WASHINGTON PARISH COUNCIL

**Non-Financial Risk Assessment May 2025/26**

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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 | The volunteers who cut the grass at  the Vera’s Shelter to monitor  its condition as part of the Clerk’s role  in risk management.  Appropriate insurance in place from 2025  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 Cllr Dillaway and Cllr Thomas carry out weekly condition monitoring  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.  Cllr Dillaway and Cllr Thomas carry out weekly 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 | Cllr Dillaway and Cllr Thomas carry out weekly 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 Quarterly site visits by nominated persons. Stewards 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 | Three-year tree condition survey and tree management plan commissioned from a qualified Tree Surgeon. Annual tree survey of high risk trees/areas most frequented by the public carried out in April 2025 The Council undertakes appropriate action in accordance with the recommendations from the reports and plan |  |
| **Other Assets** |  |  |  |  |
| Street furniture Benches, Bins | Low | Vandalism  Potential loss of asset | Insurance held  Weekly inspection by Cllr Dillaway and Cllr Thomas of Seat and furniture affixed to ground |  |
| Noticeboards | medium | Vandalism misuse | Insurance held  Fortnightly inspection by Cllr Dillaway to ensure no unauthorised materials being displayed or damage |  |
| Bus shelters | Low | Vandalism | Insurance held  Fortnightly inspections by Cllr Dillaway 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**

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| **Date of Review** | **Minute Reference** | **Date of next review** |
| 13th May 2024 | APCM/26/12 | May 2025 |
| 12th May 2025 | APCM/25/5/2025 | May 2026 |