

Brandon Remembrance Playing Fields

Risk assessment for members of the public and organisations who wish to hire areas of the playing field

Department/Service	Playing Fields Board of Trustees
Date	28 January 2026
Assessor	John Kennedy
Approved By	Paul MacLoughlin Chairman
Review Date	January 2027

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Playing fields and play areas

DATE:

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Target Date for Completion
			L	S	Score	Risk		

Litter/glass etc. causing injury		<ul style="list-style-type: none"> • Regular inspection of area • Litter picking carried out as required 	1	1	2	low	The playing field is inspected on a daily basis with any debris removed	In place
Discarded syringes etc.		<ul style="list-style-type: none"> • Regular inspection of area • Safe litter picking procedures involving use of personal protective equipment and clothing • Safe disposal of collected materials 	3	3	6	low	The playing field is inspected daily with any discarded syringes or implements removed by the playing fields groundman.	In Place
Dog faeces causing infection / toxocariasis		<ul style="list-style-type: none"> • Monitor dog walking on site so far as is reasonably practicable • Safe clearing procedures involving use of personal protective clothing and equipment • Safe disposal bins are in position around the playing fields 	3	3	6	low	Adequate signage warning and reminding the dog walkers of their responsibility to pick and remove dog poo	In place
Poisonous / thorny plants Skin irritation, scratches etc.		<ul style="list-style-type: none"> • Consideration of user's safety when selecting plants. • Regular inspection of areas for unsuitable plants and weeds • Grounds maintenance procedures including safe disposal where necessary 	1	1	2	low	Currently there are no poisonous plants within the boundaries of the playing field. Should any poisonous plants be discovered they will be removed immediately.	In place
Hard surfaces – injury through falling		<ul style="list-style-type: none"> • Consideration of surface type with respect to age of users. • Suitable play surfaces installed around play equipment in accordance with British Standards • Adequate supervision of users 	2	2	4	low	Car park area is inspected on a regular basis. Any debris considered to be a hazard would be removed immediately.	In place

Defective ground surfaces e.g. potholes causing trips and injury		<ul style="list-style-type: none"> • Regular inspection of area • Reporting procedure for defects • Screening off defective areas • Prompt remedial action 	2	2	4	low	The playing field is mainly grass. The fields are inspected daily and all holes etc filled immediately. The roadway through the playing field has many level deviations. Trying to get funding to upgrade the road.	In place
Trespassers causing vandalism, assault, harassment etc.		<ul style="list-style-type: none"> • Signage regarding trespass • Well maintained fencing • Gates kept closed locked with appropriate signage • Adequate supervision when children are playing 	2	2	4	low	Any vandalism usually takes place after dark. The entrance gates to the fields are closed overnight to vehicles	In Place
Defective play area equipment and fixed apparatus causing injury IE, skate park		<ul style="list-style-type: none"> • Regular inspection of Skate Park equipment • Maintenance of equipment • Appropriate levels of security to prevent vandalism of equipment • Appropriate supervision of users and ensure equipment is appropriate for the age of users. 	2	2	4	low	Monthly inspection carried out by West Suffolk Council to include play areas and fixed apparatus Annual inspection and maintenance regime with approved. General maintenance carried out by the groundman Major damage repairs are carried out by reputable company.	In place
Inclement weather conditions		<ul style="list-style-type: none"> • Restricted / prohibited access to apparatus during periods of inclement weather e.g. snow / ice / Strong winds etc. 	1	1	2	low	Any area considered dangerous will be marked off	March 26
Overflow drainage ditch.		Individual organisations should be made aware of this hazard and advised to carry out their risk assessments as	3	4	7	Medium	This hazard is pointed out to hirers and makes them responsible for carrying out their own Risk Assessment.	February 26

		<ul style="list-style-type: none"> part of the conditions of hire Warning signs identifying the hazard Hirers informed to be made aware of the drainage ditch that is unfenced 					Warning signs to be put adjacent to the ditch warning of the hazard.	

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.

ACKNOWLEDGEMENT OF RISK ASSESSMENT FOR HIRERS

Version: 1

PLEASE READ THE NOTICE BELOW BEFORE SIGNING THIS FORM

I acknowledge that I have read and understood the Risk Assessment/s associated with this task/event/equipment etc

