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 public  functions. | 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 users  Health 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 the  Chairman |  |

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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 monitoring  Appropriate insurance in place from 2014  Public 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 Clerk  Annual RPII inspection by qualified person with associated report introduced in May 2015  Weekly litter pick  Public 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 monitoring  Annual RPII inspection by qualified person with associated report Weekly litter pick  Public liability insurance held |  |
| **Washington Recreation Ground** | Medium | Publicly owned area. Potential loss of asset. Risk of injury to users  Risk of vandalism | Clerk carries out fortnightly condition monitoring  Weekly litter pick  Public liability insurance held |  |
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| **Washington Parish Allotments** | Medium | Publically owned area Injury to users, vandalism  Potential loss of income from allotment rental | Public liability insurance held Fortnightly site visits undertaken by the Clerk to manage land and report any problems  Area 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 the  contractor |  |
| **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 in  accordance with the recommendations from the report and plan |  |
| **Other Assets** |  |  |  |  |
| Street furniture Benches, Bins | Low | Vandalism  Potential loss of asset | Insurance held  Fortnightly inspection by Clerk Seat and furniture affixed to ground |  |
| Noticeboards | medium | Vandalism misuse | Insurance held  Fortnightly inspection by Clerk to  ensure no unauthorised materials being displayed or damage |  |
| Bus shelters | Low | Vandalism | Insurance held  Fortnightly inspections by Clerk to  check 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 Theft  Risk of injury to Clerk Absence due to sickness | Safe working practices  Relevant safety equipment used for any jobs requiring it.  Council insurance covers the Clerk for risks of injury under the provisions of the Employers Liability (compulsory  insurance) Act 1969. |  |
| Councillors | Low | Risk of injury  Libel / slander theft | Insurance Standing orders  Councillors code of conduct |  |
| Financial Management | Low | Theft  Potential illegal practices | Internal / External audits  All 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**