CHURCH CROOKHAM PARISH COUNCIL

RISK MANAGEMENT POLICY & RISK REGISTER

Adopted	N/A
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What is Risk Management?
Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives
The objectives of the risk management policy are to:
• Integrate risk management into the culture of the council
• Manage risk in accordance with best practice and legislative requirements
• Minimise loss, disruption, injury and damages
• Inform policy and operational decisions by identifying risks and their likely impact
• Raise awareness of the need for risk management

These objectives will be achieved by:
• Identification of risk
• Undertaking risk assessments
• Managing the risk and recording actions
• Incorporating risk management considerations into council processes
• Providing appropriate training
• Establishing clear roles, responsibilities and reporting lines

• Effective communication with, and active involvement of, employees

Risk Register
The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The council has broken the risks into five areas:
1. Finance
2. Legal
3. Staffing
4. Governance
5. Assets

The risks are identified, described and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (likelihood) i.e. high, medium or low risk. The response to risk may involve one or more of the following responses:

• **Tolerate the risk** – for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g. because they would be disproportionate; and for unavoidable risks, e.g. terrorism).
• **Treat the risk** – by imposing controls so that the parish council can continue to operate; or by setting up prevention techniques.
• **Transfer the risk** – by buying a service from a specialist external body or taking out insurance
• **Terminate** the activity giving rise to the risk (or not start) which involve intolerable tasks or those where no response can bring the risk to a tolerable level.

The risks are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.

Subject	Risk(s) Identified	Impact H/M/L	Likelihood H/M/L	Management of Risk	Comments
1. FINANCE					
Precept & Budget	Ensuring the adequacy of the annual precept with sound budgeting arrangements and submission to Hart DC in a timely manner	M	L	Budget and Precept is reviewed regularly at Finance Committee and approved by Full Council by January each fiscal year. Forecasts for income and expenditure for current year produced quarterly showing comparison to actual and original budget reporting significant and managing variances. Longer term planning has been introduced to ensure that Parish Council can support all its activities and assets once S106 contributions have been used. Cash flow forecast has now been introduced to ensure that CCPC can fulfil its liabilities and is reviewed at Finance & Policy Committee.	Procedure currently considered adequate.
Staff	Competency	M	L	FILCA qualified Responsible Finance Officer (RFO commenced CiLCA in June 26) CiLCA qualified Clerk Councillors with backgrounds and expertise in Finance Training and updates through HALC and SLCC	Procedure currently considered adequate.
Banking	Banking Failure	H	M	Risk spread across number of financial institutions	Procedure currently considered adequate.

Subject	Risk(s) Identified	Impact H/M/L	Likelihood H/M/L	Management of Risk	Comments
Banking	Fraud and Corruption	L	L	Insurance cover in place Level of Fidelity guarantee reviewed on annual basis No petty cash. Avoid cash receipts and encourage payment online or by bank card. Financial transactions endorsed by two councillors. Bank mandates maintained and regularly reviewed and updated.	Procedure currently considered adequate.
Loans & Investments	Non-compliance with restrictions on borrowing. Use of unsuitable/ illegal investments	L	L	Financial Regulations in place and adhered to in terms of any borrowings. Investments made through seeking advice and assessing risk level of investments. Investment & Treasury Policy in place to guide decisions on making investments. Regular performance review of investments carried out by Finance & Policy Committee. Ear marked reserve held to protect against reduction in value of longer-term investment. Maturity of investment schedule and cash flow forecast implemented to guide timely investment/ cash flow management decisions.	Procedure currently considered adequate.

Subject	Risk(s) Identified	Impact H/M/L	Likelihood H/M/L	Management of Risk	Comments
Financial records	Inadequate records	H	L	Checked at Internal and External Audit annually, assessed for independence before appointment and scope and effectiveness reviewed. Recognised finance software used to process transactions to AGAR level daily backed up. Financial Regulations in place and regularly updated In accordance with Standing Orders and Financial Regulations Electors rights of inspection correctly advertised	Procedure currently considered adequate.
Reserves	Inadequate	H	L	Ear Marked Reserves and General Reserves monitored in line with Treasury & Investment Policy and kept under review quarterly by Finance & Policy Committee Policy of building Ear Marked Reserves to protect against replacement requirements for facilities.	Procedure currently considered adequate.
Grants	Proper use of funds	L	M	Review of applying organisation’s accounts and benefit to residents discussed at time of application. Separately recorded for public interest. Use of General Power of Competence if applicable. Authorisation recorded in minutes. All applicants for S137 grants are required to complete an application form available on website and provide accounts.	Procedure currently considered adequate.
VAT	Meeting all requirements under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation Seek expert VAT advice when required to ensure legislation followed. Finance software is “Making Tax Digital” compliant	Procedure currently considered adequate.

Subject	Risk(s) Identified	Impact H/M/L	Likelihood H/M/L	Management of Risk	Comments
Non Precepted Income	Sudden loss of Income	M	L	Business interruption insurance currently in place to cover additional expenditure in a 24 -month period i.e. costs incurred for the sole purpose of avoiding or diminishing interruption to business. Insurance will also include loss of income due to business interruption over 24 months. Regular Creditor review to ensure income collected from room/ facility hire. [Pandemic close monitoring of income vs expenditure and follow Government advice and seek support available]	Procedure currently considered adequate.
Best Value	Contracts awarded incorrectly Budget overspend Contract performance	M	L	Financial Regulations specify procedures for procurement. Seek at least 3 quotes as required. Tender process when contract above Government thresholds. Use of expert knowledge to achieve best outcomes where applicable. Projects planned in advance [subject to emergency requirements use adequate general reserves] EMRs for planned projects available and projects tendered / quotes obtained to meet project budget. Contract performance monitored through reporting of activities and regular management meetings to ensure meet agreed standards and prevent/ report unsafe practices and agree corrective action if required Contractors hold relevant insurance and qualifications	Procedure currently considered adequate.

2. LEGAL					
Legal Powers	Legal decisions and payments	L	L	CiLCA qualified Clerk and appropriate adoption of General Power of Competence. Seek legal and professional advice from NALC/HALC including HR support & SLCC through memberships. General Power of Competence reviewed at each new election term	Procedure currently considered adequate.
Data Protection	Loss of / Inappropriate use of personal data	H	M	GDPR Toolkit utilised Staff training on GDPR Councillor awareness of GDPR and training Secure use of IT According to Data Protection Policy	Procedure currently considered adequate.
CCTV	Inappropriate use Data Protection	H	M	CCTV Policy, Risk Assessment in place Signage at each location in line with legislation	Procedure currently considered adequate.
Insurance	Inappropriate level of insurance All Risks	M	L	Insurance reviewed annually at renewal and includes: Public Liability Employer Liability – Business Interruption Material Loss All Risks Money Hirers Liability Libel & Slander Fidelity Guarantee Personal Accident Legal Expenses	Procedure currently considered adequate. 2023: Public Liability Claim by resident Drain cover. April 2026 confirmed to insurers that visual inspection would not have raised concern as installed incorrectly by developer. 2026: Audit outcome identified requirement to ensure main assets are not undervalued i.e. Community Centre and Sports pavilion.

3. STAFFING & MEMBERS					
Loss of Key Staff – Clerk / RFO	Inability to process transactions and oversee governance	H	M	Clerk & RFO both experienced and have ability to provide cover. Ensure ongoing adequate training for both roles. Staff recruitment process allows for prompt process to be implemented. Use of experienced locum if required.	Review notice period of Clerk at next Staff Committee meeting. Procedure currently considered adequate.
Payroll and associated costs	Salary paid incorrectly	H	L	Payroll software utilised and regularly updated to ensure remains current Payroll processed by RFO Payroll checked by Clerk Payroll approved by two councillors monthly Paid through online banking, approved by two parish councillors Staff training in place Changes to legislation monitored Subject to audit	Procedure currently considered adequate.
HMRC / Pension	Not meeting requirements under employment law and Inland Revenue regulations – risk of penalties	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation. Staff review regular updates from HMRC and Pension Schemes. Obligations to HMRC and Pension schemes paid monthly in month of deduction. Clerk and RFO manage monthly and annual HMRC and Pension obligations.	Procedure currently considered adequate.
Staffing Issues	Recruitment and retention	M	L	Chair of Staff Committee and Council regularly review staff wellbeing. Recruitment process defined in Terms of Reference of Staffing Committee allowing for proper process in a timely manner to secure strong candidates and through thorough recruitment process.	Procedure currently considered adequate.

Staffing Issues	Health & Safety and Employment Law	H	L	CCPC subscribe to HALC LCPD for tailored employment and HR support. Full extent of personnel policies implemented to protect employees and their rights. Appropriate insurance to carry out work related car journeys	Procedure currently considered adequate.
Service Delivery	Lack of effective management of facilities and services	H	L	Training is regularly reviewed. Clerk ensures that team members can provide cover for absent team members through staff meetings and training given. Policies in place to resolve performance issues.	Procedure currently considered adequate.
Use of Contractors	Inappropriate dangerous operating practices	H	L	Contractors provide insurance and risk assessment and method statements for works carried out. Use of reputable and recommended contractors. Monitoring of performance against contract expectations and regular reviews with management. Public Liability Insurance held and relevant qualifications	Procedure currently considered adequate.
4. Governance					
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances	H	L	IT outsourced to ensure expertise to manage and store data safely and securely. Protocols for staff to protect data with passwords. Parish Office/ building maintained to ensure safe environment.	Procedure currently considered adequate.
Access to Council Data	GDPR and loss of data	H	M	Password protection and firewall managed and maintained by IT outsource. Policies to guide operation in terms of Data Protection. Secure Parish Office accessed by coded/ lockable doors. Staff & Councillor training External support Freedom of Information policy reviewed Electors Exercise of Rights correctly advertised Staff appropriate levels of access managed by Clerk	Procedure currently considered adequate.

Freedom of Information	Lack of Policy provision leading to non-compliance	M	L	Model publication scheme for local councils in place. Fees allowed to be charged to cover officer time.	Procedure currently considered adequate.
Legal Advice	Using incorrect legal procedures	H	L	Access to legal advice through Hampshire Association of Local Councils. Use of established solicitors Surrey Hill Solicitors LLP	Procedure currently considered adequate.
Minutes and Governing Documentation	Accuracy, Legal decisions Not reviewed and updated Loss through fire, theft	M	L	Standing Orders, Financial Regulations, Risk Register and Policy Review Document ensure rolling review as required of key documents. Minutes reviewed and approved following meetings. Documentation stored and backup securely and kept in store location accessible by staff only.	Procedure currently considered adequate.
Document Control	Not available for viewing Freedom Of Information	M	M	Retention period documented Website kept up to date with records as required Secure IT Processes Data Protection Secure storage facilities	Procedure currently considered adequate.
Members Interests	Conflict of Interest Register of Interests	L	L	Agenda item every meeting for councillors to consider any conflicts of interest. Register of interests reviewed at least annually and as councillors elected to council in timely manner.	Procedure currently considered adequate.
Conduct of meeting	Management of meeting	L	L	Code of Conduct adopted by Council. Training of Councillors. Experienced Chair/ Staff to manage discussions at meetings.	Procedure currently considered adequate.
Election & Costs	Unforeseen costs Insufficient members	M	L	Ear marked reserve held to provide funds if need for election arises. Positive recruitment process through advertising and social media Advice from Election team at District and HALC/NALC in unforeseen circumstances	Procedure currently considered adequate.

Quorum for Council decision making	Insufficient candidates Meeting unable to take place	M	L	Vacancies advertised in timely manner and promotion of joining council leading into election period. Terms of Reference for committees allow for secondment of non-committee member to ensure quorate meeting. Ten Councillors so quorum of three can easily be met.	Procedure currently considered adequate.
Communication	Lack of good communication for poor decision making. Misinformed residents.	M	L	Communication policy to ensure that residents are kept informed in a timely manner and accurately through newsletters, website and social media. Clerk circulates relevant updates from NALC/ HALC/ Hart DC and Hampshire CC. Consultation timetables met.	Procedure currently considered adequate.
Partnership Working	Loss of reputation. Defamation. Lack of community leadership. Local Unexpected emergency event	H	L	Representation is held on key local external body committees and reviewed at least annually. Libel and Slander insurance held Councillors adopt Code of Conduct Staff adopt Code of Conduct GDPR Rules & regulations followed Closely fostered relationships with local community groups through Councillor and staff engagement Community resilience plan to be updated subject to Local Government Reorganisation	Procedure currently considered adequate.
5. Assets					
Insurance	No cover Inadequate cover to protect assets and public	H	L	Insurance reviewed and renewed annually. Asset register maintained and reviewed annually to ensure all assets included and insured. Assets regularly inspected to ensure safe and secure. Risk assessed for all asset types [Land, facilities, activities]	Procedure currently considered adequate. 2026: Audit outcome identified requirement to ensure main assets are not undervalued i.e. Community Centre and Sports pavilion.

Environmental	Litter / Hygiene	H	L	Contract for sanitary waste in place for all locations as applicable. Litter contractor in place to empty bins regularly. Bin signs to report full bins available. Waste collection contract in place from community centre. Fly tipping removed promptly from owned land through use of local external contractor. Hazardous waste removed promptly from owned land through use of local contractor. Council promoted litter removal awareness in parish. Regular community litter picks run by Council. Dog poo bags made available at sites to remove dog and animal faeces.	Procedure currently considered adequate.
Environmental	Threat to Southampton to London Pipeline through sites and parish	H	L	Liaison with Pipeline management company Fisher German. Staff / Councillor training and awareness of pipeline and actions required to safeguard within sites. Vigilance in local area to fuel theft and safety threats.	Procedure currently considered adequate.
Land	Loss / Damage Injury	H	M	Regular inspections to ensure safe Respond promptly to reports of unsafe environments Insurance adequate to cover considered risks Signage at sites to enable reporting of unsafe environments Grounds Contract in place to manage and maintain open spaces reviewed as required. Unadopted land management notified in advance where required Lengthsman scheme through Hampshire to manage unadopted land in Church Crookham	Procedure currently considered adequate.

Car Parks	Loss/ Damage/ Injury	H	L	Sufficient lighting available Surfaces inspected Line marking maintained Signage to advise parking at owners risk CCTV at some locations Traffic flow managed at events	Procedure currently considered adequate.
Church Crookham Community Centre	Damage/ Loss/ Injury	H	M	Safety Signage for safe access and egress from site. Safe storage including trolleys for heavy equipment Emergency equipment including fire extinguishers, first aid and emergency phone, CCTV. Access to some areas restricted with keys held by Council staff, maglocks. Preschool have own policies for safety, access and evacuation regularly practiced. Hirers to hold appropriate insurance and abide by Terms and Conditions of hire (regularly reviewed) Safety equipment provided e.g. grit bins to avoid icy conditions, wet floor signage, hot water signage, fridge thermometers Water safety managed through regular maintenance, training and use of outsourced expert knowledge. Regular maintenance system in place to check fire alarms, security alarms, emergency lights. Fire safety training to ensure safe evacuation and regularly reviewed. Electrical safety as part of maintenance routine including five year and annual PAT. Gas safety as part of maintenance routine boiler and safety shut off system. Cleaning to ensure grilles, vents, sensors maintained to operate safely. Rain water gullies and gutters maintained. Building inspections carried out monthly and responsivity to reported issues. Lone working Policy in place for staff in building.	Procedure currently considered adequate.

Church Crookham Community Centre				Insurance regularly reviewed to ensure adequate cover. DBS in place for some staff and councillors as required. Staff VDU assessments carried out. General wear and tear of building monitored and ear marked reserves held for maintenance and replacement of equipment. COSHH cupboard access restricted and labelled Security Patrol alerted if monitored alarm triggered out of hours Alarm systems monitored 24/7 Cleaning contract to in operation to ensure high standards of cleanliness Regular visual inspections Defibrillator installed at site managed by SECAMB	
Peter Driver Sports Pavilion	Damage/ Loss/ Injury	H	M	Safety Signage for safe access and egress from site. Safe storage for heavy equipment Emergency equipment including fire extinguishers, CCTV. Access to some areas restricted with keys held by Council staff and agreed hirers ONLY. Hirers to hold appropriate insurance and abide by Terms and Conditions of hire (regularly reviewed) Safety equipment provided e.g. grit bins to avoid icy conditions, wet floor signage, hot water signage. Water safety managed through regular maintenance, training and use of outsourced expert knowledge. Electrical safety as part of maintenance routine including five year and annual PAT. Gas safety as part of maintenance routine boiler. Cleaning to ensure grilles, vents, sensors maintained to operate safely. Rain water gullies and gutters maintained. Building inspections carried out monthly and responsivity to reported issues. Lone working Policy in place for staff in accessing building. Insurance regularly reviewed to ensure adequate cover.	Procedure currently considered adequate.

Peter Driver Sports Pavilion				DBS in place for some staff and councillors as required. General wear and tear of building monitored and ear marked reserves held for maintenance and replacement of equipment. COSHH cupboard access restricted and labelled Cleaning contract to in operation to ensure high standards of cleanliness Regular visual inspections CCTV in operation with appropriate signage Defibrillator at site managed by SECAMB	
Allotment Shed/ Allotment Site/ Portakabin Toilet	Damage/ Loss/ Injury	H	M	Safety Signage for safe access and egress from site. Safe storage for heavy equipment Emergency equipment including fire extinguishers, CCTV. Access to some areas restricted with keys held by Council staff, and agreed users ONLY. Allotment tenants abide by Terms and Conditions of hire (regularly reviewed) Safety equipment provided e.g. grit bins to avoid icy conditions. Water safety managed through regular maintenance, training and use of outsourced expert knowledge. Electrical safety as part of maintenance routine including five year and annual PAT. Cleaning to ensure grilles, vents, sensors maintained to operate safely. Rain water gullies and gutters maintained. Site inspections carried out monthly and responsivity to reported issues. Lone working Policy in place for staff in accessing site. Insurance regularly reviewed to ensure adequate cover. General wear and tear of building monitored and ear marked reserves held for maintenance and replacement of equipment and allotment shed. Cleaning contract to in operation to ensure high standards of cleanliness	Procedure currently considered adequate.

Allotment Shed/ Allotment Site/ Portakabin Toilet				Regular visual inspections CCTV in operation with appropriate signage Defibrillator installed at site and maintained by SECAMB Grounds maintenance contract in place to maintain site and paths / hedges Allotment inspections take place during the year to ensure plots safe and rules and regulations are being followed by tenants.	
Open Spaces [Azalea Sian Close Nepal Garden, Grant Drive (A) Poulter Place/Everest (B) Gregory Drive (D) Allamand (E) Rear of Nugent (F) Thapa Court (G) Thapa (H) Allotment Land (I) Allotment Adj (J) Kukri (K) Channer Gardens Rear of Comm Centre	Loss / Damage / Injury	H	M	Weekly / Monthly safety checks carried out by contractors and staff. Responsivity to reports incidents. Insurance regularly reviewed to ensure adequate cover. Budget in place to maintain open spaces. Lone working policy for staff when accessing sites. Grounds Contract in place to manage and maintain open spaces reviewed as required.	Procedure currently considered adequate.
Trees at all sites Plus Woodland Management Orchard Channer Copse Chesilton Gregory Drive Rear of Nugent Lynwood	Loss / Damage / Injury	H	M	3-year cyclical tree safety inspection routine in place. Tree surveys carried out by independent arboriculturist with appropriate qualifications and local knowledge of tree stock Qualified and professional tree surgeon contracted to carry out survey outcomes and advice on trees within the 3-year cycle. Replacement tree policy to maintain a healthy tree population for future generations.	Procedure currently considered adequate.

Trees at all sites				Staff safety inspections observe any concerns as part of monthly inspections. Insurance regularly reviewed to ensure adequate cover. Tree Management Policy reviewed and updated	
Play Parks – NEAPs (Orchard Azalea)	Loss / Damage / Injury	H	M	Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required. Grounds Contract in place to manage and maintain open spaces reviewed as required. CCTV monitoring available at both NEAPs Azlea contamination report provided to each contractor to ensure safe practices Surfacing monitored	Procedure currently considered adequate.
Play Parks – LEAPs Jubilee Dragon Crossways Trim Trail Kukri	Loss / Damage / Injury	H	M	Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Grounds Contract in place to manage and maintain, reviewed as required.	Procedure currently considered adequate.
Play Parks – LAPs Hedgehog Ladybird Robin Snail Duck	Loss / Damage / Injury	H	M	Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Grounds Contract in place to manage and maintain, reviewed as required.	Procedure currently considered adequate.

Outdoor Gym Peter Driver Formal Open Space Crookham Park	Loss/Injury/Damage			Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Grounds Contract in place to manage and maintain, reviewed as required.	Procedure currently considered adequate.
Skate Park & Scooter Track	Loss / Damage / Injury	H	H	Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Grounds Contract in place to manage and maintain, reviewed as required. CCTV available as deterrent for antisocial behaviour and safety of users and assets	Procedure currently considered adequate.
Sports Pitches (includes football, athletics track, tennis courts, basketball courts, multi-use games areas)	Loss / Damage / Injury	H	M	Weekly (Grounds contractors)/ Monthly (Council staff) and Annual ROSPA independent inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Grounds Contract in place to manage and maintain, reviewed as required. Sports Officer advises on grass pitch playability Dog bags provided to remove faeces	Procedure currently considered adequate.
Sensory Garden	Loss/ Damage/ Injury	M	L	Paths safe access and maintained Inspected to any safety concerns Safe equipment provided for volunteer usage	Procedure currently considered adequate.
Noticeboards Memorial Hall	Loss / Damage / Injury	M	L	Monthly (Council staff) inspections carried out. Follow up actions from inspections.	Procedure currently considered adequate.

Noticeboards The Verne				Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required	
Street Furniture Includes benches, bins, height barriers, fences, bollards, pathways	Loss / Damage / Injury Loss / Damage / Injury	H	L	Weekly (Grounds contractors)/ Monthly (Council staff) inspections carried out. Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain and replace as required Height barrier checked annually Bollards and padlocks maintained to protect open spaces	Procedure currently considered adequate.
Ditches / Water	Loss/ Damage/ Injury	H	M	CCPC Managed ditches maintained Ditches and bodies of water within land visually checked as part of monthly inspections and issues reported to appropriate body.	Procedure currently considered adequate.
Memorials Gurkha Statue (CCTV) War Memorial Gally HIll	Loss / Damage / Injury	H	L	Weekly (Grounds contractors)/ Monthly (Council staff). Follow up actions from inspections. Insurance regularly reviewed to ensure adequate cover. Ear marked reserves and budget to maintain as required	Procedure currently considered adequate.
Events Spring Xmas Litter Picks Sensory Garden	Loss/ Damage. Injury	H	M	CCPC run events well planned in advance and all safety aspects considered Martyns Law legislation implemented where appropriate Individual events risk assessed	Procedure currently considered adequate.