

WEST WRATTING PARISH COUNCIL

RISK REGISTER

Date: 2025

Reviewed by: Cameron Biggs

A full review has been done on the following areas and will be reviewed at least annually and minuted in Parish Council meetings as such.

1. Village assets:

Asset	Date review ed (risk assess ment)	Date minut ed (PC meeti ng)	Comments	Risk Rating	Controls to be implemented
Cedar bus shelter	22/4/25		This was completed in July 2024.	Medium	No further action, monitoring required
Modern bus shelter	22/4/25		Satisfactory condition, recently cleaned.	Low	No further action, monitoring required and cleaning to be scheduled.
Recreati on gd and car park.	22/4/25		Rec ground and car park are generally well maintained.	Low	No further action, monitoring required.
Pocket park/ch alk pit	22/4/25		This is in a fairly wild state with grass cutting, hedge trimming and pollarding required. Because of access it is not frequently visited but care should be taken not to trip on roots etc.	Medium	Consider safety signage, monitoring required.
Village pump and shelter - Causew ay	22/4/25		Refurbished July 2024	Low	No further action, monitoring required.
Village pound - Hayter Close	22/4/25		The Pound requires some minor repairs and is at risk of damage from weeds and bamboo (from an adjacent property)	Medium	Monitoring required and remedial actions to be planned.
Village sign	22/4/25		Refurbished July 2024	Low	No further action, monitoring required.
Playgro und and	22/4/25		RoSPA inspection completed satisfactorily.	Medium	Risk is consistently present, safety

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equipment					signage to be checked regularly, proactive monitoring required,
Two benches and litter bin	22/4/25		Bench under Pump Shelter refurbished July 2024. Other bench is in good order.	Low	No further action, monitoring required.
Two notice boards	22/4/25		In good condition.	Low	No further action, monitoring required.
Sports pavilion	22/4/25		Is in need of internal decoration and external remedial repairs..	Medium	WWPC to continue working alongside WWSPC to ensure works are carried out to a satisfactory standard. Awaiting notification on whether Wadlow grant has been awarded.
General - trees/hedges etc	22/4/25		Well looked after by the Tree Officer and his team. The public footpaths are also kept clear.	Low	Risk is consistently present, safety signage to be checked regularly, proactive monitoring required.
Defibrillator	22/4/25		Checked regularly. New pads recently required and fitted.	Low	No further action, monitoring required.

2. Employees and other personnel

- The clerk is the sole employee of the council.
- The clerk is contracted on a PAYE basis. The Parish clerk will have an annual review by the Chairman/Vice Chairman.
- Parish Council meetings are held in the West Wratting Village Hall. The village hall has a separate risk assessment and the meetings are covered by that and its insurance policy.
- The Parish Council has an insurance policy which covers the councillors and employees for certain injuries and actions and is considered adequate as cover. Councillors are to ensure they understand their responsibilities and limit of liabilities and cover.
- Casual workers (volunteers), for example individuals cutting the footpaths, are also covered for certain injuries under the general insurance policy for the Council. Their equipment is also covered by the general insurance policy.
- Contractors - anyone contracted by the Council will need to have an appropriate amount of their own insurance to cover injury and public liability.

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The clerk will check this prior to a contract being entered into. They should also have their own H&S policy and risk assessment for the job.

- The Parish Council insurance policy will be reviewed annually.
- Financial policy is covered separately.
- Parish Council Standing Orders will be reviewed annually.

3. Finance and Documents

Financial standing orders are to be adhered to and reviewed annually

Other areas to be covered:

- Fraud- financial risk assessment (FRA)
- Accounts and payment checks- FRA, working gp
- Cheque procedure and policy- FRA,
- Cash procedure and policy- FRA
- Hiring of building and land - by Council review
- Bank reconciliation - Clerk
- Regular back-up of computer systems - Clerk
- Regular back-up of important documents - Clerk to do offsite
- Adequate firewall and anti-virus - Clerk
- Archiving policy - Clerk
- Insurance - by Council review
- Publications Scheme and Data Protection - by Council review
- Grievance procedure - By Council review

Each of the above will be reviewed as per their respective Standing Order or at least annually.

The Finance working group of 2 Councillors and the Clerk will monitor and ensure all financial regulations are adhered to and are to report back to the Council at all PC meetings, as a minimum.

General:

There will be occasions when further risk assessments are required. It is the responsibility of all councillors to inform the Clerk of an event/occasion which will involve a potential liability for the PC.

NB. West Wrattling VH has been removed from this register due to clarification of the legal ownership structure between the PC and the VHMC.

All the above must be minuted for audit purposes and have written evidence of review and/or action.