

**Newport Parish Council Contactor and
General Maintenance Risk Assessment**

July 2025

Hazard	Persons at risk	Existing controls	Future controls	Risk level	Action
Fencing/Walls /Gates - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and defects noted. Defects repaired according to the risk posed.	Monthly report by contractor. Maintenance completed as required	Low	Regular Inspection by Parish Clerk and reporting from Contractors
Defective surfaces: paths, car parking areas, open grass - Slips/trips.	Employees Contractors Members of the public	Regular inspections and safety defects noted. Rapid response to minor repairs. Temporary warning signs erected as necessary.	Monthly report by contractor. Maintenance completed as required	Low	Regular Inspection by Parish Clerk and reporting from Contractors
Dogs	Employees Contractors Members of the public	Public Spaces Protection Order Dog fouling notices.		Low	Regular Inspection by Parish Clerk and reporting from Contractors
Street Furniture / Outside Equipment - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and condition/defects noted.	Where original owners other than NPC unknown or untraceable, defects repaired according to the risk posed. Monthly report by contractor.	Low	Regular Inspection by Parish Clerk and reporting from Contractors
Vehicles - Collision with other vehicles and/or pedestrians.	Employees Contractors Members of the public	Highways Speed Limits.		Low	Regular Inspection by Parish Clerk and reporting from Contractors

Grounds maintenance: grass, tree and hedge cutting - Lone working. - Physical injury.	Employees Contractors Members of the public	Contractors responsible for their own risk assessment, insurance and compliance with legislation and safety of equipment. Confirmation/copies of insurance required.	Annual Tree inspection by Clerk and monthly report by contractor. Maintenance completed as required.	Medium	Regular Inspection by Parish Clerk and reporting from Contractors
Bus Shelters - Injury due to poor maintenance. - Lone working. - Physical injury.	Employees Contractors Members of the public	Contractors responsible for their own risk assessment, insurance and compliance with legislation and safety of equipment. Inspected regularly and condition/defects noted.	Monthly report by contractor. Maintenance completed as required	Low	Regular Inspection by Parish Clerk and reporting from Contractors
Playground Equipment.	Employees Contractors Members of the public	Inspected regularly and condition/defects noted	Annual Rospa Play safety Inspection. Monthly report by contractor. Maintenance completed as required	Low	Regular Inspection by Parish Clerk and reporting from Contractors
Office Equipment - Lone working. - Physical injury.	Employees	Inspected regularly and condition/defects noted.	Annual review/ inspection.	Medium	Regular Inspection by Parish Clerk / Burial Clerk and any Cllrs holding equipment
Mowers and Machinery - Injury due to poor maintenance.	Employees Contractors Members of the public	Inspected regularly and condition/defects noted.	Monthly report by contractor. Maintenance completed as required	Low	Reporting from Contractors

The Newport Parish Council Contactor and General Maintenance Risk Assessment was reviewed and adopted with no alterations by the Newport Parish Council at its Meeting held on 14th June 2022 – Minute REF 2022 06 09

Reviewed by the Newport Parish Council 11th July 2023 – No updates required Minute Ref 2023 07 09

Reviewed by the Newport Parish Council 9th July 2024 – No updates required Minute Ref 2024 07 09

Reviewed by the Newport Parish Council 8th July 2025 – No updates required Minute Ref 2025 07 08