

Offenham Parish Council

RISK MANAGEMENT PLAN

Adopted on

To be reviewed at the Annual Meeting May 2026

Offenham Parish Council will review their assets as follows to ensure they are not at risk of falling into disrepair or a danger to the public:

No.	Asset	Aim	Action	Responsibility	Frequency
1.	Trophy	To ensure the Trophy is to be kept in good order for presentation each year	Yearly Inspections	Clerk upon its return	Yearly
2.	Rose Bowl	To ensure the Rose Bowl is to be kept in good order for presentation each year	Yearly Inspections	Clerk upon its return	Yearly
3	Wooden Bus Shelter	To ensure the bus shelter remains in good order and safe to use	Yearly Inspections	Councillor	Yearly
4	Parish Council Noticeboard	Maintain All Noticeboards	Councillor will inspect noticeboard when agendas are displayed.	Councillor	12 times a year when Agendas are published

5.	Play Equipment	To keep the area safe for all members of the public	Weekly Inspections of the area to be carried out To setup a yearly inspection with a external contractor	Councillor External Contractor	Weekly Yearly
6.	Picnic Tables and Seating	To keep picnic tables and seating in good order so they are safe to use	Monthly Inspections	Councillor	Monthly
7	Recreation Safety Netting	To ensure the netting is in good order to keep the area safe for all members of the public	Weekly Inspections	Councillor	Weekly
8	Safety Surfacing	To ensure the safety surfacing is free from damage and safe to use	Weekly Inspections	Councillor	Weekly
9	Play area fencing	To ensure the play area fencing is in good condition	Quarterly Inspections	Councillor	Quarterly

10	Road Side Bench	To ensure the road side bench is fit for use	Monthly Inspections	Councillor	Monthly
11	Road Side Planter	To ensure the road side planter is fit for use	Monthly Inspections	Councillor	Monthly
12	Printer	To ensure the printer is working and ready to use	Weekly Inspections	Clerk	Weekly
13	War Memorial	To ensure the war memorial is kept in good order	Yearly Inspections	Councillor	Yearly
14	Litter Bin	To ensure litter bins are fit for use	Yearly Inspections	Councillor	Yearly
15	Dog Waste Bins	To ensure the dog waste bins are fit for use	Yearly Inspections	Councillor	Yearly

16	Street Lighting	To ensure Street lighting is working as it should be and is free from damage	Monthly Inspections	Councillor	Monthly
17	Playing Field	To ensure the playing field is fit for use	Weekly Inspections	Councillor	Weekly
18	Wharf	To ensure the Wharf is free from damage and fit for use	Monthly Inspections	Councillor	Monthly
19	Village Garden	To ensure the Village Garden is maintained and easy for residents to enjoy	Monthly Inspections	Councillor	Monthly
20	VAS & additional Battery	To ensure the VAS is maintained and updated so it remains fir for use	As Required	Speedwatch to highlight to council any problems with the unit	As necessary
21	MUGA	To keep the area safe for all members of the public	Weekly Inspections of the area carried out To setup a yearly inspection with a external contractor	Councillor Contractor	Weekly Yearly

22	Exercise Equipment & Table Tennis	To keep the area safe and ready to use for all residents	Weekly Inspections of the area carried out To setup a yearly inspection with a external contractor	Councillor Contractor	Weekly Yearly
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