

Rampton Parish Council: Risk Assessment and Management 2026

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	All assets listed on the Asset register are adequately insured. Asset register and insurance updated when assets acquired and checked at least annually. Photographs will be taken of all new play equipment, notices and street furniture. Regular inspections of all elements of publicly accessible assets undertaken as detailed in Public Liability Section of this document. Office equipment and documents, including electronic devices, to be managed responsibly by the clerk The Computer is owned and insured by Parish Council and information stored on it is backed up continuously. Village pump and Stone Cross base are both listed as Ancient Monuments: there is no history of vandalism to these and it is not considered necessary to give them any special protection other than careful maintenance of the surrounding grass. The Recreation Ground and the unmade access track to it from King Street are owned by RPC. RPC also own or are responsible for the Village Green, the Public Burial Ground, the land on which the Village Hall is built and a number of items of street furniture. The ownership of the Village Pond is not clear. To date the presumption has been that the pond is owned by Cambridgeshire County Council Highways and is to be monitored by the PC monthly. This will continue to be the case until it can be proved otherwise. Inspection, maintenance and insurance by other parties:- • Village Hall and store are the responsibility of Rampton Village Hall Management Committee and fully insured by them. RVHMC also currently maintain the land on this plot. • Long footpath from the road to burial ground and Church, the footpath itself is the diocese's responsibility.

			The PC is responsible for the surrounds as per the grass and land management contract. • Clay pits land (Iram Farm) Indemnity by tenant is written into the original lease.
	Security of buildings, equipment, etc.	M	Ensure adequate systems in place. Contents and property insured accordingly.
	Maintenance of assets	M	Assets currently maintained on an ad hoc, as needed basis. Operational inspection of Childrens' Play equipment carried out weekly by an appointed Councillor, and annual inspections carried out by appropriate appointed ROSPA inspector.
	Unauthorised use/ illegal encampments	L	The Recreation Ground and Church path have lockable bollards at their entrances to prevent access by unauthorised vehicles.
Finance	Banking	M	Parish Council accounts handled by RFO. Current account held with Lloyds Bank. Deposit accounts held with Lloyds and Cambridge Building Society.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £250,000 Computer backed up regularly and documents stored in 'the cloud'.
	Financial controls of cash	H	Cash transactions are discouraged. Any cash to be paid into the bank account as soon as possible and receipts recorded..
	Financial controls and records	M	Monthly bank reconciliations, prepared by RFO presented to Full Council Meetings. Checked quarterly against bank statements by a Cllr who then reports to full council on the check made and any concerns raised (if any). Two signatories for all online banking and cheques. Internal and external audits in place.
	Comply with VAT regulations	H	VAT claims made periodically, calculated by RFO and reported to Council meeting. Internal auditor check annually.

	Sound budgeting to underlie annual precept	M	Full Council reviews budget in late autumn. Precept derived from this. Draft budget presented to Council for approval in January. Expenditure against budget reported to Council, quarterly. Risk Assessment of General un-earmarked reserves considered to ensure sufficient funding level in case of emergency. At least 12 months of precept to be held in unearmarked reserves.
	Complying with borrowing restrictions	L	Council to be made aware of borrowing regulations if considering future borrowing.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Resident or public reports of problems responded promptly. Operational inspection of Childrens' Play equipment carried out weekly by an appointed Councillor, and annual inspections carried out by appropriate appointed ROSPA inspector Visual inspection and report of trees by qualified arboriculturist every 4 years. Work carried out as recommended or as required on an Ad-hoc basis. Risk assessment carried out for all village events. INSURANCE: Sum insured £10,000,000, for public liability in any one event and product liability in any one period of insurance. INSPECTION of all elements of assets (damage and safety) by councillor, clerk or other appointed representative as agreed/recorded periodically at council meeting as follows:- <u>Weekly:</u> Recreation ground (owned by RPC) and all elements on the Grounds and including the chain-link enclosed Multi-Use Games Area (MUGA), and the enclosed Toddler

			area. Elements include play equipment, man-made ground surfacing, fences, gates, trees, grass, the brick storage shed, benches, signs, bollards, litter bins and the access track. See document attached for reference to – Online Playgrounds – Routine Inspections of Childrens Play Areas. <u>Monthly:</u> Burial grounds including trees, hedges and memorials Village Green including trees; street furniture, benches, the bus stop, the Village pump (there has been no history of people attempting to climb on the Village pump, and it is considered that any notice requiring "no climbing" would be counter-productive), the stone cross base (this monument is fully visible by day and night, and it is not considered to be a significant risk to users) and finger sign post; Opposite the Green including the village sign, telephone kiosk and bus shelter. Outside Village Hall: Noticeboards; trees and defibrillator. Pond area : The pond is not fenced, and is fully accessible from the road with the risk of drowning. There is a warning notice prohibiting swimming, and advising of the danger of thin ice in winter. Pond to be checked for debris thrown into the pond; Assets on Highways Land including dog mess bins, litter bins and signs. All items to be inspected for signs of wear, damage, fixing integrity, mis-use, sinkage, leaning and overall safety and fitness for purpose as appropriate. <u>Annually:</u> Recreation Ground – All childrens play equipment and adult fitness equipment, the MUGA, fencing and bins are inspected by qualified inspectors annually. (see also Legal Liability below)
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		CONTRACTED WORKS: Contractors required to provide evidence of adequate insurance for work quoted/ tendered for: £2,000,000 for large jobs, £1,000,000 for minor works; level to be decided per job at the Parish Council's discretion. Copies of contractors' certificates of competence to be required for skilled work. Contractors' own risk assessment policies always required and checked for adequacy, particularly for installation of any new equipment. Written confirmation obtained after installation of new equipment, that it has been correctly installed. Open Graves As of 20th April 2005, undertakers using the Rampton Burial Ground are required to agree in writing to manage excavation of open graves (which must be shored if dug by hand), and of the committal proceedings; to maintain post-burial sinkage up to 12 months following burial, with visits at a minimum of 3 and 6 months post-burial, and final re-instatement not less than 12 months after burial. Grave Memorials:- Headstones to be installed in accordance with the National Association of Monumental Masons (NAMM) Code of Working Practice. It is the responsibility of the Council to ensure that monumental masons installing memorials in the Burial Ground do so in accordance with this Code. EVENTS on Council Owned Land • Organisers of any public event using Parish Council land to provide written evidence that they have adequate public liability insurance and to provide a written risk assessment for the event including general safety, set-up/take down of structures and activities taking place. The clerk to check that all significant foreseeable health and safety issues have been addressed before Councils permission is given to hold the event. • Where it is agreed in advance that an event will be covered by Parish Council insurance only, a Parish Councillor will do a risk assessment and the clerk will check that all significant foreseeable health and safety issues have been addressed. • An Events Log will be kept of all events including a record of the principal organisers and other relevant details. ACCIDENTS Photographs will be taken of any accident where possible. Papers relating to any accident will be retained for 21 years.
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	Safeguarding Children and Adults at Risk	H	Safeguarding policy in place. DBS checks to be completed on any staff members or volunteers in contact with children or Adults at Risk (where practically possible).
	Legal liability as consequence of asset ownership	H	Insurance in place. Check list provided by ROSPA inspectors for play equipment inspection. Play areas inspected annually by appointed companies.
Employer Liability	Comply with Employment Law	M	All employees issued with up to date contract of employment and job description.
	Comply with HMRC requirements	M	Payroll services administrated via HMRC Basic tools Training courses attended where appropriate. Internal and external audit check procedures annually.
	Safety of staff and visitors	M	Lone Worker Policy in place. Regular H&S risk assessments to be carried out and reviewed annually. On occasion when members of the public visit the Clerk at home by appointment or where requested by a member of the public at other locations including their homes, a Parish Councillor to be available to accompany the Clerk if required.
	Pensions compliance requirements	L	Fulfil duties following guidance by the Pensions Regulator
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	M	Council meets bi-monthly and approves minutes at the following monthly meeting. Planning matters included in the bi-monthly meetings.
			Minutes are made available to the public and press from either the Clerk or via the website (as per current data protection legislation)
	Complying with legal obligations wrt meetings	M	Standing Orders are adopted, complied with, and updated regularly to match current legislation requirements. All council meetings are recorded, published and authorised as per Standing Orders.

	Complying with transparency and freedom of information legislation	M	A Publication Scheme is in place and adhered to. Documents are available as indicated in these.
	Proper document control	M	Paper documents are stored in a locked filing cabinet at the clerks' residence. Council has few legal documents so this measure is considered currently adequate. Paper and electronic storage to be compliant with data protection legislation. Policies and processes implemented and reviewed annually. Information stored on the Councils computer is backed up regularly on an external hard drive Passwords for all council computers and systems to be strong and managed. A suitable anti-virus application is enabled and kept up to date on the computer. The council clerk is responsible for maintaining the computer. Registration with the Information Commissioner's Office regularly reviewed.
Contractor Liability	Proper document control, risk to third party, property or individuals	M	Ensure that copies of relevant insurance cover held by contractors and sub-contractors obtained when carrying out work for Parish Council. Copies of training obtained where necessary. Method statements required from contractors.
Councillor Propriety	Registers of Interests and gift and hospitality in place	H	Register of interest completed, held by the Clerk and available at all Council meetings. All registers are reviewed at the Annual Meeting in May.