

ACTION AND PROJECT PROGRESS LIST

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
E&A	Various		Lindfield Common	New Village Sign boards at the top of the Common, lighting column, and grit bins	Clerk	asap		Advice being taken on s38 Commons Act application
E&A	290.1	03-Feb-22	Lindfield War Memorial	Consider implications of listing, discuss with All Saints	Clerk	asap		In progress
E&A	410	09-Feb-23	Street furniture	Repair/renovations of bench, bin, and bus flag post	Clerk/VO			Work is currently being undertaken
E&A	415	09-Feb-23	Operation Watershed	Contact WSCC to obtain scheme proposal	Deputy Clerk			Awaiting WSCC response

E&A Committee Budget – 28th February 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Data Protection	185	850	665		665	21.8%	
4393 Maintenance/Improvements CTH	919	2,500	1,581		1,581	36.7%	
Finance & General Purposes :- Indirect Expenditure	128,985	164,633	35,648	0	35,648	78.3%	0
Net Income over Expenditure	70,837	24,367	(46,470)				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	3,931	4,900	969		969	80.2%	
4460 Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465 Christmas Lights	17,320	10,000	(7,320)		(7,320)	173.2%	
4471 Maintenance/Gardening	692	2,000	1,309		1,309	34.6%	
4480 Christmas Festival Night & Com	2,104	3,000	896		896	70.1%	
4500 Digital Mapping	375	300	(75)		(75)	125.0%	
4510 Grass Cutting	1,894	2,000	106		106	94.7%	
4521 Wilderness Field S106	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530 Village Orderly Equip/Expenses	1,182	1,000	(182)		(182)	118.2%	
4560 Denmans Lane Toilets Repair	352	5,000	4,648		4,648	7.0%	
4561 Denmans Lane Toilets Utilities	10,902	14,000	3,098		3,098	77.9%	
4650 Climate Change Projects	391	2,000	1,609		1,609	19.5%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	1,000	1,000		1,000	0.0%	
4825 Community Equipment	0	1,500	1,500		1,500	0.0%	
4850 Community Assets	0	1,000	1,000		1,000	0.0%	
4875 Joint Projects	3,000	3,000	0		0	100.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	44,541	55,900	11,359	0	11,359	79.7%	2,400
Net Expenditure	(44,541)	(55,900)	(11,359)				
6000 plus Transfer from EMR	2,400						
Movement to/(from) Gen Reserve	(42,141)						
<u>120 Allotments</u>							
1200 Allotment Income	880	0	(880)			0.0%	
Allotments :- Income	880	0	(880)				0
4600 Allotment Expense	2,647	2,500	(147)		(147)	105.9%	
Allotments :- Indirect Expenditure	2,647	2,500	(147)	0	(147)	105.9%	0
Net Income over Expenditure	(1,767)	(2,500)	(733)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	21,095.58	2,400	18,695.58

E&A Expenditure from General Reserves

	<u>Actual Year to Date</u>	<u>Current Annual Bud</u>	<u>Variance Annual Total</u>
4876 Lindfield Village Pond	1,500	0	(1,500)

Climate Change Award Nomination Form

Proposer

Name:	REDACTED
Email address:	REDACTED
Postal address:	REDACTED
Telephone number:	REDACTED

Nominee

Name of individual, business, or organisation	Colin McFarlin
Email address	
Postal address	
Telephone number:	

Category for Nomination (please mark with a cross)

Implemented a scheme/ initiative that mitigates climate change.	<input checked="" type="checkbox"/>
Shared knowledge/information, or raise awareness about climate change.	<input checked="" type="checkbox"/>
Responded to climate change.	<input checked="" type="checkbox"/>

Please provide details as to why believe the nominee has achieved the selected category.

Colin has provided consistent support of local council schemes to help with recycling as the champion,. He has worked with other organisation such as Love Lindfield to help improve the environment as well as being committed to the Repair Café. He has given support and encouragement to the work of the Climate Change Working Party and has been a person committed to improving the environment of the village and the world.

Climate Change Award Nomination Form

Proposer

Name:	REDACTED
Email address:	REDACTED
Postal address:	REDACTED
Telephone number:	REDACTED

Nominee

Name of individual, business, or organisation	Fairer World Lindfield
Email address	
Postal address	
Telephone number:	

Category for Nomination (please mark with a cross)

Implemented a scheme/ initiative that mitigates climate change.	
Shared knowledge/information, or raise awareness about climate change.	x
Responded to climate change.	x

Please provide details as to why believe the nominee has achieved the selected category.

Fairer World Lindfield have consistently championed ways to encourage recycling, renewing and developing practices that will lead to a more sustainable world. They helped to start the Repair Café. They have organised events both virtual and in person to explain ways to promote fairer. More sustainable living. They have been in the forefront of helping people to find ways to mitigate rising energy costs in environmentally friendly ways. They are worthy of this award.

GDPR

This form will be deleted within 12 months of the application decision.

Allotments Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE ALLOTMENTS - RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Insufficient plots to meet demand	Council Potential Plotholders	- Council not fulfilling its duty to provide allotments	Low	Medium	+ Parish Office manages documented waiting list + Limit waiting list to residents of Lindfield Parish only + Subdivide plots of 5 rods or more when surrendered + Tenants to be asked if plots can be divided if they are struggling to maintain + Regular inspections carried out and unworked plots monitored + Terms of agreement enforced + New land to be investigated as appropriate (including possible sites associated with new development) - Ineffective list management - Site inspections not regularly carried out	Low	At present, waiting list is approx 40. One member of the public has requested we explore provision of additional allotments	
Absence of completed agreement from every plot holder	Council Plotholders	- inability of Council to enforce terms - plot holders undertaking unapproved activities (e.g fruit trees or flower growing) - difficulty identifying user	Low	Low	+ Agreement to be signed by all parties and fee paid prior to occupation + Allotment register to be maintained by the Parish Clerk and amendments promptly recorded + Follow up unreturned agreements / rent - administrative errors - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Unpaid rent	Council Residents	- Loss of income	Low	Low	+ Renewal documentation sent out in March. + New plots not to be occupied until rent has been paid + Unpaid rents (renewals) to be followed up from end of April - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Waiting list	People on the waiting list Council	- Council's reputation - queue jumping leading to disputes	Low	Low	+ Condition in tenancy agreement that plots cannot be sublet + Covering letter to reinforce condition and state that anyone else working on the plot have no rights to continue on termination of the tenancy. + Council to monitor whether plots are being worked by third parties. - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Breach of terms of agreement by tenants	Council Plotholders Other visitors to site	- Physical risks - Neglected plots - increased costs borne by council/no ability to obtain from tenant (see row 29 re deposits)	Low	Low	+ Tenancy Agreement adapted from NALC model + Review agreement as necessary to ensure adequacy of conditions + Ability to trim growth overhanging walkways for safety reasons - drawn out process to remove tenant	Low	No material issues identified	
Allotment site underoccupied	Council Plotholders General public	- Loss of income - Unused plots become overgrown - Waste of fertile land - Unused plots attract vermin or antisocial behaviour - Detrimental to community	Low	Low	+ effective management of waiting lists and enforcement of contract terms + Advertise vacant plots + Potentially allow existing plot holders to have extra land provided no waiting list + Open waiting list to neighbouring parishes + Monitor through regular documented inspections (and <i>ad hoc</i> by Village Orderly, Cllr and staff plot holders) - inadequate site inspections	Low	No material issues identified	

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Inadequate insurance cover	Council Plot holders Other visitors to site	- Inability to claim for damage or injury - Financial loss to Council for claims against uninsured risks - Potential legal action in serious cases	Medium	Low	+ Public liability and material damage insurance in place + Risk assessment in place and site monitored / action taken when new risks occur + Inspect insurance certificates held by third parties (Contractors etc) + Review Insurance annually - Inadequate cover assessed - Risk Assessment inadequate / not evidenced	Low	Appropriate cover and controls with no issues identified to date	
Machinery / Contractors	Operatives Plot Holders Property Visitors Neighbours	- Personal Injury - Work not carried out according to instructions - Unsafe Machinery or contractor activity - potential damage (plots, paths, personnel) - Unauthorised use - Ability/cost to rectify heavy duty works undertaken by Plot Holder	Medium	Medium	+ reputable contractors used by council + Site visit (contractor and representative of Council) to clarify work to be done and consider any risks to be mitigated. + Clear brief to be given + Check quotation is consistent with survey and what was agreed at site visit + Contractors' insurance and safety documentation to be inspected – copies filed + Clear instructions to be set out in the official order + Monitor work while in progress. + Site to be inspected on completion and any concerns referred back to contractors. + Contractors' risk assessment and method statement to be obtained and filed if appropriate for particular job. + Signage and barriers to be used by contractors to prevent public access during work where danger exists - Plot Holder undertakes work without authorisation - no restrictions contained in Tenancy Agreement - no restrictions on children using machinery contained in Tenancy Agreement	Medium	Accepted - lack of restrictions in Tenancy Agreement makes controlling use of heavier machinery / Plot Holder's Contractors difficult.	
Overgrown vegetation / crops	Plot Holders Visitors Neighbours	- blocked paths, perimeters and gateways - personal injury - rodents	Low	Low	+ Volunteer Plot Holders maintain common areas + Regular site inspections by nominated persons + Agreement sets out requirement to maintain pathways + Plot Holders encouraged to report issues + Reports followed up by Council/Working Group + Letters to Plot Holders if plots neglected + Contractors to be brought in for heavy tasks - Site inspections not undertaken - Plot Holders address issues inappropriately	Low	Accepted - overall risk considered low however monitoring needs improvement.	

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							Risk Assessment 'High' cannot be accepted	
Rubbish / Untidy Plots	Plot Holders Neighbours Visitors	- unsightliness - encourages others to dump rubbish - rodents - health risk - obstruction - fire - cuts	Low	Low	+ Enforce terms of tenancy agreement through routine inspections + Complaints followed up + Dumping of rubbish by 3rd parties to be followed up + General reminders at annual meetings - if required + Rubbish from clearing common areas to be left tidy and removed promptly + Glass not permitted on site + Terminate agreement if appropriate - Potentially a judgement call; one persons 'natural' is anothers 'unkempt'	Low	Accepted. No material issues to date	
Grass Cutting / Hedge Trimming	Operatives Plot Holders Visitors Neighbours	- personal injury - damage to equipment	High	Medium	+ Authorised persons only to use Council equipment + Training to be provided as needed (initially reading Equipment Manuals) + Damage to be reported promptly + Mowers to be serviced regularly + Equipment stored in locked sheds + Contractors used where appropriate - Plot Holders / Contractors address issues inappropriately	Medium	Accepted - approach appears pragmatic but undocumented and risks could become high if authorised / trained individuals use machinery	
Plots enlarged beyond boundary	Plot Holders Visitors Contractors	- Narrow paths less safe for other users - Plot holder disputes if boundaries blurred	Low	Low	+ Responsibility to maintain boundary set out in Tenancy agreement + Annual inspection of the site in late winter - limited mapping / signage to identify boundaries - potential Plot Holder neighbour disputes can quickly escalate	Low	Accepted noting low risk but evidence base limited	
Trees (on site / adjoining)	Plot Holders Visitors Contractors Neighbours Public Property	- Personal injury from falling limbs - damage to property from falling limbs - Overhanging branches – loss of light to allotments	High	Low	+ Inventory of trees maintained + Survey to be carried out by professional arboricultural consultant every three years (and as necessary) + Work recommended in the survey to be carried out as soon as possible + Trees re-inspected on regular basis according to level of risk Next tree survey due August 2019 + Checks during routine site inspections + Records of surveys and inspections retained for minimum of 6 years + No trees allowed on individual plots + Tree work to be carried out by professional tree surgeons with appropriate Insurance / health and safety policy + Obtain copies of insurance certificates and health and safety documentation from contractors - Weather damage or unidentified weaknesses - Neighbouring tree owners resistant to remedial activity (right of landowner to remove overhanging growth)	Low	Accepted - appropriate mitigants in place and no issues identified to date	

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Visitors (particularly children) and dogs	Visitors Plot Holders General public Property	- personal injury from falls or equipment in use - not adhering to Tenancy Agreement - vandalism - crop/property damage - injury from contact with chemicals / other substances - children not understanding boundary and behaviour requirements - dogs - general damage / crop damage or faecal matter hygiene issues	Low	Low	+ Notice on gates restricting entry + Visits by groups of pre-school/school age children not permitted + Plot holders' children permitted but must be strictly controlled + Plot Holders responsible for ensuring visitors adhere to Tenancy Agreement requirements + Gates and fences regularly inspected by plottolders and repairs carried out asap + Vandalism to be reported to Council / police + Damage to be dealt with asap + Dogs required to be kept on leads + Plot holders encouraged to report strangers on site to Council / Police if appropriate + Signage and condition of site to be inspected formally once a year (winter) and informally throughout the year and reported to the Council - Identification can be a challenge - Inability to secure site - No specific reference to Children in Tenancy Agreement	Low	Accepted. Sensible precautions in place and no material issues to date.	
LPG Diesel / Petrol Chemicals	Plot Holders Visitors Neighbours Public	- fire - explosion - land contamination - crop contamination - poisoning - inappropriate use of chemicals	Medium	Low	+ Routine inspections for compliance in council sheds (private sheds assumed to have no fuel as mowers and council fuel available) + Fuel for Council machinery to be stored in appropriate containers, max 10 litres and locked away securely in one LPC shed. + Spillages of unauthorised fuel to be dealt with professionally. + Max of 5 litres to be stored in private sheds for own equipment.	Medium	Accept	
Pernicious weeds (Japanese knotweed etc)	Plot Holders Neighbouring gardens and property Council as landowner	- Nuisance - Potential liability to other landowners - poor use of land	Low	Low	+ Routine site inspections + Terms of tenancy to be enforced -neglected plots to be followed up + Statutory notifications to be made if required + Professional control in case of weeds such as Japanese Knotweed - Potential for individuals to attempt local control /management potentially hiding or exacerbating the situation	Low	Accept.	
Fires	Plot Holders Public Neighbours Visitors	- fire spread - smoke - breathing difficulties - anti-social behaviour leading to complaints	Low	Low	+ Plot Holders advised of bonfire policy at site + Composting encouraged as alternative + Fires to be on Plot Holders' own plots only + Bonfires not permitted close to sheds, houses, trees or fences + Fires not to be left unattended and container of water to be kept nearby + Burning of allotment waste only – strictly no plastic or other non organic materials - Perspectives on when a fire is acceptable differ - Complaints to be followed up asap	Low	Accept.	

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Rodents and animals	Public Plot Holders Visitors Neighbours	- Bites - Infection/disease (Weil's disease, toxocarasis) - Human contact with rodent bait	Medium	Low	+ Prevention by controlling rubbish + Use licensed pest controllers officer to carry out all baiting + If bait used – all users to be notified and notices displayed – what is being used and when + Poison data/information sheet to be provided at site + Plot Holders to be advised when hazard is known to exist + Dogs to be kept on leads + Consider banning children / visitors during serious events - Plot Holders undertaking own controls	Low	Accepted. No material issues to date	
Hazardous waste	Plot Holders Public Neighbours Visitors Council land and property	- fire - death - illness - contamination of land	Medium	Low	+ Routine inspections + Reports to be followed up without delay + Liaise with police/ other authority as necessary + Statutory notifications to be made if required + Removal by licensed operatives if required + Glass not permitted on site - Plot Holders self managing spillages / dumped material	Medium	Accepted. No material issues to date	
Sheds (Council / Tenant)	Property Neighbours Plot Holders Visitors	- vandalism - damage - deterioration - hazardous construction / contents - appearance of site - inconvenience to others - complaints	Low	Low	+ Vandalism to be reported to police + Sheds to be locked with strong hinges bolted through + Locks to be oiled at least annually + Routine inspections of sheds + Damage repaired asap + Routine maintenance – roof felt, preservative etc + Adequate insurance in place + Plot Holders sheds require prior agreement as detailed in Tenancy Agreement - Maintenance not undertaken no requirement in Tenancy Agreement - Inability to check for inappropriate chemicals or fuel in Plot Holders Sheds	Low	Accepted - appropriate mitigants in place and no issues identified to date	
Equipment	Operatives Council property	- theft - failure to work - damage	Low	Medium	+ Secure storage in council sheds + Authorised users only + Theft reported to police – crime number + Damage to be reported promptly the office and repaired or replacement considered + Proper servicing regime adhered to + Instruction given to users + Adequate insurance in place - Careless or unauthorised users	Low	Accepted - appropriate mitigants in place and limited material impact to date	
Fencing and gates	Council Plot Holders Public Neighbours Visitors	- damage - difficult to open - gates left open - gaps in fence	Low	Low	+ Routine inspections + Damage rectified promptly + Hinges oiled regularly + Closing mechanism working + Reminders to Plot Holders about closing gates sent as necessary	Low		

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Water supply / storage	Council Plot Holders Environment Neighbours Visitors	- damage to supply - inadequate irrigation - leaks - contamination - drowning	Medium	Low	+ Routine inspections + Damage rectified promptly + Leaks reported to Water Authority + Faulty taps repaired + Tanks to be covered with secure lid + Plot Holders advised not to wash tools in tanks + Issues to be followed up - Tank lids not replaced - extreme weather conditions may delay remediation	Low	Accepted - appropriate mitigants in place.	
Unauthorised Structures on plots (including raised beds above 9" high and fruit cages)	Plot Holders Neighbours Visitors	- injury to plot holders and visitors - spoiling appearance of allotment site - damage to site during construction - setting a precedent	Medium	Low	+ Tenancy agreement explicitly states that written permission must be sought before erecting any structures + Regular inspections and immediate action in event of breach + The Plot Holder and any contractor must seek written permission from the Council to agree precisely what is approved and to avoid site damage (e.g. heavy materials or equipment being moved on soft ground) + Structures to be removed from plots on termination either by tenant or their relatives unless by agreement with the Council. + Structures to be inspected and followed up as necessary - Inability to enforce removal post termination and potentially prior	Low	Accepted - recognising practical difficulties in enforcing removal	
Inadequate Tenancy Agreement	Council Plot Holders Environment Neighbours Visitors	- conditions omitted resulting in dispute - inability to control or remedy inappropriate activity - costs to clear out tenant / poorly maintained site effectively subsidised by council	Low	Low	+ use NALC template + incorporating issues addressed in covering letter to Allotment Holders + undertake annual review before renewing tenancies - local requirements omitted	Low	Accepted.	
Software	Council Plot holders	- failure leading to loss of records, terms and contact details - reliance on limited pool of users (e.g. Parish Clerk)	Medium	Low	+ commercial provider holds licence. + LPC backs up records to 'cloud' and office pc but may not be accessible without software. - failure of RBS Rialtas leads to complete loss of records.	Low	Yes. Appropriate back ups, more staff to be trained. Complete failure of software/provider would be administratively difficult but whilst time consuming, reconstruction possible and wouldn't materially threaten the Council or Allotment use	
Assessors Signature					Clerk Signature			
Date					Date			

Beacons - Risk Assessment - 2023

What are the hazards	Who might be harmed and how?	What are you doing	Do you need to do anything else to manage the risk	Impact	Likelihood	Action by whom
Burns / injury from beacon	Members of public & organisers - Burns & gas explosion. Equipment Failure.	Qualified gas plumber will operate equipment. A safety barrier will be set up round the beacon and manned. Poster warning of danger will be displayed. Beacon will be attended until safe to dismantle.	Fire brigade will be advised that events are taking place	High	Low	Organisers
Weather	Organisers and attendees - slippery conditions	Monitor weather and underfoot conditions. Wear suitable clothing and footwear. Cancel event if weather conditions not acceptable. Particular attention to wind.	Conduct check on day - accept event may have to be cancelled due to conditions	Medium	Medium	Organisers
Slip, Trips & Falls	Members of public & organisers	Bright tape to highlight barriers. Manned by organisers.	Visual inspection on day. Organisers to have torches	Medium	Low/Medium	Organisers
Vehicle movement	Members of public & organisers	Organisers to ensure public not in vicinity at the time. Use of torches to ensure areas lit. Organisers to wear high viz vests	Organisers to be aware of setting up procedures that may involve use of vehicle for transportation.	High	Low	Organisers
Manual Handling	Users may suffer back injuries	Subject to weather wheel barrow could be used to move equipment. Avoid repetitive bending. Take breaks.	Lift heavy items in pairs rather than alone.	Medium	Medium	Organisers
Crowds	Organisers and attendees: Overcrowding Petty theft Minor / major medical events Pedestrian / Vehicle interaction Emergency vehicles unable to gain access	All organisers to be observant and identify potential trouble makers, defuse tension/situations etc throughout.	Advise emergency service that event will be taking place	Medium	Medium	Organisers
Terrorism	Members of public & organisers	We have not been advised by the police of any safety issues.	Advise emergency service that event will be taking place	High	Low	Organisers
Natural & physical hazards	Members of public & organisers	Inspection of site before start of event. Use of safety barrier tape.	Visual inspection on day. Organisers to have torches	Medium	Medium	Organisers
Disposal of waste	Members of public & organisers	Bins are maintained on Common by MSDC.	Notify MSDC waste services	Medium	Medium	Organisers
Management of safety	Members of public & organisers	Produce guidelines for the event. Meeting of organising committee. Liaise with parties involved.	Circulate guidelines to all parties involved	Medium	Medium	Organisers
Emergency arrangements & first aid	Members of public & organisers	Ensure that adequate first aid arrangements have been provided.	Emergency services have suitable access on day	Medium	Medium	Organisers
Covid	Members of public & organisers - transmission of virus	Complying with government guidance	Monitor guidance, ensure organisers have access to hand cleaning gel.	Medium	Medium	Organisers
Officer:	Name	Signature	Date			

Councillor:	Name	Signature	Date

LINDFIELD PARISH COUNCIL					Date			
WILDERNESS FIELD RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Slips, trips and falls	Users of the field / staff	- Personal injury, - litigation, - damage to reputation.	Medium	Low/Medium	+ Regular inspections of site looking for any issues.	Medium	Trees to be inspected every 18 months.	
Vehicle movements	Users of the field / staff	- Individuals being hit by vehicles, - damage to field.	High	Low	+ Vehicle users must deploy hazard cones and put up warning signs. + Hi viz jackets to be worn.	Medium		
Physical obstacles	Users of the field / staff	- Individuals falling into bog area	Medium/High	Low	+ Warning signs of danger. + Regular inspections.	Medium	Warning posts to be installed.	
Equipment	Users of the field / staff	- Injury caused by equipment or misuse of equipment to users or nearby individuals	Medium/High	Low	+ Use of equipment in accordance with instructions. + Maintain equipment. + Operators to be trained on equipment. + Users to wear PPE. + Safety markers & signage to be deployed where required.	Medium		
Contractors	Users of the field / staff	- Injury caused by equipment or misuse of equipment to users or nearby individuals	Medium/High	Low	+ Ask contractors for insurance and risk assessment before any work undertaken. + Contractors must abide by safe working practices. + VO to meet contractors and prior to work commencing. + VO to ensure site left safe and secure after contractors have finished.	Medium		
Vegetation	Users of the field / staff	- Falling branches, - over grown vegetation. - Unkept areas. - Face high vegetation.	Medium	Low	+ Regular inspections. + Tree inspections in line with legal guidance. + Footpath vegetation clearance	Low	Nature / safety considerations	
Financial	Council & users of field	- Lack of funds to manage site resulting in overgrown vegetation, unsafe trees & equipment, generally site falls into disrepair.	Shorterm low - longterm high	Low	+ Ensure that a budget code for Wilderness Field is included on each annual budget proposal. + Continue to liaise with contractors re cost increases. - Spending update of committed sum must be provided to developer within 28 days of being requested.	Low		

Trespass	User of the field	- Unauthorised access, - Unauthorised encampments and usage of site.	High	Medium	+ Ensure that unauthorised vehicle access is prohibited. + Ensure that fencing and vegetation barriers are in good condition. Ensure that only unauthorised access would be through criminal damage being committed by trespassers. + Clearly mark land as belonging to the Parish Council. + The land must only be used in accordance with S336 Town and Country Planning Act 1990 except that nothing shall prevent the site being designated as a local nature reserve. + Padlock key and codes only to be retained by staff. See 'Usage'	Medium	Bollards to be installed	
Access	Access restricted to field for equipment	- Disruption to vehicle access as passing over 3rd party land which could affect management of field (ie grass cutting).	High	Low/Medium	Worst case scenario strimmers can be carried onto land. Possible alternative access could be negotiated with 3rd party.	Medium	Legal advice to be sought if this becomes an issue.	
Waste & Dog Waste	Users of the field / staff	- Site becomes untidy. - Health risks.	Medium/High	Low/Medium	+ Litter and dog bins are nearby. Dog Control Orders 2006	Medium	Map showing nearest locations of bins.	
Dogs	Users of the field / staff	Dangerous Dogs.	High	Medium	- Enforcement would be challenging. + Legal responsibility for the dog(s) is with the owner(s). Dangerous Dogs Acts 1997.	Medium	Signs on responsible behaviour.	
Drones / Model aeroplanes / Motorcycles	User of the field	- Potential for injury. - Disturbance to neighbours and wildlife. - Damage to land.	High	Medium	- Enforcement would be problematic.	Medium	Advisory signs asking not to be used on site	
Usage	User of the field / owner	- External request to use site not in accordance with legal transfer.	High	Low/Medium	+ The land must only be used in accordance with S336 Town and Country Planning Act 1990 except that nothing shall prevent the site being designated as a local nature reserve. + Any padlock keys and codes only to be retained by staff.	Medium	Agreed usage of the site to be put in place with management plan.	
Covid-19	All users of the field	Transmission of disease	High	Medium	+All staff and contractors to adhere to government or local authority Covid advice.	Medium	Monitor latest advice from government or local authority.	