BERKSWELL PARISH COUNCIL

Risk Management Policy

A. Approach to Risk Management

a. There is no single meeting when aspects of the Council's Risk Management arrangements are reviewed. The Council adopts a continuous improvement process and reviews risk issues at every meeting, periodically updating the risk framework and risk register when appropriate. Hence, we both:
   1. Run a continuous improvement system
   2. Conduct a formal check at our annual meeting and decide what action was required for the coming year

B. Risk Management in Practice

a. The Council's Risk Management is delivered through the following documents/processes:
   1. Risk Framework – identifying high-level risks
   2. Risk Register – identifying specific risks
   3. On-going Risk Assessment
   4. Specific Risk Assessments

b. The review of each of these elements are explained below:
   1. Risk Framework
      a. Assesses risk for each high-level risk category (i.e. assets, systems, people, finance, operations & compliance)
      b. Identifies specific risks, mitigation/controls and an assessment of current status
      c. Attributes an assessment of impact and likelihood of risks if not mitigated
      d. Gives a RAG rating of risks if mitigated
      e. Updated when required at least annually
      f. Available on Council's website
      g. Reviewed regularly by Councillors
   2. Risk Register
      a. Assesses and manages risk associated with specific council physical assets
      b. For each risk the register provides; an observation of the risk, recommended action to mitigate the risk, priority in terms of taking action, and status of the risk
      c. Updated as and when required
      d. Available on Council's website
      e. Subject to ongoing update
   3. On-going Risk Assessment
      a. There is a standing item on all Ordinary Meeting agendas to identify any new finance and risk events
      b. Risk assessments are prepared in respect of all newly identified risk
      c. Risk assessments are prepared for all Parish Council events/activities (e.g. Parish BBQ).
      d. Regular asset inspections are carried out by councillors using the Asset Inspection Checklist (attached)

July 2025

Berkswell Parish Council

Asset Inspection checklist – read completion notes on last page before inspection

Date of Inspection							
Signature							
	Asset		**Condition acceptable?**			**Comments**	**Proposed action**
		Y	N		n/a		
1	The Pound Coventry Road						
2	Seating bench Coventry Road						
3	Village Pump (outside Bear Inn)						
4	Telephone box Spencer's Lane						
	Spinney and Spinney Car Park						
8	Spinney						
9	Car park surface Lavender Hall Lane						
9a	Car Park Fences						
9b	Car Park Trees						
	Village Green						
10	Village Green trees						
10a	Round Bench						

July 2025

Berkswell Parish Council
Asset Inspection checklist – read completion notes on last page before inspection

	Village Green						
10d	Stocks Village Green						
10f	Village green other						
	Church Lane area						
11	War Memorial Church Lane						
11a	Well area Church Lane						
11b	Seating Bench Well area						
11c	Posts Church lane/Well area						
11d	Posts End of Well area by Well House						
	Balsall Common						
13	Notice Board Station Road by Masala Club						
14	Bus shelter Kelsey Lane						

See guidance notes on next page

Berkswell Parish Council
Asset Inspection checklist – read completion notes on last page before inspection

Completion guidelines

1. Check for physical damage
2. Try to rock fixed items to check no damage to structure trough rot etc
3. Check for trip hazards/debris etc
4. Check for glass/sharps or other cutting things
5. Branches or trees that look unstable
6. The severity of poor condition should be marked; Orange = needs attention in the near future; Red = needs urgent/immediate attention. If in doubt ask another councillor to inspect and give a second opinion

Guidelines for Checking trees

Councillors are not tree experts but can provide a non-expert opinion on trees by looking for the following for trees next to paths, roads or cars parked in the spinney car park

1. Broken branches where there is risk that the branch might fall
2. Where an adult can walk into a low hanging branch because the branch is in a regular pedestrian zone
3. Obvious evidence that the tree might fall such as it is leaning or there is rot near its base clearly visible to the casual observer (not tree specialist)
4. Other obvious damage

Guidelines for Checking the War Memorial

1. Check the roof for evidence of vegetation growth (do not attempt to climb up, such as by using a ladder)
2. Check the walls inside and out for evidence of water ingress/damage
3. Check the ceiling for evidence of water ingress/damage
4. Check for any other damage (including vandalism)

July 2025