

PUDDLETOWN AREA PARISH COUNCIL

Noticeboards

Location: 1, Puddletown – High Street (What3Words ///method.tarnished.goods). 2. Athelhampton – Church (What3Words ///herring.earphones.paces). 3 Burleston – Footpath (What3Words ///prowling.perform.exotic) & 4. Tolpuddle Village Hall (What3Words ///drop.aquatics.lives)

Date of Assessment: 20th October 2025

Next Review Date: 20th October 2026

Assessed by: Michelle Harrington – Proper Officer

Presented To: Full Council (November 2025)

1. Purpose

This assessment identifies and evaluates hazards associated with the use, maintenance, and management of all noticeboards owned by the Parish Council. The objective is to protect members of the public, staff, and contractors from harm and ensure compliance with health and safety regulations. All noticeboards are of similar construction and subject to the same inspection, maintenance, and safety procedures. Any location-specific issues will be recorded separately.

2. Description of Asset(s)

Freestanding metal board with glazed lockable doors, located in a public area accessible to all residents.

3. Risk Rating System

Likelihood	Description	Severity	Description	Risk Rating
1	Rare	1	Insignificant (no injury)	1–4 = Low
2	Unlikely	2	Minor injury	5–9 = Medium
3	Possible	3	Moderate injury	10–16 = High
4	Likely	4	Major injury	17–25 = Critical
5	Almost Certain	5	Fatality	

Risk Score = Likelihood × Severity

4. Risk Assessment Table

Hazard	Who May Be Harmed	Initial Risk (L x S)	Existing Controls	Further Controls / Actions Required	Residual Risk (L x S)
Structural failure (due to corrosion, or fixings deterioration)	Members of the public, maintenance staff	3x3=9 Medium	Check monthly on accessible areas. Annual inspection of complete structure and fixings; if movement noticed or damaged / rusted fixings replaced promptly		2x2=4 Low
Sharp edges, splinters, or damaged surfaces	Public users, maintenance staff	3x3=9 Medium	Check monthly on accessible areas. Annual inspection of complete structure and fixings; if movement noticed or damaged / rusted fixings replaced promptly		2x2=4 Low

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Hazard	Who May Be Harmed	Initial Risk (L x S)	Existing Controls	Further Controls / Actions Required	Residual Risk (L x S)
Noticeboard door or glass panel breakage	Public users, particularly children	3x3=9 Medium	Lockable doors; shatter-resistant material used. Check monthly for ease of movement. Annual check of hinges for wear		2x2=4 Low
Manual handling during maintenance or relocation	Maintenance staff	3x3=9 Medium	Glassed cleared as and when required. Light-duty tools used.		2x2=4 Low
Vandalism or graffiti	Public users, maintenance staff	3x3=9 Medium	Check monthly on accessible areas. Annual inspection of complete structure. Cleaned promptly if required.		2x2=4 Low
Obstruction of visibility (if near highway or footpath)	Pedestrians, road users	3x3=9 Medium	Noticeboard fixed and sited to avoid line-of-sight interference		2x2=4 Low
Weather exposure (wind, rain, frost)	Public, property	3x3=9 Medium	Check monthly for signs of damage	Check after severe weather	2x2=4 Low

5. Emergency Procedures

Equipment damage: Report to Parish Council. If glass is broken or noticeboard poses a hazard, cordon off area until repairs are made.

6. Personal Protective Equipment (PPE) / Safety

Task	PPE Required
Repair / Clean area	Puncture proof gloves & safety glasses (broken glass)

7. Review & Monitoring

Review risk assessment annually or if equipment broken / replaced.

Overall Residual Risk: Low (with all controls in place)