

# Council Asset Inspection Activity Guide

<b>Prior to Activity</b>	
Parish Council	Identify the Inspection co-ordinator, who is responsible for organising inspections
Inspection co-ordinator	Establish an inspection timetable and recruit (volunteer) inspectors; ensure inspectors are trained every year; ensure that the Clerk has an up-to-date list of qualified inspectors; create an inspection report template for each asset.
<b>At Activity Start</b>	
Inspector	Take dog waste and other bags to collect any debris; take Do Not Use tape; carry secateurs and other necessary hand tools; and wear appropriate clothing
<b>During Activity</b>	
Inspector	Follow the guidance given during training
Inspector	Stop all activity when this would clash with users
Inspector	Record inspection of each identified item using the report template and note its condition. Additionally note if any follow-up activity (e.g., maintenance, oiling, tightening, etc) is required
Inspector	If any item is in a state where it would be dangerous to use, immediately disable its use in an appropriate fashion most immediately by the use of Do Not Use tape
Inspector	Where possible, cut vegetation back to the fence line. If it is excessive, report for later cutting and tidying away
Inspector	Note location and type of any fly-tipping and large litter requiring removal; take photo if appropriate
Inspector	Record any use of first aid kit
<b>At Activity End</b>	
Inspector	Remove any waste and dispose of it appropriately
<b>After Activity</b>	
Inspector	Complete the inspection report form and forward to Inspection co-ordinator; ask the Inspection co-ordinator to arrange for large waste to be reported by MyWilts for collection

## Council Asset Inspection Risk Reduction

Risk Type	Risk Description	Risk Reduction Actions
Not conforming to inspection guidance and / or not being trained for the inspection	Training is needed to alert inspectors to potential hazards such as dangerous equipment, loose fittings, sharp edges, broken glass around the equipment, maliciously-placed blades or needles, dog waste on the ground, dangerous litter, broken fences, intrusive vegetation	<p>Only trained parishioners are to inspect the site and equipment.</p> <p>Only adults can be inspectors.</p> <p>Inspectors should wear appropriate coverings of arms, legs, hands and feet to avoid contact with dangerous materials.</p> <p>Carry dog waste bags along with plastic bags / buckets for containing other debris.</p> <p>Carry secateurs for cutting back small vegetation overgrowth</p> <p>Carry a camera to record issues</p>
Hazardous plants (e.g. brambles, hawthorn, blackthorn, nettles, thorn apple, giant hogweed, etc.)	Skin abrasions, irritations, stings, rashes, and blistering from both plants and cutting debris	<p>Inspectors are not expected to enter dense or overgrown foliage.</p> <p>Inspectors need to wear appropriate coverings of arms, legs, face, hands and feet to avoid contact with plants and debris.</p> <p>Inspectors need to report excessive adverse symptoms to the Inspection co-ordinator, and contact a doctor for advice.</p>
Users of the equipment	Colliding with equipment users and/or equipment	Inspectors need to be aware of and give priority to users of the area with all activity stopping on a piece of equipment until it is not being used.
Hygiene	Cuts, grazes, stings, etc.	<p>Inspectors should wear their own stout gloves during the clearance.</p> <p>The Inspector has a First Aid Kit at home for minor scratches and cuts – check for allergy to bandages/tape prior to using though.</p> <p>Inspectors should avoid rubbing mouth and eyes while working and should wash hands and forearms after the activity.</p>

**Colours indicate risk level after risk reduction actions**

High	Medium	Low
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