WASHINGTON PARISH COUNCIL

**Non-Financial Risk Assessment May 2024**

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| **Topic / Area** | **Risk** | **Risk Details** | **Control measures** | **Comments / Action** |
| **Buildings** |  |  |  |  |
| **Parish Hall**The Council are custodian Trustees of the Washington Village Hall. The Hall is managed by the Washington Village Hall Management Committee under a separate charitable Trust and used for publicfunctions. | Medium | Possible reversion to the Parish Council if the management committee fails to manage the asset and make sufficient income.Risks of injury to councillors and usersHealth and safety regulations | Washington Parish Council receives insurance details and accounts from the Washington Village Hall Management Committee on an annual basis |  |
| **Council Offices**The Council offices are housed in the Clerk’s own home | Medium | Damage to Council property, loss of work space, loss of records | The Clerk is required to advise their insurers that they are working from home and present the appropriate proof of cover to Council.The Clerk backs up the Council computer on a weekly basis and gives a copy of the saved records to theChairman |  |

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| **Veras Shelter and Green** | Low | Potential loss of asset. Risk of injury to users Risk of vandalism | Clerk carries out fortnightly condition monitoringAppropriate insurance in place from 2014Public liability insurance held |  |
| **OPEN SPACES/PLAY** |  |  |  |  |
| **Multi Use Games Area** | Medium | Publicly owned area available to hirers so potential loss of asset and income.Risk of injury to users Risk of vandalism | Insurance provision reviewed annually.Annual electrical installation condition report carried out by qualified person Fortnightly condition monitoring by ClerkAnnual RPII inspection by qualified person with associated report introduced in May 2015Weekly litter pickPublic liability insurance held |  |
| **Children’s Play Area** | Medium | Publicly owned area Potential loss of asset. Risk of injury to users Risk of vandalism | Insurance provision reviewed annually.Clerk carries out fortnightly condition monitoringAnnual RPII inspection by qualified person with associated report Weekly litter pickPublic liability insurance held |  |
| **Washington Recreation Ground** | Medium | Publicly owned area. Potential loss of asset. Risk of injury to usersRisk of vandalism | Clerk carries out fortnightly condition monitoringWeekly litter pickPublic liability insurance held |  |
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| **Washington Parish Allotments** | Medium | Publically owned area Injury to users, vandalismPotential loss of income from allotment rental | Public liability insurance held Fortnightly site visits undertaken by the Clerk to manage land and report any problemsArea gated and enclosed by hedges and fencing. |  |
| **Grounds Maintenance** | Low | Risk of injury to the public through uninsured contractor | The Clerk keeps details of insurances held prior to appointment of thecontractor |  |
| **Trees** | Low | Risk of injury to the public | In 2014 there was a tree condition survey and tree management plan commissioned from a qualified Tree Surgeon The appropriate action has been taken by the Council inaccordance with the recommendations from the report and plan |  |
| **Other Assets** |  |  |  |  |
| Street furniture Benches, Bins | Low | VandalismPotential loss of asset | Insurance heldFortnightly inspection by Clerk Seat and furniture affixed to ground |  |
| Noticeboards | medium | Vandalism misuse | Insurance heldFortnightly inspection by Clerk toensure no unauthorised materials being displayed or damage |  |
| Bus shelters | Low | Vandalism | Insurance heldFortnightly inspections by Clerk tocheck cleanliness and vandalism |  |
| Streetlight | Low | Vandalism | Maintained by WSCC |  |
| **Operations** |  |  |  |  |
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| Employees | Low | Sole working Risk of injury | Relevant employers liability held along with fidelity guarantee |  |

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|  |  | Libel / slander TheftRisk of injury to Clerk Absence due to sickness | Safe working practicesRelevant safety equipment used for any jobs requiring it.Council insurance covers the Clerk for risks of injury under the provisions of the Employers Liability (compulsoryinsurance) Act 1969. |  |
| Councillors | Low | Risk of injuryLibel / slander theft | Insurance Standing ordersCouncillors code of conduct |  |
| Financial Management | Low | TheftPotential illegal practices | Internal / External auditsAll payments approved by full council. Monthly bank reconciliations reported to Full Council and statements signed.Fidelity guarantee insurance. Financial regulations reviewed annually |  |

Adopted: **May 2015**

Last Reviewed and Agreed: **May 2024 Minutes Reference: APCM/26/12**

Next Review: **May 2025**