

Risk Category	Item	Organised by	Existing measures	Possible additional measures	New actions agreed
Events.	Clean up days	Council	Risk assessment for activities at each event	None identified	None
	Bonfire Night	Carnival Committee	Permitted subject to Carnival committee obtaining and meeting the conditions of their own insurance for the event. Insurance reviewed and confirmed each year.	None identified	None
	Other Carnival committee activities.	Carnival Committee	Confirm with Carnival Committee that by running events on land managed by the Parish Council they will be assumed to have: 1. Indemnified the Council against any 3rd party claim arising from holding the event. 2. Taken out suitable insurance for the event. 3. Complied with the requirements of the insurance for managing risk.	None identified	To be addressed and when the need arises. E.g. Wakes
	Other activities on Council property	Various organisations or individuals	Confirm with organisers confirming that by running events on land managed by the Parish Council they will be assumed to have: 1. Indemnified the Council against any 3rd party claim arising from holding the event. 2. Taken out suitable insurance for the event. 3. Complied with the requirements of the insurance for managing risk.	Specific confirmation of arrangements for 1. Coronation event(?) (Memorial Hall Management Committee). 2. Cricket matches. (Individual resident).	To be addressed and when the need arises.
	Work on Pump Hill	Friends of Pump Hill and residents in general.	Risk assessment for design of, and work on, entrances. Risk assessment for volunteer activity day (similar to "Clean up days" above).	Conduct risk assessment for ongoing maintenance by volunteers.	As suggested to save doing it every time work takes place. Only review periodically or if nature of work changes significantly. DONE 14/4/20
	Children's football	Volunteers	Ad hoc reporting of concerns raised by the organisers are brought to the attention of the Council. (e.g. exposed nails, dog fouling, MUGA surface).	Write to organisers advising that when choosing to use facilities managed by the Parish Council they will be assumed to have: 1. Conducted their own assessment that it is safe for them to do so. 2. Accepted responsibility for highlighting to the Council any	Only if football group starts up again
	School activity	Parwich Primary School	None identified	Write to School advising that when choosing to use facilities managed by the Parish Council they will be assumed to have: 1. Indemnified the Council against any 3rd party claim arising from their activities. 2. Taken out suitable insurance for their activities.	Outstanding
	Bowls Club	Club	None identified	Write to the Bowls Club stating that by operating on land owned by the Parish Council they will be assumed to have: 1. Indemnified the Council against any 3rd party claim arising from their activities. 2. Taken out suitable insurance for their activities.	Confirmed
	Ad hoc voluntary activity.	Volunteers	None identified	Publicise that when planning to undertake any work on land managed by the Parish Council volunteers must seek prior agreement. This will enable assistance to be provided with managing risks if appropriate and provide volunteers with protection against third party claims through the Parish Council's insurers.	To be addressed and when the need arises.

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Land. (routine access)	Nethergreen car park	Council	Ad hoc inspection 19 Jan 2020 and respond if concerns raised by residents. Risk assessment for surface trip hazards and vehicle damage. (Out of date)	Update risk assessment.	Confirm current condition remains tolerable.
	Nethergreen	Council	Ad hoc inspection 19 Jan 2020 and respond if concerns raised by residents.	Removal of broken bench.	Provisionally agreed with mowing contractor for 2023.
	Pump Hill	Council	Risk assessment conduct for pedestrian entrances to the site.	Conduct risk assessment for ongoing access by the public.	As suggested. DONE 14/4/20
	Playground	Council	Annual RoSPA equipment inspection. reporting of concerns raised by residents are brought to the attention of the Council. (e.g. glass under climbing frame, dog fouling).	Address outstanding items identified by inspection at clean up day.	As suggested A number of recommendations have been made and actions agreed. Some remain outstanding for completion.
	The Green	Council	Ad hoc inspection Mar 2022 and respond if concerns raised by residents. Removed low hanging branches from trees.	Nothing new.	None
	Parsons Croft	Council	Ad hoc inspection Mar 2022 and respond if concerns raised by residents. Risk of flooding addressed by improvement to drainage around tennis courts in 2021.	Nothing new.	None
	Parsons Croft Car Park	Council	Ad hoc inspection Mar 2022 and respond if concerns raised by residents.	School monitoring dog fouling and preparing publicity material.	Suggestions in hand.
	Rented Agricultural land	Council	The Parish Council relies on the tenant of the land manage access and risks.	None identified	None
	Common land. (several small parcels)	Council	Ad hoc inspection Mar 2022 and respond if concerns raised by residents.	None identified	None
	Trees (all managed land)	Council	Annual Tree survey in line with policy. Completed in summer 2022. No outstanding issues.	Next due winter 2023.	None
Premises	Memorial Hall (whole site)	Memorial Hall Management Committee.	Delegation of responsibility by Deed of Trust. Premises (not events) included in Council property insurance. Parish Council relies on Village Hall Management Committee to maintain and , and comply with the requirements of, its own 3rd Party Liability Insurance.	None identified	None
	Pavilion: Electrics	Council	Electrical survey carried out	1. Complete outstanding actions for issues identified from electrical survey. 2. Conduct risk assessment for use of building and carry out any actions identified. 3. Document and communicate requirements for users of the building. (e.g. post notice in building).	As suggested plus PIR light and lockable box for floodlight time switch. Outstanding but not in use.
	Pavilion: Asbestos	Council	Asbestos Survey completed. Survey report and warning signs on site. Building partially closed. School and Carnival Committee advised.	Contractors to be advised if work to be carried out. New users to be advised if accessing Pavilion.	To be addressed and when the need arises.

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	Pavilion: Roof	Council	Full roof repair. Spring 2023.	None identified	None.
	Pump Shed	Council	Ad hoc inspection Mar 2023 and respond if concerns raised by residents.	None identified	None.
	Mower shed	Council	Ad hoc inspection Mar 2023 and respond if concerns raised by residents.	None identified	None identified
	MUGA	Council	Ad hoc inspection Mar 2023 and respond if concerns raised by residents.	1. Court cleaning.	Cleaning to be reviewed.
	Toilets	Council	Reliant on feedback from Bowls Club and school. Treated wasp nest. Autumn 2022. Doors and windows to be replaced spring 2023.	None identified	None identified
Contracting	Mowing	Council	Agreement makes contractor responsible for safe operation for themselves and the public, providing 3rd party insurance and complying with its requirements.	Review contract when renewing. (2024-6).	Done
	Hedge Cutting	Council		Confirm contractor holds 3rd party liability insurance.	Done
	Tree work	Council	Use of suitably trained and experienced contractors or volunteers only (except for minor manual pruning). Agreement makes contractor responsible for safe operation for themselves and the public, providing 3rd party insurance and complying with its requirements.	None identified	None identified
	Other	Council	Contractor responsibilities included in order placement if work may be hazardous to the public.	Write and adopt a consistent policy.	To be developed when/if need arises.
Financial	3rd party claims	Council	3rd party insurance maintained	None identified	None
	Uninsured claims	Council	Minimised by risk management, good practice and compliance	None identified	None
	Liquidity	Council	Budget and monitoring of expenditure and commitments.	None identified	None
	Improper use of funds	Council	Review and application of Financial Regulations. Internal Audit.	None identified	None
	Document ownership of assets.	Council		Register rented land with HMLR.	Done
	Significant one off maintenance costs.	Council	Holding of Financial Reserves.	None identified	None

Covers the use of assets managed by the Parish Council including activity organised by third parties at locations managed or owned by the Council.

Closed	Keep under review	Action outstanding
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