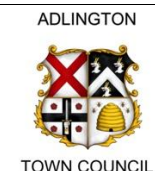


GENERAL RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: Items owned by the Town Council. To include benches, hanging baskets, notice boards, planters, Christmas tree, mayoral chains, Silent Soldier, computer equipment and Town Council future activities. AEDs are assessed separately.

Location of activity: Adlington

Address & Contact details:	Adlington Town Council 12 Berry Square Blackrod Bolton BL6 5DU	Name of Person(s) undertaking Assessment:	Christine Bailey and Cllr Bev Speers
		Signature(s):	
Clerk:	Christine Bailey	Date of Assessment:	23 October 2022
Mayor's Signature:		Step 5 Planned Review Date:	October 2023
How communicated to participants:	Circulated to FWG 24.10.22 and Town Council for meeting 21/11/2022	Date communicated to participants:	Available on request to all residents

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

Bench damage	Members of the public	Personal Injury	- Any problems to be addressed by reporting to relevant authority or contractor as soon as practicable - Maintenance and repainting are carried out as required - Liability insurance in place
Hanging Baskets damage	Members of the public. Passing vehicles	Damage to vehicles. Personal Injury	- Replaced in May 2022 as lightweight up to 10 kg to comply with LCC Lamp post stress test Policy and LCC confirmed all 40 lamp posts were tested as GN22 compliant - Baskets erected by a competent contractor - Baskets checked when being regularly watered by contractor - Any problems to be addressed by reporting to relevant authority or contractor as soon as practicable - Liability insurance in place
Planter damage	Members of the public	Personal injury	- Planters maintained and checked on a regular basis by members of Adlington & District in Bloom Group - Any problems to be addressed by reporting to relevant authority or contractor as soon as practicable - Liability insurance in place
Damage to notice boards and other signage	Members of the public	Personal injury	- Notice boards checked by Clerk twice monthly - Any problems or repairs to be addressed by reporting to relevant authority or contractor as soon as practicable - Rolling programme of notice board replacement - Liability insurance in place

Burglary to premises or accidental damage to equipment	Town Council	Financial loss Data loss	• Mayoral Chain kept in a safe place by Mayor, Deputy or other Councillor when in their possession and were revalued in August 2022 • Adequate security measures to be taken with computer equipment when on Clerk's home premises • Computer equipment kept in appropriate bag when taken off home premises and kept secure. Password protected access. • Data backed up to Google Drive or other cloud-based storage and accessible by the Mayor • Insurance in place
Silent Soldier	Members of the public.	Personal Injury	• Silent Soldier erected by a competent contractor • checked on a regular basis by members of Adlington & District in Bloom Group • Any problems to be addressed by reporting to relevant authority or contractor as soon as practicable • Liability insurance in place
Future Events	Members of the public and Town Council.	Damage to reputation Physical harm Property loss or damage	• Consideration will be given to the requirement for an appropriate risk assessment for all future events organised by ATC.

This general risk assessment will apply to this activity providing the control measures described are in operation and there are no further local significant hazards.

I certify that the risk assessment above fully applies to the assessment of property owned by Adlington Town Council

Signed:



Name: Christine Bailey (Risk Assessor). **Approved 23 October 2022**