

# Sutton-in-Craven Park

## Risk Assessment: Visitors

### Summary:

We advise that school groups bring at least one teacher with eight children.

We also recommend that teachers carry out their own assessment prior to a visit.

- Some uneven surfaces throughout the gardens and grounds
- Some steps and level changes between different areas.
- There is a beck which is an open area of water and a boating lake which is filled at certain times.
- Nature of planted gardens: Risk of splinters, risk of allergic reaction from contact with some plants, risk of head, eye injury from low branches.
- Compost bays are situated in the corner of the main playing field (green waste).
- There are staff usually working in the grounds, sometimes with heavy machinery.
- Play is encouraged on the playing field, play equipment, MUGA and discouraged on the bowling green unless playing bowls.
- Areas of beck identified.
- There are various pieces of play equipment from low to ground level to high elevated levels.
- Some items of play equipment are designed for young children (under 5)
- Some items of play equipment are designed for older children (over 5)
- We have a ROSPA inspection of the Play Area conducted annually.
- We ensure all equipment installed meets Regulations BS EN117 and BSEN 1177.
- We ensure all necessary safety surfaces are in place and meet legislation requirements.
- We ensure daily, weekly, monthly checks are in place.
- There are handrails next to steps where possible
- Sutton Park does not accept responsibility for any accident which happens in an area not highlighted in our assessment.

<b>HAZARD</b>	<b>WHO IS AFFECTED</b>	<b>CONTROL MEASURES</b>
Traffic, Vehicles on site Entrance/Exit	Staff Members of the Public	<ol style="list-style-type: none"> <li>1. Speed Control</li> <li>2. Designated parking area</li> <li>3. Permission required for vehicles to enter</li> <li>4. Entrance/Exit constructed to allow easy access for disabled people</li> </ol>
General Security, inc. Intruders and Vandalism	All	<ol style="list-style-type: none"> <li>1. Various types of railings and walling surround the site.</li> <li>2. Park Keeper in residence</li> </ol>
Grounds General	All	<ol style="list-style-type: none"> <li>1. Grounds maintained by Park Keeper.</li> <li>2. Trees visually inspected regularly and once every three- five years by an expert.</li> <li>3. Garden walls inspected regularly for loose fixings.</li> <li>4. All grounds, maintenance equipment and materials strictly managed by the Park Keeper, Council and Council staff.</li> <li>5. Weekly maintenance checks, monthly maintenance signed reports</li> <li>6. All footpaths inspected regularly for trip hazards/potholes etc</li> <li>7. Steps: Where possible hand rails have been provided.</li> <li>8. All garden furniture inspected and maintained regularly and replaced as required.</li> <li>9. Litter bins sited throughout the park</li> <li>10. Area is kept tidy and debris free</li> <li>11. Compost bays are sited in a corner of the playing field to enable the recycling of green waste</li> <li>12. Members of the public should report any problems to the Park Keeper.</li> </ol>
Adventure Playground, Play equipment, falls, bumps, trips, slips etc	Children	<ol style="list-style-type: none"> <li>1. Signs re supervision in place, age restricted areas</li> <li>2. Daily/weekly inspection of apparatus by staff.</li> <li>3. Monthly check of apparatus signed reports</li> <li>4. Annual Inspection carried out by ROSPA</li> <li>5. High level apparatus has impact absorbent safety surface installed.</li> <li>6. Groups advised against racing each other on the equipment this is not allowed</li> <li>7. Any equipment damage will result in that particularly /apparatus being closed from use until rectified</li> <li>8. All equipment conforms to BS/EN 1176 installation</li> <li>9. All defects reported to the Council</li> <li>10. Staff to give verbal warning if inappropriate behaviour spotted</li> </ol>
Boating Lake Risk of drowning	All	<ol style="list-style-type: none"> <li>1. Notices in place stating: that this is a Boating Lake and the water is unsuitable for drinking or paddling</li> <li>2. Supervision required</li> <li>3. Boating Lake cleaned regularly by Park Keeper</li> </ol>
Beck Risk of drowning	All	<ol style="list-style-type: none"> <li>1. Visitors who enquire are made aware of the Beck</li> <li>2. Visible to members of the public</li> <li>3. Children should be supervised at all times</li> </ol>

Tea Room -Fire	All	<ol style="list-style-type: none"> <li>1. Fire Risk Assessment in place</li> <li>2. Fire extinguisher/blankets in place</li> <li>3. Smoke detectors in place</li> <li>4. Ample exit doors</li> <li>5. Fire assembly point</li> <li>6. All electrical equipment .PA. Tested annually</li> <li>7. All ground floor</li> </ol>
Tea Room- Kitchen/catering	All	<ol style="list-style-type: none"> <li>1. Electrical appliances P.A. Tested annually</li> <li>2. Registered with local authority re: Food Hygiene Certificates etc</li> <li>3. Public not allowed behind food/drink counter</li> <li>4. Staff trained in Health &amp; Hygiene procedures</li> <li>5. Procedures in place for cleaning spillages</li> <li>6. Regular daily housekeeping procedures followed</li> <li>7. General ingredients on packaging. No guarantees are given regarding the content of snacks.</li> <li>8. Fire Extinguishers in all rooms</li> </ol>
First Aid injuries	All	<ol style="list-style-type: none"> <li>1. First Aid box in Pavilion</li> <li>2. Staff not give plasters to children without permission of parent or guardian</li> <li>3. Accident reporting procedure in place</li> </ol>
Toilets Misbehaviours Hygiene	All	<ol style="list-style-type: none"> <li>1. Toilets cleaned daily and inspected on a regularly basis</li> <li>2. Children to be supervised by parents/carers</li> </ol>
Security	Staff	<ol style="list-style-type: none"> <li>1. Windows lockable at night</li> <li>2. Door lockable at night</li> <li>3. Main park gates locked at night</li> <li>4. Park Keeper in residence</li> <li>5. Security check</li> </ol>