

## REPORT 20.060 (4B)

### Laverstock & Ford Parish Council Assets Risk Assessment (Non Parish Council Managed) 2020

#### Presented to Council for Approval 20 July 2020

The Parish Council is responsible for establishing arrangements for the management of risk. Procedures and consequential risk management arrangements should be reviewed by the council regularly, and whenever a new process is introduced, or a new type of asset acquired.

Risk assessment is a systematic general examination of conditions, activities and processes as well as environmental factors, to enable the council to identify potential risks. Based on the assessment, the council should take all practical and necessary steps to reduce or eliminate the risks, to enable it to safely deliver the services expected.

The management of risk ensures that our staff and the people who use our facilities are safe, and that our assets are protected.

#### Purpose of Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Risk Assessment was conducted as follows: -

1. Identify the **Assets** to be reviewed.
2. **Identify the Risk.**
3. Assess the **Risk Level** and categorise. 1 = Low, 5 = High.
4. Decide on how to **Manage & Control the Risk.**
5. Identify any **Action Required.**

The Risk Assessment will be reviewed annually unless there is a significant material change to any asset, a new asset added, a termination or expiry of a lease, or an asset that comes back into PC control by any other means. In those instances, the Risk Assessment for that item shall be reviewed immediately.

Area	Risk Identified	Risk Level	Management & Control of Risk	Action Required	Date last updated
Old Sarum	Poor management may	1	Committee structure in place to	None	18 March 2020

Community Centre including external areas, fencing and play surface Asset Register numbers 38 39 41	leave the fabric and condition of the building at risk		manage, with good working relationship with PC. Hall is widely used by a number of groups and Parish Council meetings held there every quarter. Maintaining the building in good order is a term of the lease. Structural changes are not permitted without PC consent and the PC retains right of entry to inspect if any concerns.		
Riverbourne Community Farm – land and tools/equipment on loan Asset Register numbers 60 61 87 88 89	Poor management may result in deterioration of assets	1	Management structure in place at farm, together with regular review meetings with Parish Council. Parish Council office on site means regular visits by Councillors and Officer. Comprehensive lease in place detailing all tenants responsibilities regarding maintenance.	None	18 March 2020
Castle Hill Country Park and associated equipment Asset Register Numbers 72 74 86 90 91 92 93 94 95 96 97 98 99 100	Poor management may result in deterioration of assets	1	Comprehensive lease in place with Land Trust. Regular review meetings with Land Trust and Ranger. Area widely used by Public including councillors who would report problems with maintenance and condition.	None	18 March 2020
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