

Ilsington Parish Risk Assessment

2025

This risk assessment has been carried out. It covers three types of risk: - Risks of injury to the public, risks of loss of parish property, and risks of mal-administration by the Parish Council. The Village Halls are managed by independent management committees whose responsibility is to prepare assessments; their risk assessments have been incorporated into this document, with additions where necessary.

The risk assessment is in several sections, each relating to a different area, so that each section can be given, on its own, to those responsible for that area.

Reviewed and updated November 2025.

Ilsington Playing Fields

The Ilsington Playing Fields are managed by a separate committee, the Ilsington Playing Fields and Recreation Association. The Pavilion, Bowling Green and Tennis courts can be accessed by the public via club officials.

The Play Area and Playing Field are used by general members of the public.

Playing Field and General Area

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Broken Glass or other dangerous materials	Medium	Regular Checks		
Injury/Health	Dog Mess	Medium	Regular Checks are made of the area and signs are in place.		
Injury	Limited visibility towards Portland Villas when exiting car park	Medium		Consider erecting mirror for exiting cars and or warning sign of "Concealed Entrance" for approaching drivers.	
Damage	Accidental Damage to Parked Cars	Medium		Signs making it clear that cars are parked at owner's risk.	
Injury	Dangerous materials left on site.	High		Regular checks should be made to ensure dangerous materials are not left on site. Those doing work on site should be made aware of this.	
Injury	Grass Cutting equipment is left on site	Low	Kept in Locked Container and only used by trained personnel.	Used by a trained person.	
Injury	Uneven surface caused by animals or cars.	Low	Regular checks are made of area.	Level surface asap	
Injury	Goal Posts could topple onto children.	Medium			

Ilsington Play Park at Ilsington Playing field.

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Climbing Frame	Low	Regularly inspected.		
Injury	Children running into the road	Low	Area is fenced and gated the area is within a playing field in rural location and other barriers are in place before the country road.		
Injury	Overhanging brambles from adjoining garden encroaching onto play area	Low	Cutting back is part of the contract for maintenance		
Injury / health	Litter and Dog Mess	Low	Bins are provided in and nearby. Signage provided at entrance	Regular inspection. empty bins regularly by TDC.	

Ilsington Skate Park at Ilsington Playing Fields

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Skate Rails and ramps	Low/Medium	Regularly inspected. Signage is in place for safety procedures and location information provided.		
Injury	Children running into the car park	Low	The area is behind a barrier with is locked most of the time. Only Bowling Club members unlock the barrier.		
Injury	Bench	Low	Bench is secured and visual inspections are regular.		
Injury	Grass areas	Low	Grass is cut back is part of the contract for maintenance, any issues are reported to IPC		
Injury / health	Litter and Dog Mess	Low	Bins are provided and signage close by.	Bins are emptied regularly by TDC.	

Liverton – Ley Crescent Play Park

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Climbing Frame	Low	Regularly inspected.		
Injury	Spring loaded equipment, rocker seat and swivel dish.	Low	Soft surfacing lid under equipment.		
Injury	Children running into the road	Low	Area is fenced and gated – minor estate road only – A Warning Sign would be helpful at the entrance to Ley Crescent from Ley Close		
Injury	Overhanging brambles from adjoining garden encroaching onto play area	Low	Cutting back is part of the contract for maintenance		
Injury / health	Litter and Dog Mess	Low	Bins are provided in and nearby. Signage provided at entrance	Regular inspection. Contractor is paid to empty bins regularly.	

Liverton – Ley Crescent Car Park

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury / Damage	Falling or tripping at night or collision with motor vehicles	Low	Street lighting provided		
Injury	Poor surface or over grown hedging etc	Low	A good quality tarmacadem surface is provided. The trimming of surrounding trees and hedging is part of the maintenance contract		

Liverton – Little Meadow Recreation Area

	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Children running into the road	Low	Area is fenced and gated – minor estate road only – Warning Signs area erected on the road.		
Injury	Glass etc being left on the football pitch.	Low	Regular inspections plus grass cutting contractor has been advised to remove it if found.		
Injury / health	Litter and Dog Mess	Low	Bins are provided nearby. Signage at entrance		

Liverton Allotments

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury	Rusting oil drums and rubbish between garden sheds	Low	Inspections by allotment committee		
Injury	Uneven paths	Medium	Inspections by allotment committee	Level paths	

Parish Notice Boards

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Loss of source of information	Damage caused by vandals or weather	Low	Regular checks	None.	

Parish Benches

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Injury / Damage	Structured failure caused by vandalism or neglect	Low	Regular checks	None to date.	

Council Procedures

Risk	Hazard	Current Level of Risk	Existing Controls	Actions Required	Action signed off as complete.
Theft of Money	Fraudulent Cheques Written	Low	Two signatories required on cheques. Internal and external audit. Monthly reconciliation prepared by Clerk, checked by Vice Chairman and reported at Council Meeting.		
Inability to pay creditors.	Signatories not available to sign cheques.	Low	Cheques can be signed by any councillor.		
Inability to pay creditors.	Insufficient funds available.	Medium	Budget to be prepared before setting annual precept. Monthly reconciliation prepared by Clerk, checked by Vice Chairman and reported at Council Meeting. No expenditure to be invoked without approval at a Parish Council Meeting. A checklist is kept of regular expenditure.		
Illegal Expenditure.	Expenditure not approved.	Low	No expenditure to be invoked without approval at a Parish Council Meeting.		
Illegal Expenditure.	Project not within powers of Council.	Low	Parish Clerk to check that all projects/expenditure is within the powers of the Council.		
Unnecessarily high precept.	Not applying for available grants.	Low	Parish Clerk checks what grants may be available.		

Inconsistent Decision Making	Decisions not recorded.	Low	Minutes must be taken of all meetings of the Parish Council and Sub-Committees. Decisions must be clearly recorded together with actions to be taken.		
Inconsistent Decision Making	Loss of records.	Medium	Minutes of all meetings (together with supporting documentation such as budgets and accounts) must be given to Parish Clerk. Copy must be put on computer. Copies of old records are passed to Record Library in Exeter.	Computer records must be backed up monthly with a copy kept at a different site to the computer.	
Correct Actions not taken.	Lack of Understanding.	Medium	Parish Clerk has Job Description. Parish Clerk is given training in Parish Council Law and Practice. Parish Clerk has documentation on Law (A Practitioner's Guide) All Councillors are sent on short training course.	All Officers of the Council (including subcommittees) should be given a job description when taking office.	
Correct Actions not taken.	Missing deadlines.	Medium		Checklists to be maintained of all actions that need to be taken during the year.	
Correct Actions not taken.	Proper Procedures not followed	Medium	All actions to be taken according to the Standing Orders for the Parish Council. All financial actions to be taken according to the Financial Standing Orders for the Parish Council.		
Lack of Manpower	Difficulty attracting people to fill posts within Council and Subcommittees.	High		Provide job descriptions and checklists so that they can see exactly what is involved. Provide training as appropriate.	

Bad Conduct	Member not acting in the best interests of the Parish	Low	Every new member given copy of Model Code of Conduct and a copy of the Financial standing orders and required to sign acceptance.		
Loss of Assets	Damage or Theft	Low	Asset Register maintained and items insured where appropriate. Where possible, items to be kept secure and regularly maintained.		
Liability	Liability to 3 rd party and individuals.	Low	Ensure adequate insurance is in place. Assess risks and ensure they are minimised.		
Liability	Employer Liability	Low	Comply with Employment Law.		
Liability	Legal Liability.	Low	Clerk determines legal position on new proposals and seeks advice when necessary.		
Bad Decision Making	Resolutions not properly understood.	Medium	Resolutions must be clearly defined in the Agenda for the meeting and any supporting documentation provided at the same time as the Agenda.		
Bad Decision Making	Lack of time to consider implications of resolutions.	Medium	Decisions can only be made on items which are on the Agenda.		
Bad Decision Making	Inconsistent Planning Application Decisions	Medium			
Inability to deal with Disasters.	Funds not available	Medium			
Inability to deal with Disasters.	Delay in responding	Medium			

Overall control is exercised by Internal and External Audit.