

Risk Assessment Report Schedule 2023-2024

Annually reviewed reports

Name	Date reviewed	Changes made	Notes	Next review
Allotment & Community Garden	January 2024	Dates changed Number of allotment plots increased to 29. Risk re community garden ceasing adding.	Total allotment area unchanged. PC to request that stock check & assessment is completed	Jan 2025
Cemetery - Site	January 2024	Dates changed	Tree survey undertaken Nov 2022. Regular memorial inspection in place 'Failed' memorials not repaired are pocketed after a suitable period	Jan 2025
Financial & Governance	January 2024	Dates Changed. Financial 8 " <i>Petty cash is not held</i> " added Financial 11 " <i>Cheques are used infrequently as BACS is the preferred method of payment.</i> <i>Invoices provided to BACS authorisees so that invoice payment details can be checked.</i> " added		Jan 2025
Memorial Gardens - site	January 2024	Dates changed		Jan 2025
Parish Fields - site	January 2024	Dates changed User groups arranging activities on site are required to complete their own risk assessment " <i>and to have their own insurances in place. This includes use of the car park.</i> " added	2022 Tree survey did not cover Parish Fields	Jan 2025
Parish Office	January 2024	Date of review		Jan 2025
Public Open Space at Mallows Grange - site	January 2024	Dates changed		Jan 2025
Recreation ground - site	January 2024	Dates changed	Works to Football Club changing rooms covered by Risk Assessments prepared by	Jan 2025

Name	Date reviewed	Changes made	Notes	Next review
			the Club and/or their contractors	

Other risk assessment reports

Name	Date adopted	Notes
Memorial inspection	16/05/2019	
Parish Office – covid 19	16/07/2020	Archived – no longer relevant
Re-opening play area after lock down	16/07/2020	Archived – no longer relevant

Risk assessments for events during the year should be listed below

Christmas Fayre 03/12/23

Christmas lights December 2023

Notes: Contractors are expected to produce their own risk assessment. Clubs and groups using Parish Council sites are expected to produce their risk assessments.