

PARWICH PARISH COUNCIL

RISK MANAGEMENT SCHEME

Subject	Organised by	Risk	Probability (H/M/L)	Severity (H/M/L)	Control
EVENTS					
General village maintenance.	Council	Harm to participants or members of the	Medium	Medium	Risk assessments prepared for each event.
Activities organised by others on Parish Council property.	Carnival Committee. Camping and Caravanning Associations. Cricket Club. Parwich School. Bowls Club. Others as may arise.	Harm to participants or members of the public.	Medium	Medium	Confirm with organiser 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.
General village maintenance on Parish Council property.	Volunteers.	Harm to participants or members of the public.	Medium	Medium	Publicised 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.
LAND					
Nethergreen car park	Council	Harm to users or damage to vehicles	Medium	Low	Risk assessment prepared. Signage warns of uneven surface. Respond to concerns raised by users or residents as
Nethergreen	Council	Harm to users	Low	Low	Respond to concerns raised by users or residents as appropriate.
Pump Hill interior	Council	Harm to users	Low	Low	Risk assessment prepared. Respond to concerns raised by users or residents as appropriate.
Pump Hill Wall	Council	Harm to passers by or vehicles	Low	Low	Risk assessment prepared. Respond to concerns raised by users or residents as

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Playground	Council	Harm to users	Low	Medium	Annual equipment inspection. Actions arising from the above. Progressive replacement of older equipment. Responding to concerns raised by regular users.
Trees on Council land	Council	Harm to passers by or vehicles	Low	Low	Annual Tree survey in line with policy. Actions arising from the above. Occasional expert inspection as required.
Flooding on Council land	Council	Damage to Council property	Medium	Medium	Improved drainage as required. Clearance of waterway obstruction as required.
Parsons Croft Car Park	Council	Harm to users or damage to vehicles	Low	Low	Respond to concerns raised by users or residents as appropriate.
Rented Agricultural land	Tenants	Harm to users	Low	Low	Reliance on the tenant of the land manage access and risks.
Common land. (several small)	Council	Harm to users	Low	Low	Respond to concerns raised by users or residents as appropriate.
Dog fouling (all managed land)	Council	Infection	Low	Low	Signage provided. Reporting mechanism publicised. Respond to concerns raised by users or residents as

BUILDINGS

Memorial Hall (whole site)	Memorial Hall Trustees	Harm to users or damage to building.	Low	Medium	Parish Council is a Custodian Trustee only. All responsibility for use, management, maintenance and insurance of the Hall has been passed to the Management Trustees by a Deed of Trust.
Pavilion: Electrics	Council	Harm to users or damage to building.	Low	Medium	An electrical survey has ben carried out. Some exterior fittings have been replaced. Respond to concerns raised by users or residents as
Pavilion: Asbestos	Council	Harm to users due to exposure to asbestos dust.	Low	High	Asbestos Survey completed. Survey report and warning signs on site. Building partially closed. Contractors advised of the presence of asbestos. Repair and sealing of damaged/exposed panels planned.
Pavilion: Roof	Council	Damage to building.	Low	Low	Roof renewed May 2024.
Pump Shed	Council	Harm to users or damage to building.	Low	Low	Respond to concerns raised by users or residents as appropriate.
Mower shed	Council	Harm to users or damage to building.	Low	Low	Respond to concerns raised by users or residents as appropriate.

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MUGA	Council	Harm to users (trips and falls)	Low	Low	Periodic cleaning. (last in 2023) Respond to concerns raised by users or residents as appropriate.
Toilets	Council	Harm to users.	Low	Low	Treated wasp nest. Autumn 2022. Doors and windows replaced spring 2023. Regular cleaning resumed in 2023. Respond to concerns raised by users or residents as

CONTRACTING

Mowing	Contractor	Harm to members of the public.	Low	Medium	Contractor responsible for safe operation for themselves and the public, providing 3rd party insurance and complying with its requirements.
Hedge Cutting	Contractor	Harm to members of the public.	Low	Medium	Contractor responsible for safe operation for themselves and the public, providing 3rd party insurance and complying with its requirements.
Tree work	Contractor	Harm to members of the public.	Low	High	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.
Other as arising.	Contractor	Harm to members of the public.	Low	Medium	Contractor responsible for safe operation for themselves and the public, providing 3rd party insurance and complying with its requirements.

FINANCE

3rd party claims	Council	Cost of settling claims	Low	High	3rd party insurance maintained. Cover reviewed annually.
Uninsured claims	Council	Cost of settling claims	Low	High	Minimised by risk management, good practice and compliance
Liquidity	Council	Cost of borrowing	Low	Low	Budget and monitoring of expenditure and commitments.
Improper use of funds	Council	Increase in precept if funds lost	Low	Medium	Review and application of Financial Regulations. Internal Audit. (and external as required). Minimum twice yearly bank reconciliation.

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Inability to prove ownership of land.	Council	Loss of income	Low	High	Land registered with HM Land Registry since 2021. All land let as Farm Business Tenancy from 2024.
Loss of electronic records	Council	Legal and administrative costs to resolve matters without them.	Low	Medium	Polices, agendas, minutes, annual returns and e-mail backed up on IT provider's servers. Clerk's computer regularly backed up on external hard drive.
Loss of documents	Council	Legal and administrative costs to resolve matters without them.	Low	Medium	Key documents stored in fireproof bag in locked cabinet.
Business continuity due to non availability of key personnel.	Council	Inability to access funds.	Low	Low	Two Councillors and Clerk on Bank Mandate.
Significant one off maintenance costs.	Council	Cost of borrowing and increase to precept.	Low	Medium	Annual budgeting. In year cash management.

This list documents the risks and control measures approved by Parwich Parish Council.

It may be added to or amend at any time.

It will be reviewed and approved annually.

Last issued July 2024.