

## Sue Taylor

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**From:** Helen <clerk@burtondassett-pc.gov.uk>  
**Sent:** 17 June 2016 15:07  
**To:** 'Sue Taylor'  
**Cc:** 'James Gordon-Cumming'; bill.pearson@mod.uk; 'Bill Pearson'  
**Subject:** RE: Risk assessment  
**Attachments:** BD Risk Assessment Policy ADOPTED May 2016.doc; Risk Assessment Northend Prebend Playarea.xls

Dear Sue,

Thank you for your help in reviewing the Risk Assessment Policy document (adopted 2015). As I mentioned earlier, we can start to put this and the other documents onto the website. If you can start by loading this one up (not including the second attachment, the risk assessment on the NE play area), I can send the others when I have done one final check.

I can confirm that the small changes you mentioned have been integrated into the latest review of BDPC's Risk Assessment Policy.

You had highlighted the requirement to inspect the play area on a weekly basis. I can confirm that I recently sent a new inspection form to Bill and James to review in the hope it can be used in the weekly inspections. I have attached a copy here for you in case you wanted to see a copy.

Thank you for the time you are spending working on Parish Council matters.

Best wishes,

Helen

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**From:** Sue Taylor [mailto:randsetaylor@btinternet.com]  
**Sent:** 14 May 2016 06:39  
**To:** clerk@burtondassett-pc.gov.uk  
**Subject:** Risk assessment

Hello Helen,

I'll print these off for Monday's meeting if you like.

The only real worry is that the guidance notes say that play equipment should be checked weekly. Am I right in thinking that we are not that regular?

Otherwise I have just added a word here and there to make the meaning a little more clear. It's highlighted so that you can see.

Thank you so much for your help.

See you soon!  
Sue