

Arborfield & Newland Parish Council

Risk Assessment & Management – General

Reviewed by Executive Committee on Tuesday 21st July 2020

Re-Adopted by Full Council on – Tuesday 21st July 2020

Review Date – July 2021

| Area | Risk | Controls | Actions or additional controls | Done |
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| Assets | Protection of physical assets | <ul style="list-style-type: none"> Continue to have adequate building insurance. Value increased annually by RPI. Continue to carry out frequent checks Continue to review Asset Register annually | *Check lists need doing | Yes |
| | Security of buildings, equipment etc. | <ul style="list-style-type: none"> Security alarm at Pavilion. Adequate locks List of key holders held Park gate opening and closing times Height bar gates Office alarmed Secure storage cabinet | | Yes |
| | Maintenance of buildings etc. | <ul style="list-style-type: none"> Continue to maintain on a reactive basis. Continue with programme of electrical and safety equipment in place | | Yes |
| | Loss of use of play equipment, street furniture, sports equipment | <ul style="list-style-type: none"> Continue with regular maintenance and safety checks Take unsafe equipment out of service until repairs are carried out Continue to carry out 5 yearly inspection of trees by qualified person | *Check list need doing during the week when a Council meeting is held All other weeks check is carried out by the Handyman | |

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| | Pound Copse & Old Churchyard | <ul style="list-style-type: none"> • Continue with regular maintenance and safety checks • Continue to seek advice from Biodiversity Officer and Conservation Officer at WBC • Continue to carry out 5 yearly inspection of trees by qualified person | | |
| | War Memorial | <ul style="list-style-type: none"> • Continue with regular maintenance and safety check | | |
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| Finance | See separate Finance Risk Assessment | | | |
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| Liability | Risk to third party, property or individuals | <ul style="list-style-type: none"> • Continue with adequate insurance • Continue to carry out frequent checks. • Continue to investigate when tree damage is reported. • Continue to carry out Risk assessments of individual events such as Christmas lights and Community Days, carried out as necessary. | | |
| | Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park) | <ul style="list-style-type: none"> • Continue with adequate insurance. • Continue to carry out frequent checks • Continue to investigate when tree damage is reported. Continue to carry out 5 yearly inspection of trees by qualified person • Continue to carry out Risk assessments of individual events such as Christmas lights, Community events • Continue weekly check of playground and 6 monthly check by RPII registered company. • Continue monthly/quarterly/6 monthly checks carried out of parish owned land, | | |

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| | | street furniture and Old Churchyard. | | |
| Employer Liability | See separate Staff & Employment Risk Assessment | | | |
| Legal Liability | Ensuring activities are within legal powers | <ul style="list-style-type: none"> • Clerk to clarify legal position on any new proposal. • Legal advice to be sought where necessary. | | Yes |
| | Proper and timely reporting via the Minutes | <ul style="list-style-type: none"> • Council meets held monthly (except August & December) and always receives and approves Minutes of meetings held in interim. • Minutes made available as per the Councils Publication Scheme | Publication Scheme requires updating - ongoing | Yes |
| | Proper document control | <ul style="list-style-type: none"> • Land and buildings registered at Land Registry. • Kept as per Document Retention & Disposal Policy • Archives kept at Reading Records Office • Ensure the Council operates within the limits of GDPR | Several years documents require depositing at the Records Office | Yes |
| Councillors propriety | Registers of Interests and gifts and hospitality in place | <ul style="list-style-type: none"> • Register of interest completed by all Members and published on www.arborfield.org.uk And copies sent to the Monitoring Officer at Wokingham Borough Council • Register of interests available at Full Council Meetings | | Yes |