Weston with Gayton Parish Council Risk Assessment Reviewed, May 2023

Physical Assets and Equipment							
			Classificat		Measures to be taken to	Responsible	
Item/ subject	Location	Risk Identified	ion	Measures in place	reduce/minimise/control	Person	Review
Office equipment inc. Laptop and Printer	Home of Clerk	Loss or damage to physical assets	Low	Maintain and update register of assets. Ensure location is secure. Amend Insurance accordingly.	none required	Clerk	Annually
Filing Cabinet	Village Hall	Loss or damage, unauthorised access	Low	Building is secure. Filing cabinet is locked and Clerk and Councillor Wray have the only keys.	Inspect monthly.	Clerk	Annually
rilling Cabillet	Village Hall	access	LOW	Building is Secure. Filling cabinet is locked and clerk and Codificilion writay have the only keys.	Detailed consideration of	CIEIK	Aillidally
	Village Green	Risk or damage to third party		Formal Playground maintenance inspections three times each year and monthly checks by grounds maintenance contract. Public Liability Insurance in place. Clear notices displayed with a 24hr telephone	recommendations of Inspection reports at full council. Action taken swiftly when		
Children's Play Area and MUGA	and Village Hall	property or individuals	Med	number to call in the event of an accident or incident at the play area.	necessary.	Cllrs & Clerk	Annually
Var Memorial	Green Road	Loss or damage to physical assets. Risk to individuals.	Low	Covered by Parish Council Insurance	Visual inspections monthly by Ground Maintenance contractor	Cllrs.	Annually
vai Wemonai	Green Road	Loss or damage to physical	LOW	Covered by Farish Council insurance	Wallterlance contractor	CIII 3.	Aillidally
		assets and risk or damage to third party property or		Insurance including public liability insurance arranged by Weston Village Hall Management Committee,	Quarterly joint meetings with Weston	Weston	
/illage Hall	Council Property		Low	together with maintenance and repair of the building.	Village Hall Management Committee	VHMC	Annually
	The Green, War	Loss or damage to physical					
	Memorial Bus	assets and risk or damage to			Grounds Maintenance Contractor to		
Benches Waste bins and dog bins	stop (A518) & hidden garden	third party property or individuals	Low	Regular inspection by Ground Maintenance Contractor, repairs undertaken as part of routine Grounds Maintenance Contract. Covered by Parish Council Insurance.	feedback to full council via the Parish Clerk.	Cllrs.	Annually
		Loss or damage to physical	LOW	Information Contract. Covered by Farish Council historiance.		CIII 3.	Aimuany
	Village Hall, Village Green,	assets and risk or damage to third party property or		Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to	Grounds Maintenance Contractor to feedback to full council via the Parish		
	Canal	individuals	Low	be included on next agenda	Clerk.	Cllrs.	Annually
	Village Green,	Loss or damage to physical assets and risk or damage to			Grounds Maintenance Contractor to		
	Old Road,	third party property or		Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to	feedback to full council via the Parish		
Notice Boards	Gayton	individuals Loss or damage to physical	Low	be included on next agenda	Clerk.	Cllrs.	Annually
		assets and risk or damage to			Grounds Maintenance Contractor to		
Bus Shelter	A518 and Gayton	third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	feedback to full council via the Parish Clerk.	Cllrs.	Annually
bus sneiter	, io 20 dila dayton	Loss or damage to physical				23.	Junitality
		assets and risk or damage to third party property or					
Phone Box	Gayton	individuals	Low				
		Loss or damage to physical assets and risk or damage to			Grounds Maintenance Contractor to		
		third party property or		Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to	feedback to full council via the Parish		
Flagpole	Village Green	individuals Loss or damage to physical	Low	be included on next agenda	Clerk.	Cllrs.	Annually
		assets and risk or damage to			Grounds Maintenance Contractor to		
Christmas Tree Lights	Village Hall	third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	feedback to full council via the Parish Clerk.	Cllrs.	Annually
institus free agres			Classificat		Measures to be taken to	Responsible	rumouny
tem/ subject	Village Green,	Risk Identified	ion	Measures in place	reduce/minimise/control	Person	Review
	Private Road,	Damage to			Grounds Maintenance Contractor to		
and .	Land fronting Woolpack	surface/path/Grass/contaminati	Med	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	feedback to full council via the Parish Clerk.	Clirs.	Annually
	Woorpack	Loss or damage to trees and	IVICU	be medical of the agenta	Grounds Maintenance Contractor to	Citi 3:	7 timiddiny
Frees	Village Green	risk or damage to third party property or individuals	Med	Regular Tree Inspections. Any reports of damage, disease to be included on the next Agenda.	feedback to full council via the Parish Clerk.	Cllrs.	Annually
inancial and Administration			G				
	Area of Risk	Risk Identified	Classificat	Measures in place	Measures to be taken to reduce/minimise/control	Responsible Person	Review
				Measures in place		Responsible	Review
		Risk Identified Not all appropriate areas covered and/or inadequate		Measures in place		Responsible	Review
tem/subject	Area of Risk Adequacy/Cost/	Not all appropriate areas covered and/or inadequate levels of personal and public	ion	Annual Review by full council of insurance documents and level of cover. Three yearly review of provider	reduce/minimise/control	Responsible Person	
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