

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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Non-Financial Risk Assessment May 2022

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	

		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	

Prepared by Petrina Kingham Clerk and RFO Date 18.04.15

Adopted by Washington Parish Council Date 14.05.15

Reviewed and Agreed at Washington Annual Parish Council Meeting 14.05.18

Reviewed and Agreed at Washington Annual Parish Council Meeting 13.05.19 Min Ref: 19.06

Reviewed by Finance Committee 25/05/22 and Agreed without amendment at Annual Parish Council Meeting 09/05/22