

# LITTLE BEALINGS PARISH COUNCIL

## FOOTPATH WARDEN

1. The role of Footpath Warden (or Joint Footpath Warden) of the Parish Council is a voluntary position and the appointment of a volunteer will be confirmed each year at the Annual Parish Council Meeting of the Council, at the discretion of the Council.
2. The role comprises:
  - Having a knowledge of where public rights of way and established permissive paths exist in the parish and basic rights of way law
  - Surveying public and permissive paths in the parish regularly to spot any problems as they arise and keeping a record of surveys
  - Reporting issues that arise via the County Council online reporting system as appropriate: <https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/report-a-public-right-of-way-issue/>
  - Building positive relationships with landowners to help resolve any local issues
  - Undertaking occasional maintenance work, eg strimming of overgrown paths, with the consent of the landowner and/or the County Council as appropriate
  - Promoting use of the parish network, eg by the provision of leaflets or on-line information, leading guided walks and/or promoting events such as an annual walk along routes in the parish
  - Working with adjoining parishes to promote appreciation and use of the wider network, especially the Fynn Valley Path
  - Reporting to the Council at its Annual General Meeting and at other times as appropriate
3. As a volunteer working on behalf of the Council those appointed Footpath Warden, and other volunteers carrying out any of the Warden's role under the supervision of the Warden, will enjoy the cover provided by the Council's insurance policy. The Warden is required to obtain confirmation from the Council that any other volunteers are covered by the Council's insurance policy before they undertake any work.
4. The Warden will be provided with the Council's petrol strimmer if required and it is the responsibility of the Warden to ensure its safe keeping and advise when the strimmer requires servicing or repair.
5. The Warden is responsible for ensuring that any other equipment used when carrying out the role is in good repair and that they are competent to use it. A risk assessment (see attached form) must be carried out and the attached form completed before any works are carried out. Appropriate clothing eg gloves, high visibility waistcoat, sturdy boots, must be worn. Copies of completed risk assessments must be supplied to the Clerk.
6. Any reasonable costs incurred by the Warden (eg petrol, safety clothing) will be reimbursed by the Council upon the production of a relevant receipt. With the exception of petrol for the Council's strimmer, authority for expenditure must be sought before the expense is incurred.

## PROPOSAL

7. It is proposed that the Council adopts the above description of the role of Little Bealings Parish Council Footpath Warden and appoints to the post as appropriate.

**LITTLE BEALINGS PARISH COUNCIL**

Assessment  
No:

**RISK ASSESSMENT TO BE COMPLETED BY THE  
FOOTPATH WARDEN BEFORE ANY OPERATION OR  
ACTIVITY**

<b>PUBLIC RIGHTS OF WAY</b>	<b>LOCATION</b>																														
<b>OPERATIONS/ACTIVITY COVERED BY THIS ASSESSMENT</b>																															
<b>MAXIMUM NO. OF PEOPLE EXPOSED:</b>  <b>FREQUENCY &amp; DURATION OF EXPOSURE:</b>																															
<b>HAZARDS:</b>																															
<b>ACTIONS ALREADY TAKEN TO REDUCE THE RISK:</b>																															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 20%;">HAZARD</th> <th style="text-align: left; width: 20%;">SEVERITY</th> <th style="width: 10%;"></th> <th style="text-align: left; width: 20%;">LIKELIHOOD OF OCCURRENCE</th> <th style="text-align: left; width: 20%;">RISK ASSESSMENT</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Very High</td> <td></td> <td>5</td> <td>Very Likely</td> </tr> <tr> <td>4</td> <td>High</td> <td></td> <td>4</td> <td>Likely</td> </tr> <tr> <td>3</td> <td>Moderate</td> <td style="text-align: center;">X</td> <td>3</td> <td>Quite Possible</td> </tr> <tr> <td>2</td> <td>Slight</td> <td></td> <td>2</td> <td>Possible</td> </tr> <tr> <td>1</td> <td>Nil</td> <td></td> <td>1</td> <td>Unlikely</td> </tr> </tbody> </table>		HAZARD	SEVERITY		LIKELIHOOD OF OCCURRENCE	RISK ASSESSMENT	5	Very High		5	Very Likely	4	High		4	Likely	3	Moderate	X	3	Quite Possible	2	Slight		2	Possible	1	Nil		1	Unlikely
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**FURTHER ACTION REQUIRED:**

**SIGNED**

**PRINT NAME**

**POSITION**

**DATE:**