

Ewelme Parish Council Risk Assessment as approved 14 February 2018

Topic	Risk identified	H/M/L	Management of risk	Action & person(s) responsible	Date & signature
Village Hall			This is the responsibility of the Village Hall Management Committee	VHMC to confirm on 6 April annually that proper insurance and public liability policies are in place, and to produce them, if so required, to EPC	
King's Pool	Public health risk – people might ingest or come into contact with contaminated water or toxic plants etc	L	None; common sense	None	
Village Pound	Children/dogs may run/step onto road from the Pound and the bench provided	L	Fence alongside road	None	
Cow Common	Walkers might trip or slip on uneven surfaces. Holes and obstacles can appear because of no prepared or maintained footpaths.	L	None; common sense	None	
	Damaged access gates & stiles might cause injury while being negotiated.	L	Responsibility of grazier	None	
	Domestic livestock may escape and cause accidents because of damaged fencing.	L	Regular checks by grazier	None	
	Grazing livestock could react to common users.	L	Warning notices displayed on gates, mutual duty of care; Countryside Code.	Check notices monthly when livestock present - Clerk	
Trees	Risk of falling branches, or trees	L	Informal surveillance by councillors and public. Regular survey by registered arboriculturalist.	Perceived dangers reported to landowner	As needed. Annual survey by arboriculturalist, usually in September
Ewelme Common – small plot of unused scrubland	Normally inaccessible and impenetrable by public; no risks identified	L	None	None	

Ewelme recreation area – outfield and wicket	Minor sports injuries do occur in cricket and football. Surface imperfections caused by level of usage and weather might increase possibility	L	Users asked to report any surface damage; checked by Council representative regularly	Monthly checks during use - PL	
	Open access could attract unauthorised vehicular users (joy riding). Unauthorised use by individuals with vehicles might lead to personal injury	L	Posts put in bank to deter vehicular access; locked access gates	Monthly checks - PL	
Ewelme recreation facilities – children’s play area and play equipment; junior soccer goal and youth seating area; larger soccer goal for older youngsters	Users of equipment provided may injure themselves on it.	L	Formal inspection for compliance with European Safety Standard & DDA requirements. Users asked to report any damage or dangerous foreign objects. Checked by Council representative regularly; notice to indicate age restrictions etc.	Council representative inspects weekly and records findings – PL &/or KF Annual inspection by PI qualified person	Inspections are recorded in the Play Area Log
	Older children/adults use the equipment and injure themselves or cause damage.	L	Signs to indicate age suitability, checked regularly by Council representative for damage.	Regular checks – PL &/or KF	
Pavilion – sports pavilion used by local sports clubs & other occasional hirers	Injury to persons or damage to property during authorised use.	L	Regular fire checks, fire extinguishers and first aid kit in place, regular Council representative checks.	Weekly check during use – KF Annual fire safety equipment inspection-qualified person	
	Damage or injury during unauthorised use	L	Locks changed when necessary to restrict access. Regular checks.	Weekly check during use, occasional checks during winter - KF	

Car park – at Cow Common	Malicious damage to vehicles or items stolen from vehicles left in car park.	L	Open to public.	None	
	Cars entering car park at night for drug dealing, drinking and loud music sessions etc may expose persons to injury.	L	Police aware	None. Police visit occasionally	
Finances	Confronted with an unexpected, large cost. A large invoice needs paying for an unexpected job in the village.	L	Council budgets to maintain approximately one year's precept contingency.	Ensure contingency is maintained. Reviewed at every EPC meeting & by finance councillors at every meeting	
	Theft by signing cheques.	L	Cheque books kept by Clerk who is not a signatory, 2 signatories required per cheque; cheques generally signed at meetings; fidelity insurance.	A councillor is responsible for checking bank statement against cheque book on quarterly basis; monthly finance statements reported at meetings	
Precept	Non- submission	L	Clerk to report submission of precept demand at the January EPC meeting	Clerk	
	Not paid by District Council	L	Report to Council	Clerk/Chairman to chase	
	Precept not adequate	L	Contingency fund in place, budget done annually, income and expenditure against budget reported to Council monthly	Monthly finance report, annual budget- Clerk & RFO	
Income from Pavilion hire	Loss of income	L	Council minuted many years ago that village is prepared to maintain the sports area as a	Council to try to maintain the level of use – EPC, ongoing.	

			resource irrespective of income from it. Result of village meeting/appraisal. With lack of use, bills are reduced.		
Income from Ewelme News ads	Loss of income	L	Council has in the past approved supporting Ewelme News as a communication tool for the village. Advert income is a contribution to the costs.	Finances reported monthly. Council would have to make a decision re continuity depending upon level of income. Reviewed annually by finance councillors in February.	
Expenditure	Wrong invoice amount paid, wrong recipient	L	Invoices checked against cheques by two Councillors	Clerk/Councillors responsible for checking at time of signing	
	Goods not supplied	L	Record kept of payments & goods received	Clerk	
	VAT reclaim not done or done incorrectly	L	On list of tasks for Clerk which is checked monthly; internal audit check	VAT reclaim reported at least once per year to EPC meeting - Clerk	
	Inaccurate financial and minute records	L	Minutes checked by Councillors and signed at following meeting. Financial records checked by auditor annually. Monthly Finance Report to Councillors.	All councillors.	
Softcopy documents and records	Loss	M	Maintained on council laptop and backed-up regularly to memory stick, which is kept off-site	Back-up done at least before every finance meeting & memory stick given to Chairman.	

Clerk	Loss of clerk	L	List of where items (cheque books, records, electronic files, backups/archival files) are kept is held by Chairman; list of tasks for Clerk and job description are also available	Keep updated - Clerk	
Councillors	Declaration of interest	L	Declarations of interest are noted at every meeting. All councillors are aware of the Code of Conduct.	Agenda item – Chairman & Clerk. All councillors.	