CHETNOLE AND STOCKWOOD PARISH COUNCIL
RISK MANAGEMENT POLICY

May 2025 - No revisions made

This docment is intended to identify and assess areas of risk within the responsibilities of the Council and determine how this risk is to be managed.

Administration/Staff

Risks identified:	Waste and misapapropriation of fund Unqualified or inexperienced staff Inappropriate behaviour or activity bring the council into disrepute Fraud and corruption Activities oustide legal powers Improper expenditure under S137
Rating:	**LOW**
Management:	Fidelity Guarantee with BHIB Insurance Annual estimates and regular monitoring of expenditure against budget Maintenance of Asset Register Responsibilities of RFO defined Production of Annual Accounts Annual review of insurance cover Independent Internal Audit procedures External Audit procedures Financial Regulations governing financial activities Standing Orders Access to legal advice via DAPTC and SLCC

Clerk's Residence

Risks identified:	Fire damage causing loss of documents Theft Injury to public visiting on council business
Rating:	**LOW**
Management:	Material damage cover through BHIB Insurance Property cover through Clerk's own insurance Provision of a Fireproof Safe for valuable papers Annual Inspection carried out by the Clerk Public Liability Insurance Smoke Detectors fitted Modern circuitry and circuit breakers in operation

Business Continuity

Risks identified:	Loss of continuity of service provision in the event of a business disruption or disaster.
Rating:	**LOW**
Management:	All data is backed up on to an external hard drive and onto the Cloud using 'Onedrive' *with professional support from FourCounties Ltd* . Regular updating and monito

Noticeboards,signs and street furniture

Risks identified:	Damage /vandalism Personal injury through accidents
Rating:	**LOW/MEDIUM**
Management:	Material damage cover through Aviva Insurance Monthly Health and Safety Check identifying any defects and remedial action required Public Liability Insurance through Clear Council's Insurance.

Playing Field: Childrens Area

Risks identified:	Damage/vandalism to equipment, safety matting, paths and grass areas. Accumulation of rubbish; dog excrement and broken glass. Personal injury through accidents
Rating:	**MEDIUM**
Management:	Monthly inspection and Health and Safety Check identifying any defects and remedial action required. 5 yearly inspection by a Tree Surgeon - *with more frequent inspection of Ash.* Repairs by Playing Field Maintenance Committee or a qualified contractor. Public Liability Insurance Annual ROSPA Inspection Material damage cover through *Clear Insurance*

Playing Field: Boules Piste, Goal Posts, Picnic Table, Benches, Cycle Ramps, Basketball Area and Netball Area

Risks:	Damage/vandalism Damage caused by misuse or wear and tear Personal injury through accidents
Rating:	**MEDIUM**
Management:	Monthly inspection and Health and Safety Check identifying any defects and remedial action required. Repairs by Playing Field Maintenance Committee or a qualified contractor. Public Liability Insurance Annual ROSPA Inspection

Playing Field: Pavilion

Risks:	Damage/vandalism Damage caused by misuse or wear and tear Personal injury through accidents
Rating:	**MEDIUM**
Management:	Monthly inspection and Health and Safety Check identifying any defects Repairs by Playing Field Maintenance Committee or a qualified contractor. Public Liability Insurance

Garden Areas: Jubilee Garden

Risks:	Damage/vandalism to grass, trees and planted areas; rubbish and glass accumulation. Personal injury through accident.
Rating:	**MEDIUM**
Mangement:	Material damage cover through *Clear Insurance* Monthly inspection and Health and Safety Check identifying any defects and remedial action required. 5 yearly inspection by a Arboroculturist and remedial work by qualified tree surgeon Public Liability Insurance