

Arborfield & Newland Parish Council  
Risk Assessment & Management – General

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

Re-Adopted by Full Council on – Tuesday 13<sup>th</sup> December 2022

Review Date – December 2023

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

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|                    |   |   |  |     |
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|                    |   | <ul style="list-style-type: none"> <li>• Continue to carry out Risk assessments of individual events such as Christmas lights, Community events</li> <li>• Continue weekly check of playground and 6 monthly check by RPII registered company.</li> <li>• Continue monthly/quarterly/6 monthly checks carried out of parish owned land, street furniture and Old Churchyard.</li> </ul> |  |     |
| Employer Liability | See separate Staff & Employment Risk Assessment |   |  |     |
| Legal Liability    | Ensuring activities are within legal powers     | <ul style="list-style-type: none"> <li>• Clerk to clarify legal position on any new proposal.</li> <li>• Legal advice to be sought where necessary.</li> </ul>  |  | Yes |
|                    | Proper and timely reporting via the Minutes     | <ul style="list-style-type: none"> <li>• Council meets held monthly (except August &amp; December) and always receives and approves Minutes of meetings held in interim.</li> <li>• Minutes made available as per the Councils Publication Scheme</li> </ul>  | Publication Scheme requires updating - ongoing                   | Yes |
|                    | Proper document control                         | <ul style="list-style-type: none"> <li>• Land and buildings registered at Land Registry.</li> <li>• Kept as per Document Retention &amp; Disposal Policy</li> <li>• Archives kept at Reading Records Office</li> <li>• Ensure the Council operates within the limits of GDPR</li> </ul>   | Several years documents require depositing at the Records Office | Yes |

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| Councillors propriety | Registers of Interests and gifts and hospitality in place | <ul style="list-style-type: none"> <li>• Register of interest completed by all Members and published on <a href="http://www.arborfield.org.uk">www.arborfield.org.uk</a> And copies sent to the Monitoring Officer at Wokingham Borough Council</li> <li>• Register of interests available at Full Council Meetings</li> </ul> |  | Yes |
|-----------------------|---|--|--|-----|

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