

Cranham Parish Council Risk Management Policy

This policy applies to all Council-owned, or managed assets and activities, including:

- Trees and open spaces
- Defibrillator
- Playground
- Playing field and grassed areas
- Bus shelter
- Auto Speedwatch (ASW) speed camera equipment
- Allotments
- Financial management and administration

The Council will:

1. Identify potential risks.
2. Assess the likelihood and impact of each risk.
3. Implement appropriate control measures.
4. Review risks regularly and following any significant incident.
5. Maintain adequate insurance cover.

1. Key Risks and Controls

AREA	MAIN RISKS	CONTROL MEASURES
Trees	Falling branches, tree failure, injury, or property damage	Periodic inspections by competent persons; remedial works undertaken promptly; records maintained.
Defibrillator	Equipment failure, or unavailability	Regular checks; battery and pad replacement as required; maintenance records kept.
Playground	Injury to users, equipment failure	Routine visual inspections; annual independent inspection; defects repaired promptly.
Playing Field & Grass Areas (including The Pound)	Slips, trips, uneven surfaces	Regular inspections and maintenance; hazards addressed promptly.
Bus Shelter	Damage, vandalism, structural defects	Periodic inspections; repairs undertaken when required.
Auto Speedwatch (ASW)	Equipment damage, theft, misuse, data protection issues	Secure installation; compliance with relevant guidance; regular checks and maintenance.
Allotments	Injuries, unsafe plots, disputes, non-payment of rents	Tenancy agreements; regular inspections; clear rules and enforcement procedures.
Financial Management	Fraud, error, theft, loss of funds	Financial Regulations followed; dual authorisation of payments; bank reconciliations; annual audit.
Payroll	Incorrect salary payments, HMRC non-compliance	Payroll records retained (demonstrating PATA calculation adherence and statutory requirements met).
Income Collection	Loss of income (unpaid allotment rents)	Invoices issued and payment records maintained; arrears monitored and followed up.

2. Responsibilities

Parish Council

- Approve and review this policy.
- Monitor significant risks and ensure appropriate controls are in place.

Clerk / Responsible Financial Officer

- Maintain the risk register.
- Implement risk controls.
- Report significant risks, or incidents to the Council.
- Ensure compliance with financial regulations and statutory requirements.

Councillors

- Support the risk management process and report identified risks.

3. Insurance

The Council will maintain appropriate insurance cover, including public liability.

4. Review

This policy and associated risk assessments shall be reviewed regularly, particularly if there are significant changes to Council activities, assets, legislation, or following a major incident.

Adopted by: Cranham Parish Council

Chairman: Cllr Mike Drake

Clerk/RFO: Tracy Slator

Date: 7th July 2026