access to the
    Public Access to the roof WPPC roof possible.

WPPC / Alcohol Policy adopted by Council. User
      Inappropriate Sale of Users / Agreements amended to include All user groups to provide their own Alcohol Policy
     Alcohol public conditions. to comply with WPPC policy. Medium
WPPC /
      Risk Assessment by User Users / Separate risk assessments by each user
Groups public group to be in place

Jubilee Room - open to Preschool & user groups
     Christchurch
    Activity / location / area: Road Assessment Date: March 2024 Review: Feb 2025
People at Risk
     Hazard and Risk Risk Our Current Controls Our Future Controls Level

Kept secure when not in use. Fire
      Vandalism/Fire users of Equipment in situ & tested. Fire
    facility evacuation procedure on noticeboard.
     Mis-use / antisocial users of the
     behaviour facility Kept secure when not in use.
users of the
     Slipping if wet facility signs to be erected if floor wet reduced in this area; however still can
     Water ingress

WPPC

present an issue when heavy rain.

Due to the nature of early years, the

Pre-school has numerous Risk
      User Risk Assessment Pre-school Assessments.
    External electricty socket for use by sport sections
      Christchurch
     Activity / location / area: Road Assessment Date: March 2024 Review: Feb 2025
People at Risk
      Hazard and Risk Risk Our Current Controls Our Future Controls Level
     Mis-use / antisocial users of the Switch will be turned off from within the behaviour facility building WPPC /
     users of the User Groups instructed no unauthorised Monitor and if necessary, correct any works
      Unauthorised Works facility works to be completed. completed without consent or certification. Medium
      Toilets - open to the public NOT CURRENTLY OPEN TO THE PUBLIC
   Christchurch

Activity / location / area: Road Assessment Date: March 2024 Review: Feb 2025

Still closed as undergoing refurbishment following water leak in Dec 2022. To
                                   include 1 Accessible toilet with changing
                           People at
      Hazard and Risk Risk Our Current Controls Our Future Controls
                                       Locked and only keyholders are sports
                                   sections who have been instructed not
                           users of to leave doors open other than when a
      Mis-use / antisocial users of the behaviour facility
      Slipping if wet facility signs to be erected if floor wet
                                        Separate document available
                           WPPC / dependent upon Government
     Covid Users Guidelines
Installation of sanitary dispenser and
                          WPPC/ bins. Installed by professional
      Theft / vandalism / waste Users contractor.
       Playing Fields
                                                                     Assessment Date: March 2024
                                                                                                                  Review: Feb 2025
      Activity / location / area:
                           People at
      Hazard and Risk Risk Our Current Controls Our Future Controls
   Regular inspection carried out by members / WP volunteers / members address issues with user groups, report incidents to the public.

Possible misuse of open space and amenities.

Regular inspection carried out by members / members / members address issues with user groups, report incidents to the police.

Space and amenities.

Regular inspection carried out by members / members address issues with user groups, report incidents to the police.

Low
                                     Regular inspection carried out by
                                     members / WP volunteers / members
                                   of the public. Byelaws sign and
     improved signage in situ. WPRA
adjacent volunteers regular inspection.
properties, Encourage user groups to store
users of the equipment safely in the compound.
facility
       equipment
                                      Annual inspection on condition of seats
                                      and repair/replace as required. Bi-
                                      annual sadolin treatment.
                                     See: Bench Audit
                                      Cricket benches stored in garage over
                         WPPC / Petanque benches by their storage
     Damage to benches / users of the shed.
                                      Gate padlocked with uncropable chain
    WPPC / All residents

Restriction gate installed asap.

Report incidents to the Police and networking of neighbouring local authorities
     Dangerous rubbish (broken Litter removed and waste bins emptied
                                   by Dorset Council. Commercial waste
      glass / bottles etc).
                          users and recycling bins introduced.
                                      4 larger multi-waste wheelie bins
                                      installed and emptied weekly by Dorset
                                     Council. WPRA Volunteers check and
                                    pick up weekly. Additional signage installed to encourage owners to pick
     Excessive dog fouling users up.

Dorset Council Dog Related PSPO includes all parish Land. Signage

Poor control of dogs users erected detailing control of dogs.
     Public Liability of contractor - and PCC
Grounds Maintenance users additional works in Cricket Season.
Eventholders to supply Risk
                                     Assessment, Tens and Insurance, if
                          WPPC / appropriate to event. Area to be litter
     Events users picked.
      Commercial Activity WPPC /
      restricting use users Not currently permitted on PC land.
     WPPC / within 5km of Airport, no drone flying
Use of drones users / BIA permitted on any WPPC land
     Bicycles. Horses using users /
WPPC land WPPC Not permitted on WPPC land.
                                      General vehicular prohibited unless with
                                     strict accordance with rules. Gateway
     Vehicular access - damage to be kept clear for access for contractors and emergency vehicles.
                           WPPC / Regular Tree survey undertaken and
      Trees users / appropriate works undertaken by
                           equipment professional contractors
                                      Signage put up to notify residents of
                         impending works and warn users to take additional care. Contractors

WPPC / insurance seen prior to works and
                           users / contractor to cordon areas where works
                           equipment are taking place.
                                      Volunteers co-ordinated by WPRA,
                                      instructed to use wheelbarrows and
                                      equipment. Wear hi-viz jackets and
                                       any PPE required. Refreshments onsite.
                                       Visual Risk Assessment undertaken by
                                      head volunteer on the day. Care to be
                                      taken when working roadside. Policy
                                       adopted by WPPC & shared with
                                     WPRA. All volunteers to sign disclaimer
                           WPRA / list of those seen policy - adopted by
                           Volunteers WPPC and shared with volunteers.
                                      Volunteers co-ordinated by WPRA,
                                      wear hi-viz jackets and provided with
                                      suitable equipment. Visual Risk
                                     Assessment undertaken by individual
                                      and extra care to be taken when
                           WPRA working alone. Policy adopted by
     Litter picking Volunteers WPPC & shared with WPRA.
                                      Perceived 'arrangement' previously in
                                    place for individuals to dispose of
      Fly Tipping WPPC waste. No waste permitted to be disposed on PC land. Low
                                     Ditches to be monitored for standing
                                   water; dug out as required. Checked
                        WPPC / with Risk Assessor and signage not Investigate reconnection with surface land drain on
      Ditches users required. western boundary (near Oakland Walk) Low
      Trees - on the perimeter of the playing fields
                                             Assessment Date: March 2024 Review: Feb 2025
Risk
      Activity / location / area: N/A
People at
    Hazard and Risk
Risk
Our Current Controls
Regular tree inspection in accordance
with Tree Policy & EDDC Tree
Management Plan.
Our Future Controls

Our Future Controls
Survey undertaken May 23 and remedial work to
                          users of Remedial works undertaken when be undertaken on <6 month, 6-12 mth, 2-3 year
      Falling branches / trees facility necessary. cycle. Low
                                                                     Residents, users & members vigilant noticing any
                                                                     damage to trees and reporting to Clerk.
      Damage WPPC
                                                                     Remedial works undertaken when necessary. Low
      Petanque Terrains
                                                                     Assessment Date: March 2024 Review: Feb 2025
      Activity / location / area: N/A
    People at

Hazard and Risk Risk Our Current Controls Our Future Controls

vandalism Vandalism People at

Users of the Regular inspection carried out by

facility petanque members.

Mis-use / antisocial users of the
      Mis-use / antisocial behaviour
                        users of the Report incidents to the Police.
      Shed users / Shed permission granted to 31.7.19 - Consider storage solution on a wider scale for all
                           equipment no planning permission. sports. Low
                                     Volunteers co-ordinated by WPRA,
                                      wear hi-viz jackets and provided with
                                      suitable equipment. Visual Risk
                                   Assessment undertaken by individual
                                     and extra care to be taken when
                           WPRA working alone. Policy shared with
                           Volunteers Volunteers.
                                                                                                                  Review: Feb 2025
     Hazard and Risk

Risk

Our Current Controls

Compound rebuilt by PCC. Regular

Vandalism / theft

users of the premises

premises

members & Council.
   Fire users of the Ensure no combustible material left out.

premises Stored securely.
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WPPC OWNED LAND

#### Temporary Arrangements during construction works

, , ,						
Activity / location / area:			Assessment Date: June 2025		Review:	July 2025
Hazard and Risk	People at Risk	Our Current Controls	Our Future Controls	Risk Level		
nazaru anu Kisk	KISK	Our current controls	Our ruture controls	Levei		
		Premises are fenced / CCTV in				
Vandalism and break in	WDDC	operation. Appropriate standard and	Encure contractors are locking up	Madium		
(main building)	WPPC	Work in Progress insurances in place	Ensure contractors are locking up.	Medium		
		Marquee & junior toilets are fenced.				
		Cabin and toilets unfenced. CCTV in	Encure users are locking up			
Vandalism and break in		operation near by, Cameras moved to cover changing rooms.	Ensure users are locking up.  Consider extending CCTV to include temporary			
(temporary facilities)	WPPC	Appropriate insurance in place.	provisions?	Medium		
		Notified alarm company of				
		impending works, so they are aware and to check if any work is required				
		to enable it to be fully working for	Recommended covers over sensors during			
Alarm system	WPPC	the opening.	dusty work to preserve the equipment	Low		
		User groups informed no access to				
		the main building throughout the				
		works. Temporary facilities				
	WPPC/	accessible by code / key. No access to junior toilets other than pre-				
Access	•	school. Adult toilets also provided.		Low		
		·				
		Fencing will secure the building				
		(attached to the scaffolding). Access to the playing fields will be				
		maintained (pedestrian via small				
		path from car park near petanque				
Access to playing fields	All	terrains or pedestrian/vehicular via entrance near woodland entrance).		Low		
ricocco to piaying neido	,	Ensure gate and access route		2011		
Emergency Access to	• "	remains clear at all times for				
playing fields	All	vehicular access.		low		
		Ensure the area from the car park to				
		the woodland park remains				
Maintain public right of way	All	accessible for pedestrian access to adhere to the planning condition.	Check adhoc but was included in the discussions with the contractor.	Low		
way	7 (1)	Fire Extinguishers installed. All	discussions with the contractor.	LOW		
		flammable items removed from				
		premises when tenancy ended. Alarm system in place.				
		Fire Exits to be left clear, not locked				
		and have 2 points of entry as a				
Fire	WPPC	minimum. Separate Fire Risk Assessment completed.		Medium		
THE	VVFFC	alarm serviced and checked all		Mediaiii		
		'break glass' point working. Other				
Fire Alarm	WPPC	equipment checks when required.		Low		
		Dangerous electrics previously				
		removed. All internal unnecessary				
		electric cabling removed. External socket check undertaken, along with				
		Jubilee Room. Heaters installed in				
		Jubilee Room and tested.				
		Installation of Fire Safety Equipment. Separate Risk				
		Assessment produced by a third				
Electrocution / Fire	WPPC	party.		Low		
Legionella Disease	Users /	Inspection undertaken and report provided.	Prior to opening to the public, full legionella testing and programme.	Medium		
ECPIONICIIA DISCASC	employees	provided.		ivicululli		
	WPPC / Users /	Asbestos survey and removal	Further asbestos removal may be required during construction changes as part of the			
Asbestos contamination	employees	undertaken for all highlighted.	refurbishment.	Medium		
		Interior of the property contains				
		numerous trip hazards and hanging cables. Additional care to be taken				
		behind the bar area. Signage to				
	contractors /	warn no access to flat. Building				
Trip Hazards	wppc/ surveyor	cleared of hanging cables and uneccesary items.		low		
	Users/	•				
Slip Hazards	employees / WPPC	Assess situation on entry - taps off, roof leaking, pipes safe.		low		
σηρ παζατάδ	VVIIC	Appropriate insurance in place with		1044		
		the Contractor, in line with the				
Contractor Insurance	WPPC /	Tender contract.  Appropriate Risk Assessment and		low		
Pre-school	User	insurance in place.		low		