

To Be Approved at 7<sup>th</sup> January 2026 Parish Council Meeting (Min Ref: xxx)

The risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Weston on the Green Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

**1. Financial and Management**

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duty.	L	To determine the precept amount required, Council receives quarterly budget update information.  At the budgeting meeting Council to receive a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cherwell District Council. The figure is submitted by the Clerk in writing by the required date.	Ensure Clerk delivers timely, quarterly updates and utilises actuals and projected position for next budgeting cycle. Ensure precept request is submitted in timely manner to Cherwell District Council.
Budget Provision and Reserves	Insufficient available funds or late payment of precept by District Council.	L	A full budget is developed in advance of the precept request. This should include funds placed in reserve for future projects, elections, equipment replacement, a contingency fund and three months' running costs (based on last year's running cost numbers). Council reserves should	Existing procedure adequate.

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			cover Council costs should the precept payment be late from the District Council or an insurance claim was made.	
Financial Records, Inadequate Records	Inadequate checks	L	The Council has Financial Regulations which sets out the requirements. Internal control checks are carried out by an independent person. Existing procedures to be reviewed and signed off annually. Internal auditor appointed each year.	Review of financial regulations approved by full Council annually in May.
Bank and Banking	Inadequate checks	M	Invoices received are logged and tracked by the Clerk. Existing procedure ensures 2 councillors are required to approve all payments made. Payments processed are reconciled by the Clerk. Monthly reconciliation of all payments made by Clerk. Clerk undertakes quarterly reconciliation of full accounts.	Existing procedure adequate.
	Bank mistakes	L		
	Cheque mistakes	L	Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors as per agreement at a PC Meeting. Cheque and cheque counterfoil to be signed or initialled as per Financial Regulations.	
Reporting and Auditing	Information communication	L	Financial information is a regular agenda item, all invoices listed by item to be discussed and reviewed at each meeting. Payments made, income received and bank balances reported by the Clerk at each meeting. Quarterly update on financial accounts provided by the Clerk.	Existing procedure adequate.

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	Audit process completed to required timescales.	L	Required documentation submitted to Internal Auditor for review within required timeframe. External Audit Annual Return completed, signed by the Council and submitted within the required timeframe. All documents published on Parish Council website within the required timeframe.	Existing procedure adequate.
Grants	Receipt of grants	L	Parish Council receives any grants the Council apply for.	Clerk to monitor and ensure Council receives all expected grants.
	Power to pay grants by Parish Council.	L	All such expenditure goes through the required Council process of approval, minuted and detailed if a payment is made using S137 powers of expenditure.	Existing procedures adequate.
Charges	Rents receivable	L	The only rent received by the Parish Council is for hire of the playing field. To be reviewed annually.	Clerk to monitor and ensure Council receives agreed rents.
Minutes/Agendas/ Notices / Statutory Documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manor by the Clerk and adhere to the legal requirements including publishing on the Parish Council Website. Minutes are approved and signed at the next council meeting.	Existing procedures adequate.
	Standing Orders	L	To be reviewed and agreed during each financial year (usually the annual Parish Council meeting in May).	Existing procedures adequate.
	Financial Regulations	L	To be reviewed and agreed during each financial year (usually the annual Parish Council meeting in May).	Existing procedures adequate.
	Business Conduct	L	Agenda displayed and provided to Councillors according to legal requirements.	Existing procedures adequate.

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			Members advised of Councillor Code of Conduct. Council approved County Code of Conduct. Business conducted at Council meetings managed by the Chair.	
Councillors	Losing a Councillor	L	When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. The more usual is a co-option which starts with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting. The Council tries to draw members from around the Parish to make sure each area is represented.	Existing procedures adequate.
	Losing more than four Councillors to make the Council inquorate.	M	If there are more than four vacancies at any one time, the Council becomes inquorate and the District Council will take over the running of the Council (at the Village's expense). 3 months running costs are held in reserve.	Procedures of Cherwell District Council are adequate.
Members Interests and Code of Conduct	Conflict of interests	L	Declarations of interest made by members at all Council meetings via agenda item.	Existing procedures adequate.
	Code of Conduct	L	Oxfordshire Councils' Councillor Code of Conduct 2022 adopted by Parish Council in May 2024.  Anti-bullying and Harassment Policy approved by the Council in December 2025. Clerk and members aware of procedures should any incidents arise.	Issue Code of Conduct to all Councillors on election.
	Register of members' interests	L	Register of members' interest forms reviewed regularly.	Members take responsibility to update register.

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Insurance	Adequacy & Compliance	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are a necessity within policies. It is ensured that compliance measures are in place. Fidelity cover for employees included in insurance cover – the Clerk is the Responsible Financial Officer. New 3-year insurance policy taken out in May 2023.	Full review of insurance options in May 2026.
	Cost	L	Full insurance review undertaken in 2023 and a new 3 year policy taken out in May 2023. Clerk and finance advisory group obtained quotes and confirmed appropriate policy. Full review to be undertaken in May 2026.	Existing procedures adequate.
Data Protection	Policy provision	L	Data Protection Policy adopted by Council in November 2025. The Council is registered annually with the Information Commissioner (renewed via direct debit).	Existing procedures adequate.
Freedom of Information	Policy	L	Model Freedom of Information Publication Scheme approved at November 2025 PC meeting.	Existing procedures adequate.
	Provision	M	The Council is aware that if a substantial request came in it could create a number of additional hours work.	Monitor any requests made under FOI.
Document Retention	Policy	L	Document Retention Policy approved at November 2025 PC meeting.	Existing procedures adequate.

**2. Physical Equipment / Areas**

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review /Assess / Revise
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Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate.
Notice Board	Risk of damage	L	The Parish Council currently owns one notice board and four planter noticeboards. The Clerk checks the condition when posting notices.	Existing procedures adequate.
Street Furniture	Risk of damage	L	The Parish Council is responsible for 18 benches, 5 dog litter bins, litter bins, 4 salt bins, 4 sets of village gates & planters and 3 picnic benches. No formalised programme of inspections is carried out (apart from those undertaken as part of playground/spinney monthly report), but all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate.
Stocks Green	Risk of damage	M	The Parish Council is responsible for the open area of land on the Stocks Green, including the Stocks. An annual inspection to be undertaken on the Stocks.	Inspection of the Stocks to be undertaken by the Works Advisory Group and any repairs required highlighted to the Council.
Gallosbrook stream, adjacent Bletchingdon Road	Risk of injury to road users due to lack of awareness of stream at edge of road.	H	Bollards to be kept trimmed and cleared so they remain visible. Included as part of current grass cutting contract.	

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Parish verges and highway visibility	Risk of appointed grass cutting contractor unable to fulfil his contract.	M	Council to monitor verge visibility during key growing season and check that the contractor will be able to cut it. Organise volunteer cutting if required to ensure visibility maintained at a safe level on highways.	Existing procedure adequate.
North Lane Pond	Risk to reputation due to slow speed to act when North Lane pond dries up if risk to wildlife.	M	Water levels in the pond to be regularly checked, especially during the summer months, and any issues reported.	A Councillor on North Lane asked to monitor water levels in the pond and report back to the Council. Fish removed from pond in 2022 but to be monitored in 202/27 in case of return.
Oak Tree Pond and North Lane Pond	Risk of injury due to pond bank subsidence and build-up of silt/sludge.	M	Undertake regular review of pond areas to assess risks. Ensure edging is appropriate to aid likelihood of not entering pond. Extension and repair of rotten wooden edging at central North Lane pond undertaken in 2023. Ecologist report commissioned outlining potential works required – to be actioned in 2026. Substantial work undertaken on Oak Tree pond during 2022 with addition of stone edging to water section of pond.	Existing procedure adequate.
Meeting Locations	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
	Health and Safety	L		
Council Records – Paper	Loss through: theft fire damage	L M L	The Parish Council records are stored at the village hall and in the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.	Existing procedures considered adequate.

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			Damage (apart from fire) and theft is unlikely and so provision is adequate. Required documents have been sent to the archives at the Oxfordshire Historical Centre.	
Council Records – Electronic	Loss through: theft fire damage	L L L	The Parish Council’s electronic records are stored on the Clerk’s laptop held with the Clerk at home. The data is constantly backed up to OneDrive in the Cloud and a physical backup is taken regularly. Antivirus software is also used to prevent corruption of the computer.	Existing procedures considered adequate.
Mobility Scooters in Village	Risk of accident on Church Road/Church Lane as residents use mobility scooters to reach village amenities.	M	Implementation of 20mph speed limit on Church Lane supports safer traffic movements. Current insurance policy covers the Council.	
Village Maintenance	Risk of necessary maintenance works around the village taking too long to action resulting in risk to reputation of the Council.	M	The Council has a strong works team and utilises volunteers to undertake works in the village. Additional volunteers are however always welcomed and are beneficial.	Council requests volunteers to help via various sources.
Flooding	Risk that flooding due to bad weather, and limited maintenance of local ditches create areas of localised flooding which impacts local roads and Parish Council property such as the playing field and spinney.	H	Highlight the need for local residents and landowners to review their drains and ditches and make sure they are cleared out. Provide information from county and district councils including OCC Flood Toolkit. Issues to be monitored, reported where required and signage placed.	Action plan in place.
Antisocial Behaviour	Risk that limited local resources for teenagers result in antisocial behaviour in areas of the Parish e.g. the spinney that causes damage to	L	Highlight incidents to be reported to 101 so an evidence base can be compiled, and local policing teams can then increase their patrols of the area.	Action plan in place.

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	Council property or raises safety concerns for local residents.		Ongoing issues to be highlighted to the community policing team by the Council.	
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### 3. Rental of Playing Field by Sport Clubs

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Safeguarding	Safeguarding of children	L	Parish Council to obtain a copy of a Football Clubs Safeguarding Children Policy.	
Communication	Misunderstandings between parties surrounding the agreement for renting the playing field.	L	The Parish Council and Ardley FC have signed a Terms of Agreement for hiring the playing field. Under discussion for 2025/26.	Terms to be reviewed annually.
	Village feel uninformed of when playing field in use.	L	Parish Council to place available information onto PC website.	Clerk to ensure all mediums are kept up to date when new information available.
Damage	Damage to playing field and surrounding boundaries, fences and gates.	L	Parish Council's existing insurance policy covers damage to these areas. The areas are checked as part of the playing field report submitted to the Parish Council each month.	Existing procedures considered adequate.
	Damage to equipment owned by Ardley FC and retained on playing field.	M	Ardley FC have been made aware of the key factors relating to the Parish Council's insurance policy. Ardley FC have confirmed that they have their own insurance to cover potential damage and that their goals can remain in place.	
Litter	Additional litter problems with increased use of playing field.	L	Litter in the area to be monitored. None evidenced currently.	Ongoing monitoring.
Car Parking	Car parking on residential streets causing distress to residents.	M	Notice highlighting no car parking on residential streets to be placed on noticeboard at the playing field. Ardley FC have been advised of a potential car parking issue with residents and	Ongoing monitoring and feedback to Ardley FC by the Council required.

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			have included instructions of where is suitable to park in their notes to families for matches i.e. car park and extended into playing field if required. Ardley car parking monitors in place on match days. Equivalent information to be provided to other users.	
Flooding	There is a risk that the Parish Council isn't able to deliver on its contractual obligations to provide an accessible playing surface for football.	L	Potential flooding has been highlighted as a concern to playing field users. Users to be advised when the pitch is waterlogged/flooded.	Ongoing monitoring and feedback +by the Council required.
Pitch maintenance	Risk that the playing surface is inadequate or a health & safety risk e.g. rabbit holes, mole hills. Risk that Ardley cancel their contract.	H	Pitch maintenance is part of the contract of using the playing field and users mark out the pitch as well. Mole hills are currently an issue.Discussions are required over the state of the field and what repairs should be undertaken.	Ongoing discussions.

#### 4. Playing Field and Spinney management (owned by the Parish Council)

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review /Assess / Revise
Management	Risk that future management costs of the spinney are not known.	M	Costs to be monitored going forwards with information used to continuously inform the budget process. It is noted that funding for any improvements to the spinney or playing field were likely to come mainly from grants, not Council Tax driven public funds.	Finance Group to review as part of the annual risk review of the council and the annual budgeting process.

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	Risk that maintenance of playing field and spinney not undertaken adequately.	L	Parish Council have appointed a contractor to undertake monthly maintenance of the area.  Playing field grass is currently cut by volunteers. Volunteer labour help to tidy the internal area of the spinney.	Existing procedures considered adequate.
	Risk that young people may congregate in the spinney or playing field area resulting in antisocial behaviour that impacts the lives of villagers or low level criminal damage against Council property.	L	Mitigation to make villagers aware of the use of the area. Consult with the neighbourhood police team on practical actions that can protect Council property and help prevent antisocial behaviour escalation when required.	Existing procedures considered adequate.
	Increased use of the playing field for social events results in greater chance of liability for the Parish Council	L	Current insurance policy is sufficient. The Council has public liability insurance cover of £10,000,000.  Hirers/users of the playing field are required to hold their own insurance for an event/activity. A risk assessment on the land to be used is required to be undertaken by the Parish Council.	Existing procedure adequate.
	Risk that the playing field surface is inadequate or a health & safety risk e.g. rabbit holes, mole hills.	L	Mole hills have caused concern over the playing field. The soil is either removed or spread and the situation is being monitored.	Ongoing issue.

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<p>Playing Field and Play Area Equipment</p>	<p>Risk of damage</p>	<p>M</p>	<p>The Parish Council is responsible for the playing field and play area. A monthly inspection is undertaken and reported to the Parish Council’s monthly meeting. An annual RoSPA inspection is carried out in July/August. Weekly visual checks of the playground are also undertaken. General maintenance repairs carried out following inspection reports. Playground inspection documents summarising requirements developed.</p>	<p>Existing procedure adequate.</p>
<p>Tree Management</p>	<p>Risk of injury due to poorly managed trees</p>	<p>M</p>	<p>Following the purchase of the spinney by the Parish Council the management of the trees, and the risk associated with them, sits with the Council. A regular tree audit (major audit every 3 years) will be undertaken by an arboriculturist and advice discussed by the Council. A tree audit was undertaken on 4<sup>th</sup> April 2024 and a report received. Required work on spinney undertaken in December 2024 and stocks/oak tree pond in February 2025. Parish treeworks are included annually in budget.  Monthly playground inspection includes assessing risks in the general playing field area and spinney.</p>	<p>Existing procedure adequate.</p>

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Spinney – Picnic Area	Risk of fire or accident due to BBQ use in the picnic area	M	Picnic benches by the stream could potentially encourage use of a BBQ. OCC BBQ/fire advice to be made available via communication channels.	
Spinney Stream	Risk of injury due to lack of awareness of stream	M	Whilst there is no fence between the spinney and playing field there is a natural barrier which highlights the change in environment.	
	Risk of injury from being trapped in the pipe/tunnel in the stream	L	Tunnel and pipework is not so small that children could get stuck so risk here is low. If children are seen playing in this area consider village message to parents warning them of the hazard.	
Defibrillator	Risk of unit not working when installed, lack of maintenance	L	Guidance on maintenance provided by Community Heartbeat to be followed – routine unit checking undertaken as part of routine playground/playing field checks. Unit to be registered with the Ambulance Services. Community training (free) offered by Community Heartbeat. Replacement parts obtainable from Community Heartbeat. Unit labelled as Weston on the Green Parish Council property in case used and removed from area.	Monitoring and review of effectiveness of procedures to be undertaken.
Ownership	Risk that the Parish Council doesn't know what legal entity is best placed to own the playing field.	L	The Finance Group discussed appropriate ownership of the playing field and spinney in 2020. At the present time the deeds list the Parish Council as owner.	

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			This risk will remain on the Parish Council risk register for review in future years to ensure the land continues to be best protected for the future.	
	Risk that the Parish Council is not best placed to act as a custodian of the playing field asset to protect it for future generations of village residents.	L	The Finance Group acknowledged in 2020 that in many cases villages have set up a separate group to manage assets such as a playing field. Following discussion the Finance Group was satisfied that the Council was able to pull in advice from the relevant bodies e.g. Woodland Trust, Oxfordshire Playing Fields Association to enable effective management of the asset at the current time.	Retained on risk register to review as part of the annual risk review of the council.

#### 5. Covid 19 risk assessment for Parish Council (in depth risk assessment to be carried out should the need arise again)

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review / Assess / Revise
Impact of Increasing Covid Infection Levels	Increase in cases affecting the completion of normal Parish Council business. Understanding of Government guidance.	L	Government guidance to be followed should the number of cases rise substantially. Village Hall updates to their guidance to be adhered to – sanitising, ventilation procedures, masks, table spacing, limit on members of public attending would be considered. Scheme of delegation approved December 2025.	Existing procedures considered adequate.

#### 6. Traffic and Transport Risks

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Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review / Assess / Revise
Community Speedwatch programme	<p>Volunteers not appropriately trained and risk injury.</p> <p>Anti-social behaviour towards volunteers by members of the public.</p> <p>Theft of equipment.</p>	<p>L</p> <p>L</p> <p>L</p>	<p>In order to be covered by the Police insurance volunteers are required to be registered on the Community Speedwatch website and complete a short on-line training video.</p> <p>Hi-viz jackets are provided for use throughout the session.</p> <p>Volunteers are advised not to stand in the road at any time.</p> <p>Monitoring to be undertaken by a minimum of two volunteers at any time and recommended that one person is equipped with a mobile phone.</p> <p>Incidents of anti-social behaviour to be reported to the Community Speedwatch team.</p> <p>The equipment should not be operated during bad weather.</p> <p>Volunteers are advised not to leave the equipment unattended and not to block footpaths.</p>	<p>Existing procedures considered adequate.</p>

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<p>Community van (owned by Parish Council)</p>	<p>Vehicle does not have required insurance, MOT or road tax.</p> <p>Parish Council not have sufficient funds to operate vehicle.</p> <p>Scheme not reliable and objectives not clear to residents.</p> <p>Scheme not able to run if vehicle breaks down/unfixable.</p>	<p>L</p>	<p>Vehicle insurance and road tax purchased - to be reviewed annually.</p> <p>MOT date required noted and booked in with garage in time.</p> <p>Lead of Transport Advisory Group (Graham Barnett) and Finance Advisory Group reviewed insurance quotes. Should G Barnett leave a suitable alternative or Parish Councillor would be named as lead to ensure the process is managed appropriately.</p> <p>Grants and donations obtained to ensure continued running of the service. A budget line has been included in FY 2026-27 budget.</p> <p>Usage and costs monitored annually and a review provided to the Council. Discussion on future provision to be undertaken pre-budget setting.</p> <p>Information to be provided to residents via Village News, Facebook and Parish Council website.</p> <p>Difficulty of finding another vehicle to run the scheme if existing one breaks down –</p>	<p>Existing procedures considered adequate.</p>
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			Council aware and options to be discussed by finance group.	
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