

BILTON WITH BICKERTON PARISH COUNCIL ASSETS

ASSET REGISTER MARCH 2020

ASSET No.	DESCRIPTION	LOCATION
1.1	PC Notice Board	Church Street Bilton in Ainsty
1.2	PC Notice Board	Moor Lane Bilton in Ainsty
2.1	PC Notice Board	Main Street Bickerton (Nemosyene)
2.2	PC & Village Society Notice Board	Main Street Bickerton (Holly Cottage)
3.1	Bickerton Village Signs (2off)	B1224 both sides of village
3.2	PC Boundary Stone	Junction of B1224 & Rudgate
3.3	PC Boundary Stone	Opposite side of road to County Boundary marker on B1224 from Wetherby
3.4	PC Boundary Stone	Bilton in Ainsty on B1224, outside Marston Wise Farm
4	Car Park including timber fence and hedge / trees along South boundary. Access over shared Chequers Inn driveway	To South of Chequers Inn Bilton
5	Car park signs	a) within car park b) attached to car park fence
6	New Bench Seat	Near Chestnut Farm, Church Street, Bilton
7	Ist World War Artillery Shell War Memorial	Main Street Bickerton
8	Village Defibrillators	1. Church Street Bilton in Ainsty 2. Jesmondene Main Street Bickerton

PARISH RISK ASSESSMENT FORM

SHEET ...1.... Of ...13.....

Asset Item No. 1 - PC Notice Board	Description: Purpose made Aluminium Framed Notice Board with double locked top hung glazed panel, mounted on treated hardwood posts set in concrete. Paved access area and steps
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Post & Notice board falling onto persons	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) structure should be checked following adverse weather conditions such as gales	P	S	L
Cuts by damaged glazing and falling doors	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Ad-Hoc visual checks whenever parish notices being displayed	P	S	L
Slips Trips and Falls on paved areas and steps	Parishioners and visitors	P	M	M	Periodic visual checks to ensure integrity as well as stability of pavers and steps, including being free from lichen and other vegetation Ad-Hoc visual checks whenever parish notices being displayed	P	S	L

Person Reviewing Assessment:	L T I Grant	Review Date: March 2019	
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PARISH RISK ASSESSMENT FORM

SHEET ...2.... Of ...13.....

Asset Item No. 1.1 - PC Notice Board	Description: Purpose made Aluminium Framed Notice Board, with secured side hung glazed panel, mounted on treated hardwood post set in concrete
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) <i>(list control measures that are provided and required)</i>	RISK (5)		
		L	S	R		L	S	R
Post & Notice board falling onto persons	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) structure should be checked following adverse weather conditions such as gales	P	S	L
Cuts by damaged glazing and falling doors	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as loose hinges & cracked glazing. Ad-Hoc visual checks whenever parish notices being displayed	P	S	L
Slips Trips and Falls on paved areas and steps	Parishioners and visitors	P	M	M	Periodic visual checks to ensure integrity as well as stability of pavers and steps, including being free from lichen and other vegetation Ad-Hoc visual checks whenever parish notices being displayed	P	S	L

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PARISH ASSET RISK ASSESSMENT FORM

SHEET ...3.... Of ...13.....

Asset Item No. 2.1 – PC Notice Board (Nemosyeme) Bickerton	Description: Purpose Manufactured Aluminium framed Notice Board with locked side hung glazed frame, post set in concrete (installed April 2014)
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Posts & Notice board falling onto persons	Parishioners and visitors / passers-by	P	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) the structure should be checked following adverse weather conditions such as gales	P	S	L
Cuts by damaged glazing and falling doors	Parishioners and visitors / passers-by	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Visual checks whenever parish notices being displayed	P	S	L
Slips trips & falls	Parishioners and visitors	P	M	M	Periodic visual checks to ensure integrity as well as stability of pavers, including being free from lichen and other vegetation Ad-Hoc visual checks whenever parish notices being displayed	P	S	L

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PARISH RISK ASSESSMENT FORM

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Asset Item No. 2.2 – PC & Village Society Notice Board (Holly Cottage) Bickerton	Description: Purpose Manufactured Aluminium Framed Notice with double locked top hung glazed frame, posts set in concrete (installed April 2014)
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Post & Notice board falling onto persons	Parishioners and visitors	L	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) structure should be checked following adverse weather conditions such as gales.	L	M	M
Cuts by damaged glazing and falling door	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Visual checks whenever notices being displayed	P	S	L

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PARISH RISK ASSESSMENT FORM

SHEET ...5. Of ...13..

Asset Item No. 3.1 – Village Signs	Description: 2off Bickerton Village signs located on verges of B1224 both East & West of village. Signs are mounted on brick and stone structures set some two metres back from carriageway. Signs were subject to planning approval prior to erection
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with signs	Motorists and other users of B1224	P	H	M	Signs are set back from carriageway traffic flow by at least 2 metres and are normally visible well in advance of the village. However, vegetation growth at certain times of the year combined with poor visibility may disguise their presence to persons leaving the carriageway in an emergency. Ensuring that signs do not become overgrown is an essential control. The Councillors should remain vigilant to control the risk	P	S	L

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PARISH RISK ASSESSMENT FORM

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Asset Item No. 3.2 – PC Boundary Stone	Description: Parish Council (PC) Boundary Stone located on the verge to East of Bickerton at the junction of B1224 and Rudgate. The stone is mounted on a plinth being positioned between a large road sign on a multi-legged support and a wood pole carrying electric cables..
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with stone	Motorists and other users of B1224	P	M	M	Boundary Stone is set well back from the junction carriageway traffic flow, well in excess of 2 metres. In normal conditions it is highly unlikely that it would contribute to accidental damage. However, vegetation growth at certain times of the year combined with poor visibility may disguise its presence to persons leaving the carriageway for any reason. Ensuring that the stone does not become overgrown is a prudent control measure. Councillors should remain vigilant to control the risk	P	S	L

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PARISH RISK ASSESSMENT FORM

SHEET ...7.... Of ...13.....

Asset Item No. 3.3 – PC Boundary Stone	Description: Parish Council (PC) Boundary Stone is now located on the Southern verge of the B1224 opposite to the County Boundary marker to the West of Bickerton.
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with Boundary Stone	Motorists and other users of B1224	P	H	M	<p>The Boundary Stone is now located on the Southern side of the B1224 some 2 metres from the edge of the carriageway opposite to a comparatively large reflective County Boundary marker.</p> <p>Vegetation growth at certain times of the year combined with poor visibility may disguise its presence to persons leaving the carriageway for any reason. Ensuring that the stone does not become overgrown is a prudent control measure. Councillors utilising this stretch of road should remain vigilant to control the risk</p> <p>Note The Boundary Stone has been relocated from the Northerly side of the B1224 following the accidental demolition of the County Boundary marker. Relocation has enabled the stone to be set back into verge further away than it was formerly from the carriageway</p>	P	S	L
Person Reviewing Assessment:	L T I Grant	Review Date: March 2019						

PARISH RISK ASSESSMENT FORM

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Asset Item No. 3.4 – PC Boundary Stone	Description: Parish Council (PC) Boundary Stone to at the West end of the Parish and is located on the Southern Verge of the B1224 outside Marston Wyse Farm at Bilton in Ainsty
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with Boundary Stone	Motorists and other users of B1224	P	H	M	<p>The Boundary Stone is located on the Southern side of the B1224 some 2 metres from the edge of the carriageway.</p> <p>Vegetation growth at certain times of the year combined with poor visibility may disguise its presence to persons leaving the carriageway for any reason. Ensuring that the stone does not become overgrown is a prudent control measure. Councillors utilising this stretch of road should remain vigilant to control the risk..</p>	P	S	L

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PARISH RISK ASSESSMENT FORM

SHEET ...9... Of ...13.....

Asset Item No. 4 – Car Park	Description: The car park, which is unlit, is located to the South of the Chequers Inn. It is surfaced with gravel stones and bounded by a combination of post and rail fencing, natural hedging to the South and boundary wall and shrubbery to the West. The access driveway is shared with the Chequers Inn and has had a macadam surface applied to the slope from the road, all of which appears to be in good order. It is understood that there is an arrangement (lease) with Punch Taverns to permit customers to share the car park with visitors
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Vehicular impact	Persons accessing car park and Chequers Inn "picnic Area"	L	H	H	a) Car park approach and general layout necessitates drivers to proceed slowly. b) Widened access to car park enables improved separation of vehicles and pedestrians entering and leaving c) Car Park lighting may be a beneficial addition although the environmental impact would have to be assessed. This should however be reviewed in the event of any "near miss" incidents d) The Chequers should be requested to formally report any accidents (including near miss incidents) to the Parish Council	P	S	L
Slips trips and falls	General public, patrons of the Inn and Parishioners	L	H	H	As above	P	S	L

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PARISH RISK ASSESSMENT FORM

SHEET ...10.... Of ...13.....

Asset Item No. 5 – Car Park Signs	Description: Signs are located (a) in the car park at high level, within shrubbery, on timber posts to the South of the Chequers Inn driveway and (b) on the post and rail fence; however this sign may well be the responsibility of Punch Taverns. The sign, formally above the PC Notice Board on Church Street Bilton, is now integrated with it.
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Posts & Car park notice boards falling onto persons	General public, patrons of the Inn and Parishioners	U	S	L	a) Suggest periodic visual checks to ensure structure is free from visible defects such wood rot and general deterioration including alignment (leaning). In addition to periodic checks (minimum annually) Structure should be checked following adverse weather condition such as gales. b) While the sign attached to post and rail fence would seem to present a very low risk of injury it would be prudent to include it with control measure inspections as in a) above c) Ownership of new sign should be established	V	S	L

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PARISH RISK ASSESSMENT FORM

SHEET ...11.... Of ...13..

Asset Item No. 6 – New Bench	Description: The new bench and concrete base was erected in June 2003 near to Chestnut Farmhouse. The grass verge area on which it stands is flat and level and is several meters from the Church Street carriageway. A flagged area has been added in front of the seat to prevent erosion
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / damage causing injury to persons using bench seat	General public, visitors and Parishioners	U	S	L	The seat is comparatively new and visibly in a good state of repair, although there are signs of algae growth on some surface areas. Control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and rot as well as structure being free from accidental and deliberate damage (vandalism). The integrity of the flags in front of the seat should also be included in periodic checks	U	N	L
Motor vehicle impact	General public, visitors and Parishioners	V	M	L	Accidental vehicle damage is very unlikely due to location away from the Church Street carriageway	V	M	L

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PARISH RISK ASSESSMENT FORM

SHEET ...12.... Of ...13..

Asset Item No. 7 – 1 st . World War Artillery Shell War Memorial	Description: The shell stands on a marble faced base between the footpath and dwelling boundary hedge on Main Street Bickerton. The structure appears in good sound repair
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / causing injury to passers-by	General public, visitors and Parishioners	V	S	L	The control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and impact damage. Suggested frequency is annually.	V	S	L
Motor vehicle impact	General public, visitors and Parishioners	U	S	L	Accidental vehicle damage is unlikely due to location away from Main Street carriageway	U	S	L

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PARISH RISK ASSESSMENT FORM

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Asset Item Nos 8 Village Defibrillators stored in Secure boxes	Description: Village Defibrillators stored at Chestnut Farm Church Street Bilton in Ainsty and Main Street Bickerton
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HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Collapse of Boundary Wall Bilton in Ainsty, Collapse of outer wall of porch at Jesmondene Main Street Bickerton	General Public, visitors, Parishioners and First Responders called out in an emergency	U	S	L	The secure boxes are newly purchased and the fixings to their respective walls have been checked. The security of the fixings will be checked annually.	U	N	L

Person Completing Assessment:	L T I Grant	Review Date: March 2019		
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