

Muster Green Haywards Heath



Management Plan 2017

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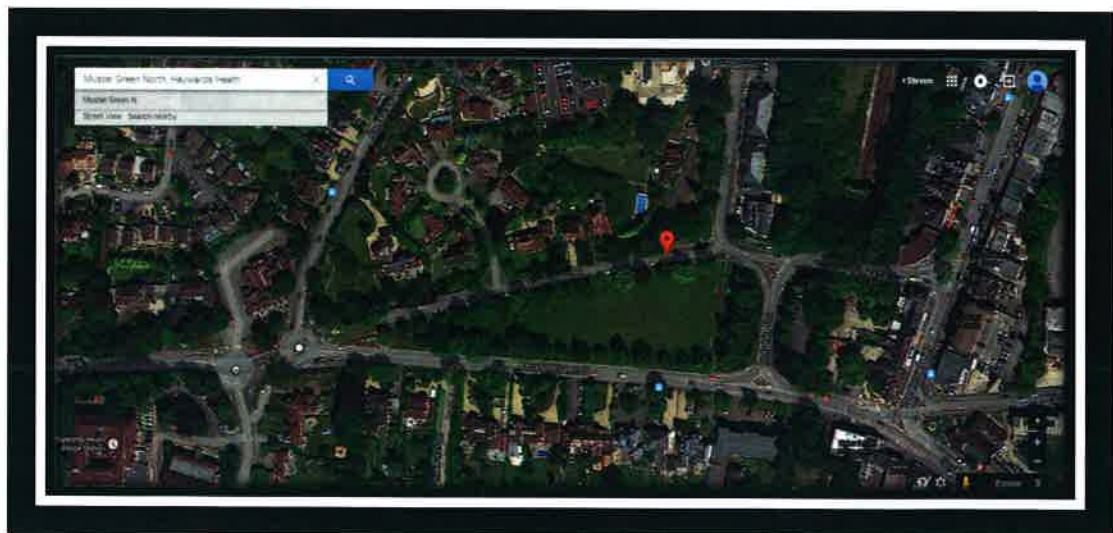
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1. Purpose of the Management Plan

- 1.1 The purpose of this management plan is to present information and set objectives for the management and maintenance of Muster Green located in Haywards Heath, West Sussex, which is owned by Haywards Heath Town Council.
- 1.2 The Plan will assist those who are responsible for the management of the site, the day to day maintenance of the site and third parties who contribute to making Muster Green a safe and attractive place to visit.
- 1.3 It allows the Town Council to be held to account by Green users and the residents of Haywards Heath who contribute to the upkeep of the Green via the collection of their Council Tax.
- 1.4 This management plan also provides clear guidance for the development and enhancement of Muster Green over the next year (2017) and look back at the actions from 2016). The plan sets out the following aspects of the Green and its future management. This plan will be reviewed on an annual basis.
- 1.5 This plan will:
 - Provide background information about the Green.
 - Summarise the existing management and maintenance arrangements.
 - Explores future opportunities for improvements,
 - Identify key issues affecting the management of the Green, set out under the eight Green Flag criteria headings,
 - Create an overall vision for the Green and an associated action plan with an indication of resource requirements and the timescale involved.
 - Confirm how the plan will be monitored and reviewed.

2. The Extent and Location of Muster Green.

- 2.1 Muster Green is located to the west of Haywards Heath and sits on the path of the B2272 off Butlers Green Road and adjacent to Muster Green North. The Green acts as the main westerly entrance to Haywards Heath. This road was formally the main A272 taking traffic from Lewes to the east through to Crawley in the west before the opening of the Haywards Heath relief road in September 2014.



3. History of Muster Green

- 3.1 Muster Green was designated a Conservation Area in 1979 and devolved down to the Town Council in 1987. It is now maintained to a very high standard by the Town Council. With its traditional flowerbeds, this impressive tree lined green, bordered by Victorian and Edwardian houses with the War Memorial at the apex, makes a fitting entrance to the town.
- 3.2 At the Western end of the green opposite the War Memorial, is one of the Town's oldest buildings, the Sergison Arms Public House, by which name people have known it for some 130 years. It was built in the 16th Century and was originally known as "Vinalls". It was the Sergisons, through marriage to the Warden family, who owned most of the land, which makes up the Haywards Heath of today. Opposite the Sergison Arms Public House, is the Sussex Police Northern Division building and Police Station opened in 1992.
- 3.3 Muster Green was also the home to a minor battle during the English Civil War between the Royalists and Roundheads. The battle stopped the accessing of the steel located in Lewes, which if accessed by the Royalists could have led to their victory and England having very different history. The history to the site is much a part of the town's history and is recognised by in our town logo and mayoral chains of office.
- 3.4 Muster Green is a premier green space and is the jewel in the crown of open spaces in Haywards Heath. It serves as a fitting entrance to the town and is recognised as a landmark by residents and visitors to our town.



4. Community Usage of Muster Green

4.1 Muster Green has many community usages. It is open every day of the year for members of the public and visitors alike to enjoy. It hosts the annual Town Council run Spring Festival, which this year is hold a workshop on planting up flower baskets and inviting local care homes to attend and take the baskets away with them, and Remembrance Sunday Service. It also hosts one off events such as the Word War 1 Centenary Commemoration and a Jubilee Tree planting initiative. The Green is also home to a swathe of Crocuses planted by Haywards Heath Rotary Club paid for by the community and local business so to raise much needed money to help the battle against Polio. There are also annual tidy up events run by Town Council and the Haywards Heath in Bloom.

4.2 As previously stated the Green is open to the general public every day with around 30 -40 people using the site at peak times (lunch time) in the summer. The site also acts as thoroughfare for staff from the Council campus and offices nearby, which adds 20 – 30 people per day Regular Uses

The site is used annually for two community events organised by Haywards Heath Town Council;

- 1) Spring Festival (April/May annually) – which attracts over a 1000 people throughout the day.
- 2) Remembrance Sunday Service (November annually) – which attracts around 500 people.



- 4.3 As custodians of Muster Green the Town Council wishes to protect the special nature of the site, so only allows other events if they significant to Town or a national occasion. The Haywards Heath in Bloom Committee along with the Town Council's Groundstaff work hard to maintain Muster Green and are shown here celebrating their success.



5. Haywards Heath Town Council Policy and the Aims and Objectives related to Muster Green.

5.1 Haywards Heath Town Council's Forward Plan under its Corporate Priorities 2015-2019 includes under Infrastructure/Service Planning

"Ensure that the Town Council continues to maintain Muster Green, other areas and the street furniture in the Town within its jurisdiction in an environmentally friendly way."

"Create and improve green infrastructure, including developing and enhancing an ecological network in and around the town."

And under Business - Town and Town Centre Regeneration and Promotion.

"Greening Project – to continue to seek opportunities to reduce rationalise street furniture, provide new street furniture and most importantly regenerate land within the Town."

"Haywards Heath in Bloom – to develop projects and initiative to support the promotion of Haywards Heath in Bloom." Please note that HHTC no longer enter South and South East in Bloom. One of the main reasons being that their judging conflicted with Green Flag judging.

"Green Flag for Muster Green – to retain the status on an annual basis."

5.2 The above will be achieved by:

- Meeting the needs of its different users.
- Encouraging non-users to use the green spaces.
- Providing high quality maintenance, as well as providing 'litter free' and 'dog-mess free' green space.
- Providing a safe and secure environment for users to enjoy themselves.
- Having well-kept, well-maintained and imaginative planting schemes.
- Improving health and safety for the benefit of the visitors to Muster Green.
- Making the park accessible by managing, maintaining and developing for the future enjoyment of the community at large.
- Enhancing the history of the site by adding information signs and holding educational living history re-enactments.
- Involving businesses, schools and colleges and community based organisations in gaining knowledge of their heritage, culture and appreciation of their local history and to help towards encouraging new visitors to the area.
- Protecting against unnecessary changes and stopping long term decline by maintaining high standards of groundwork.
- Involving stakeholders, officers, elected members and the community in consultation to promote interest and to develop manageable work programmes.
- Muster Green being used for Town Council Festivals and used by local voluntary organisations to hold fetes and fund raising opportunities.

- The Remembrance Sunday and military services being held on the Green and that the schools and local community are very much a focal point of these gatherings as well as our churches and religious organisations.
- Developing viable working programmes and setting annual budgets to address these projects.
- Having the frame work in place to apply for additional financial resources and to set realistic management targets.
- Entering South and South East In Bloom - Haywards Heath Town Council enters Muster Green into the South and South East In Bloom year on year.
- Enhancing the work undertaken by the South and South East In Bloom committee working closely with the community to improve the area.

6. Meeting the Aims of Green Flag Status

6.1 A Welcoming Place.

Signage is available at both ends of the site to welcome visitors to the Green. The site is accessible from both ends of the site and has excellent equal access for all visitors. The Green is very small so signage within the park is minimal in line with Council's policy of reducing street furniture.



6.2 Healthy, Safe and Secure.

The Green has a low level of equipment and facilities, which is outlined under point 7 of this plan. The maintenance of Muster Green's infrastructure is monitored on a monthly basis formally by the Town Council groundstaff and during their daily maintenance programme. Dog fouling is managed by the placement of dog bins, which are regularly emptied by the local waste contractor Serco. Please see Appendix 1 for the Health and Safety policy for Muster Green. Haywards Heath Town Hall is located two hundred metres from the site and has the provision of toilets, drinking water, first aid, public telephones and emergency equipment. Muster Green has a minimal number of

reported anti-social behaviour incidents and is located adjacent to Haywards Heath Police Station. The Town Council within the last six months has also employed its own Community Warden, who visits the site daily and has an electronic application to report incidents on the site and indeed around the Town, which is linked to the Police Headquarters. This is innovative partnership working project with local businesses, the Police Crime Commissioner and a private security company.

6.3 Clean and Well Maintained Site

To address this criteria please see section 7 and Appendix 2 of this Management Plan. Haywards Heath Town Council takes the cleanliness and general upkeep of the Muster Green very seriously and has a 'zero-tolerance policy on litter by ensuring that the site is clean and clear from litter at all times'. The Council has the luxury of a Community Warden meaning the Town Council's efforts are doubled because of their daily attendance. It will also be noted, on a visit to the site, that maintenance of Muster Green is undertaken to a very high standard with the use of efficient and modern garden equipment by well trained and highly experienced Members of staff. The works to achieve this high standard by forward planning through liaison between Town Hall management and the Head Groundsman based on a striating point of the growing and winter and summer planting season. This planning is reviewed weekly and can be adapted to meet the needs of the site. (Volunteers litter pick Muster Green as part of Queen's 90th Birthday Celebrations.



6.4 Sustainability

- Minimise and justify pesticide use – not used on site.
- Eliminate horticultural peat use – not used on site.
- Recycle waste plant material – green waste system (green skip), tulip bulbs given to community when they are dug up each year.
- Demonstrate high horticultural and arboricultural standards – two gold and two silver awards for the Green awarded by the South and South East in Bloom Competition in the last four years.

- Have energy conservation, pollution reduction, waste recycling, and resource
- The groundstaff always use up to date machinery, which reduces pollution.
- All green waste is recycled. A small nature reserve has been created at end of site.

6.5 Conservation and heritage

The site does not have any buildings or structures apart from the War Memorial, which has minimal maintenance requirements. Wildlife is being catered for through the initiative to place bat and bird boxes. The site is established so no landscaping takes place unless there is a specific project being undertaken which would be reviewed independently on a case by case basis. The Council is committed to replacing any tree lost due to disease. This is demonstrated through the Jubilee Tree initiative that replaced a tree that had to be removed. Nothing is planned in the coming year in landscape terms. The Town Council has sensitively placed a number of benches and litter bins on the Green. These pieces of furniture are placed so not to spoil the main swathe of the Green. The Council also celebrates the history and heritage of the site and has placed signage to educate people on history of the Green sympathetically. The site is also home to the Town's War Memorial. Two new benches depicting the 1st World War and 2nd World War have been placed to replace worn seating that has been removed.

6.6 Community involvement

To address this criteria please see section 4 of this Management Plan.

6.7 Marketing

To market the site Council undertakes the following activities;

- on the Town Council's Website at www.haywardsheath.gov.uk
- in the Town Guide
- on the Mid Sussex District Council Website
- through the Town Council's Newsletter (four times per year)
- through the events and initiatives
- Muster Green is the Town Council's jewel in the crown and the Green is normally the back drop of all Town Council literature, such as the Town Guide, the Councils Forward Plan and Annual Report. Most recently for the Town Council's Neighbourhood Plan.

6.8 Management

This management plan meets the requirement of the Green Flag Status, which clearly addresses all of the criteria and for the Management of Muster Green. The plan is implemented and is due to be reviewed in February 2015. The finance of the Greens upkeep is managed through the Town Council's Environment and Purposes Budget ratified by the Full Council. This budget

apportions the cost of general works, staffing, materials, equipment and administrative support. There is also a budget for the South East in Bloom Committee to undertake projects. These budgets are contained in the Council's overarching budget agreed annually and last set on the 19th January 2015.

7. Management and Maintenance of Muster Green

- 7.1 Muster Green is maintained and managed by Haywards Heath Town Council in house with external contractors employed on an adhoc basis to undertake work outside of the Groundstaff's expertise. This includes tree management work.
- 7.2 Muster Green's working programmes are updated annually and improvements are ongoing, but we do not undermine the characteristics of the site and its value to the residents and visitors to our town. Through regular consultations with bodies such as the South and South East in Bloom Committee we try to clarify our management aims and objectives to sustain quality and seek value for money for the tax payers of our town.
- 7.3 Our groundstaffs are offered opportunities to learn new skills and are actively supported to express ideas and suggestions for improving the site for the enjoyment of the community at large.

7.4 - Inventory of Facilities and Furniture

| | Number | Maintenance and Checking | Frequency |
|---|--------|--|---|
| Flower Beds | 16 | Planting and preparation of each flower bed. | Seasonal Planting Summer (May) and Winter (October) |
| Seats | 12 | Checking condition and defects. | Monthly |
| Dog Bin | 1 | Checking condition and defects. | Monthly |
| Litter Bins | 2 | Checking condition and defects. | Monthly |
| War Memorial <ul style="list-style-type: none"> • Fencing • Structure of Memorial | 1 1 | Checking condition and defects. | Annual |
| Trees | 46 | Assessment. | Annual |

| | | | |
|-------------------|---|---------------------------------|-----------------------------------|
| Irrigation System | 1 | System tested. | Service Spring closed down Autumn |
| Signage | 2 | Checking condition and defects. | Monthly |

8. Maintenance Plan 2016

Maintenance Actions Result from 2016, end of year report to September 2016.

| Works | Reason | Action | Works to be undertaken. |
|--|---|---|--|
| Tree works – overhanging onto B2272 | Branches overhanging onto B2272. Need cutting back before coming a hazard to traffic. | Planning permission required then procurement of external contractor. Removal of 1 dead tree and two decaying tree as advised by tree surgeon. | Completed |
| Drainage issue – entrance to The Yews end of the site. | Flooding needs to be alleviated. | Review and implementation of drainage or works to divert water away from path. | Completed |
| Develop a bee friendly environment. | Haywards Heath in Bloom Initiative to action. | To liaise with Groundstaff to identify planting regime and best time to prepare beds. | Completed |
| Replacement Dog Bin | Bin in need of replacement due to rust in stantion. | Purchase new bin. | Completed |
| Replacement Litter Bins | Weather worn and looking tired. | Purchase new bins. | Not actioned to date carried over 2017 |
| Placement of Bird Boxes, Bat Boxes | Advice from South East in Bloom | Place donated boxes. | Completed |

9. 2017 Maintenance Actions Plan

| Works | Reason | Action | Works to be undertaken. |
|--|--|--|---|
| Re-design of Flower Beds. | Encroaching tree routes are causing problems with planting. Plan to reduce beds but maintain volume of planting. | To reduce the number of beds by half along the North and South boundary of the Green and double the size of existing beds. | To be completed for summer planting |
| Replace Electric Hard Casing Box. | General repair after damage caused by car. | Purchase of new box. | Immediate repair. |
| Review of Irrigation System and Water Use. | Action needing to be progressed in line with Green Flag Judges Comments. | Review to be completed including options for any changes and costings. | over summer and findings referred to Full Copuncil. |

10. Routine Works

| Works | Timing | Frequency |
|---|--|--|
| Grass Cutting and Leaf Removal | Winter - Spring - Summer - Autumn - | Nov – March no cut By-weekly By-weekly By- weekly **weather dependant. |
| Planting | Summer Winter | May/June October |
| General Site Assessment of furniture, trees and planting. | All year round | Monthly |
| Check site for litter, vandalism | All year round | Daily (Mon-Fri) |

Appendix 1 Grounds Maintenance Policy

- This policy covers all aspects of keeping the Town Council's Muster Green in a clean and tidy state, as well as being a safe environment.
- This Policy provides the Council with a process through which to respond to any problems of litter, vandalism and general maintenance.
- Haywards Heath Town Council spot checks its grounds for litter and vandalism. Response time is immediate to help keep the area clean, tidy and safe. All litter bins are emptied on a daily basis.
- The Town Council will repair any damage caused by vandalism. If works require the purchase of materials causing delay the area will be made safe and cordoned off.
- Any graffiti will be removed immediately, to deter further problems in this area.
- All pathways and walkways are cleaned and swept on a regular basis. All surface water drains are reviewed regularly to stop water from pooling and creating slippery surfaces and standing water becoming stagnant.
- All equipment is maintained and kept in good working order to facilitate the most efficient use of working time and ensure the health and safety of staff. The head groundsman will devise weekly work plan to assist in the most efficient way of using staff time.
- Volunteers from the local community and schools are encouraged to assist with and complete various community projects during the year.
- Haywards Heath Town Council will undertake clean up events to assist in maintaining a clean environment and to encourage the community, to participate and take pride in their town.
- All grounds maintenance staff and volunteers are asked to keep a look out for litter, vandalism and any maintenance issues that need to be responded to. Haywards Heath Town Council will promote and educate with a view to changing behaviours to reduce the amount of dropped litter, vandalism, fly tipping and dog fouling.
- Haywards Heath Town Council and its Town Highways Team will support and request that Mid Sussex District Council to investigate fly tipping and littering and where appropriate prosecute or issue a fixed penalty notice in accordance with the Environmental Protection Act 1990.
- If serious incidents occur, they will be reported to the local Police and/or Mid Sussex District Council, as appropriate.

Appendix 2 – Pesticide Policy

1. Introduction

- 1.1 Pesticides have been developed primarily for their ability to act on living tissue. Through sophisticated development they are able to target their effects on a limited range of plants and animals. Increasing concern about the hazards that pesticides present to humans and the environment has led to the introduction of legislation designed to control the type of chemical available, the sale and supply, storage, application methods and disposal of pesticides. This is primarily controlled under The Food and Environmental Protection Act 1985 (FEPA), Control of Pesticides Regulations 1986 (COPR) and the Health & safety at Work Act.

2. Definition of Pesticides

- 2.1 Under The Food and Environmental Protection Act 1985 (FEPA), a pesticide is any substance, preparation or organism prepared or used, among other uses, to protect plants or wood or other plant products from harmful organisms; to regulate the growth of plants; to give protection against harmful creatures; or to render such creatures harmless. The term pesticides therefore have a very broad definition that embraces herbicides, fungicides, insecticides, rodenticides, soil-sterilants, wood preservatives and surface biocides among others.

A pest is defined as any organism harmful to plants, wood or plant products, any undesired plant or harmful creature.

3. Legislation

- 3.1 In Great Britain, the storage, supply, advertisement, sale and use of pesticides are regulated by:

- The Control of Pesticides Regulations 1986 (as amended) (COPR).
- The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (England and Wales) Regulations 1999 (as amended).
- In Scotland by The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (Scotland) Regulations 2000, and commonly referred to as the MRL Regulations.
- Similar legislation exists in Northern Ireland. This legislation implements Part III of The Food and Environment Protection Act 1985 (FEPA).

In addition, further regulations:-

- The Plant Protection Products Regulations 1995 (as amended)
- The Plant Protection Products (Basic Conditions) Regulations 1997 (PPPR)

The Control of Substances Hazardous to Health Act 2002 (COSHH) requires that exposure to substances hazardous to health is either prevented or, where this is not reasonably practical, adequately controlled.

4. Legal Implications

- It is illegal to use a pesticide unless ministerial consent has been given for the intended activity, and that the relevant conditions of consent are complied with. Consent is only given:
 - If all reasonable precautions are taken to protect human health, creatures, plants, the environment and pollution.
 - That no unapproved mixtures or adjuvant are used
 - That formal training of users is required
- Pesticides can only be purchased through approved and certificated suppliers
- Pesticides must be stored in a structure designed for that purpose, and controlled by a certificated storeperson.
- Pesticides for Agricultural and Amenity Horticulture can only be applied by a person with a certificate of competence (NPTC)
- Pesticides must be disposed of in a manner that will not damage human health or the environment.

5. How Parks Operations implements this into working practice

- Only approved Ministerial chemicals are used
- All application equipment is regularly tested, maintained and replaced as required
- Personal protective equipment is regularly tested, maintained and replaced as required
- All chemicals are applied in accordance to the label requirements
- All staff involved in chemical application are trained to the required certification i.e. NPTC PA-1, PA-6A, PA – 2 and PA – 6AW.
- Areas to be treated are secured from public access, or information notices are posted during application periods.
- Staff undergo regular refresher courses as required
- COSHH assessments are carried out for all chemicals, with only those proving to have the least hazard to the user and environment being used. Regular reviews of COSHH assessments are carried and stock changed as required
- All chemicals are stored in bunded structures that are secure, fire resistant and designed to stop chemical leakage.
- Stock records are kept on site with these stores
- Chemical containers are disposed of through an approved contractor or as designated by legislation.
- Pesticide applications are recorded and kept at East Cemetery Lodge for reference and public information.

6. Parks Operations Pesticide Usage Policy

6.1 Whenever practical the use of pesticides will be minimised and alternative solutions sought. Within Parks, Gardens and Open spaces there is a continual reduction in the use of Pesticides. This has been achieved by:

- Using the principles of Integrated Pest Management.
Prevention > Cultural > Bio-Control > Chemical Control
- Carrying out environmental risk assessments to determine the best method of pest control, only use chemical applications as a last resort.
- Using site generated and/or locally chipped compostable material as shrub border mulch.
- By minimising the use of residual herbicides.
- Challenging traditional working practices and introducing new practices which minimise the need to apply pesticides or herbicides.
- Replacing plants, shrubs and grass mixes with cultivars that are less susceptible to pests and diseases.
- Improved staff training, in order to inform and prevent poor practice.
- Linking chemical control to Council Plans and Strategies.

Appendix 3 – Risk Assessment

SECTION 2: RISK ASSESSMENT RECORD MUSTER GREEN

| Activity/Process/ Operation | What Hazards to Health and Safety exist? | What risks do these pose to employees and other persons? - Can these be AVOIDED? | Precautions already taken? | Risk Level achieved? (Low/Med. /High) | Are additional measures necessary? * (please specify) |
|-------------------------------------|---|---|--|--|--|
| General Matters | Please see below | | | | |
| Site Access Vehicles | Vehicular access onto and exiting from site | Collisions between vehicles and pedestrians | Vehicles NOT permitted on site without Town Council Staff present. | Medium | Cars / vehicles will only be permitted onto site to set up stalls and displays at Town Council events. All non-essential vehicles will be removed from site before the event opens to the public. |
| Damaged pathways around park. | Personal injury | Leading to an increase in slips and trip accidents | Regular review on programmed basis and daily inspections | Medium | Muster Green Management Plan will regulate the work to mitigate this risk. |
| Damaged furniture on the Green | Personal injury | Cuts and injury. | Regular review on programmed basis and daily inspections | Medium | |
| Severe Weather | Site not being safe for visitor | Snow clearance, clearance of debris and removal of water. | Daily review and attendance after severe weather event | Medium | HHTC will implement it winter weather management plan if the event of severe weather and apply principle during the year. |

| Activities of the Ground Staff | Each individual task of the groundstaff including planting, mowing, leaf blowing and strimming are covered under separate risk assessments. | | | | | |
|---------------------------------------|---|---|---|---------|---------------------------------------|--|
| Event in Operation | Please see below | | | | | |
| | Marquees, Stage and other temporary structures | Collapse | Securely erected by suppliers and checked by event organisers. | Medium | Separate Risk Assessment by Operator. | |
| Electricity | Electricity | Electrical circuits, risk of electrocution or fire associated with poor installation or misuse of circuits provided | Event organisers to use Nic/Eic Cert. Electrical Contractors and get confirmation documentation available for inspection that the circuit has been approved. | Medium | | |
| | | Generators – Noise Pollution | Managed by Event Organisers so as to minimise disturbance to local residents (e.g. Statutory Noise Nuisance Complaints). Where possible silent generators to be used. | | | |
| | | Cables across site | Ensure cables are managed to prevent trip, cut, injury. | Medium | | |
| | | Distribution boxes | All box cover doors locked and warning signs. | Medium. | | |
| Funfair Rides | | Mechanical Failure, Collapse, | Only to be installed and operated by approved members of Showmen's | Low | Separate Risk Assessment by Operator. | |

| | | | | | | |
|----------------------|---|------------------|--|---|-------------------|---|
| | | | | Guild. All valid ride worthiness certificates provided | | |
| | | Crowd Management | | Police Presence, First Aid present, ambulance, fire brigade briefed. Marshals and staff on duty, linked by mobile phone. | Medium. | |
| External Contractors | Varied risks, associated with setting up and running stalls/attractions and use of site. e.g. Manual Handling | | | Separate documentation to be provided with associated insurance by any visiting contractor (Provided by event organiser) | Medium. | Separate Risk Assessment by Operator. |
| Inflatables | Participant Injury Electrocution | | | Manned at all times by responsible personnel. Sited close to power outlets. Cables Managed. Fan units to be located within secure enclosure. | Low Medium | Separate Risk Assessment by Operator. Red Cross First Aid in attendance. |
| Arena Events | Crowd and Participant Injury Objects of person leaving the arena. Participants in area collision. Participant Injury | | | Manned at all times by responsible personnel. | Medium | |
| Skateboard Event | | | | Manned at all times by responsible personnel including first aid representatives. | Medium | Separate Risk Assessment by Operator. |
| Weather | Rain Rapid clearance of site by | | | Increase input into marshalling to direct | Medium. | Track Weather Before Event – Wind 40m + need |

| | | | | | |
|---|--|--|--|--------|-----------------------------|
| | | visitors leading to congestion. Increased risk of accidents on the grass, due to slippery surface etc. Wind – Falling Debris Sun – Sun Stroke, Dehydration, Sun Burn etc. | public safely from the site. Public Announcements by Organisers to monitor and co-ordinate proceedings. | Medium | to challenge stall holders. |
| Ground Conditions (Undulations, Pot Holes, Slippery Surfaces) | Slips, Trips & Falls | | Ground Inspection by Event Organisers prior to event Unsafe ground to be cordoned off from Visitors | Medium | |
| Inspection | An MSDC Park Ranger will be on site to monitor the event, and they will make themselves known to key event personnel upon arrival. | | Any emergencies or accidents should be reported to the duty ranger 0845 6008670. | Low | |

* **NOTE** This section must be completed if the risk level is considered high.