

# Sutton-in-Craven Park

## Risk Assessment for Visitors

HAZARD	WHO IS AFFECTED	CONTROL MEASURES
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 two - three 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. Yearly Risk Assessment</li> <li>7. All footpaths inspected regularly for trip hazards/potholes etc</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> </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 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.</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	1. Visitors are made aware of the Beck
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 boxes in Pavilion</li> <li>2. Accident reporting procedure in place</li> <li>3. Notices in place with details of First Aid, nearest Hospital and Public phone.</li> <li>4. Basic First Aid only Administered by trained staff (if on duty)</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>