

Rushall Parish Risk Assessment

January 2026

Contents

1. Introduction	3
2. Areas of Consideration	4
3. Contact Numbers:	13
4. Summary Risk	14

1. Introduction

A full risk assessment has been conducted of the village taking into areas of concern, looking at the likely hood of incident and the impact to the village or council. In the following, any required action or currently implemented action is detailed.

Risk Assessor – Claire Ridge

Email: rushallparishclerk@gmail.com

Chairperson – Mr Colin Gale

Assessment Year – 2026 – 2027

2. Areas of Consideration

Items and Risk

	Overview	Hazard	Likelihood/Impact	Action
Allotment	<p>Powers to provide allotments. Duty to provide allotments gardens if demanded Act of Parliament: s23,26 and 42 Small Holdings & Allotments Act 1908, s 9 Allotments Act 1950</p>	<ul style="list-style-type: none"> • Absence of a completed agreement with every allotment holder. • Maintenances/Repair. • Provision of adequate insurance cover. Poor grass cutting. • Accumulation of Rubbish • Build up of non compostable rubbish • Dumping/hazardous substances • Loss/damage to water supply • Untidy plots • Vandalism • Vermin • Failure to collect rents/ charges • Personal Injury • Security • Uncontrolled equipment • Unoccupied plots 	<p>Held with Allotment committee. Concerns around vermin and personal injury.</p> <p>Likelihood, Low.</p>	<p>Monitor condition of the allotments annually. Discuss any issues with residents and allotment users/committee.</p> <p>Discuss any issues with community at monthly coffee mornings.</p>
Bus Shelter	<p>Power to provide and maintain shelters. S4 Local Government (Miscellaneous Provisions) Act 1953</p>	<ul style="list-style-type: none"> • Cleanliness of shelter • Design and position • Vandalism • Maintenance 	<p>Risk of vandalism and cleanliness. Maintained by villagers so likelihood is low.</p> <p>New pathway takes pedestrians to the bus shelter. No reasons for concern.</p>	<p>Monitor – currently being well maintained. Continue to be checked by PC regularly.</p>

Bye Laws	Power to make bye-law in regard to cycle parks, baths and washhouses, openspaces and burial grounds. S164 Public Health Act 1875, pleasure grounds, Road Traffic Regulation Act 1984, s 57 (7)	<ul style="list-style-type: none"> • Failure to maintain register 	n/a	
Car Parks	Power to provide and maintain. S8 LGA 1984; Open Spaces Act 106, s 19LG (Misc Provns) Act 1976	<ul style="list-style-type: none"> • Failure to meet statutory requirements parking orders etc. • Failure to police/enforce regulations • Staff training • Cleaning and litter control • Fly tipping • Noise/light emissions • Failure to review charges • Inadequate budgetary provision • Inadequate insurance cover • Loss of Income • Maintenance of surfaces • Maintenance of equipment • Personal Injury • Security • Theft from cars • Vandalism 	Risks from personal injury or theft. Very low . Car parking area near church, low risk. May need resurfacing in the future. Other carpark is overseen by the Village Hall.	Check carpark area by August 2026
Cemeteries/ Churchyards	Power to provide. S214(2) Local Government Act 1972.	<ul style="list-style-type: none"> • Dog fouling • maintenance of Cemetery including grass cutting • Vandalism • Failure to bank income • Failure to collect charges • Failure of Water Supply 	Risks involving personal injury, dog fouling and damage. Medium/Low	Church monitored by warden and volunteers cleaning and mowing grounds. Will report any concerns to the church council.

		<ul style="list-style-type: none"> • Fire • Headstones/kerbstones safety survey • Loss arising from left/misappropriation • Maintenance of buildings • Maintenance of equipment • Personal injury • Security of cemeteries and buildings • Security equipment • Theft 		
Code of Conduct	Duty to adopt a code of conduct. P3 Local Government Act 2000.	<ul style="list-style-type: none"> • Failure to maintain/update register of interest/gifts 	Likelihood Low Impact Medium	Continue to monitor and raise any concerns to Standards Officer for Wiltshire Council
Computing	Power to facilitate discharge of any function. S111 Local Government Act 1972.	<ul style="list-style-type: none"> • Loss arising from theft/misappropriation • Loss arising from unauthorised use • Crash of IT System 	Likelihood Medium Impact Medium	<p>All information stored in cloud or official documents are held on the website for public access.</p> <p>Adhere to GDPR regulations to ensure there is back up or information is uploaded to the cloud. Important documents are shared to councillors and uploaded to website regularly.</p> <p>Data protected with membership with ICO.</p>

Council Meetings	Local Government Act 1972	<ul style="list-style-type: none"> • Access • Failure to meet statutory duty • Personal Injury • Security 	Likelihood Medium Impact High	Members of WALC to keep up to date on changing regulations.
Council Property and Documents	Duty to disclose documents and to adopt publication scheme. Freedom of Information Act 2000.	<ul style="list-style-type: none"> • Legal liability as a result of Asset Ownership • Loss/Damage to Civic Regalia • Loss of assets • Failure to effectively process documents 	Likelihood Low Impact Medium	Monitor regularly. All documents are uploaded to website, other councillors copied into creation of documentation.
COVID-19	Coronavirus Act 2020	<ul style="list-style-type: none"> • Personal safety/injury/sickness 	Likelihood low Impact High No further concerns raised regarding COVID-19 for 2025.	No further action required at this stage
Data Protection	Duty of Notification and Duty to Disclose (subject access). Data Protection Act 1998	<ul style="list-style-type: none"> • Breach of Confidentiality 	Likelihood Medium Impact Medium	Member of ICO. Paying annual membership. Following strict GDPR guidelines
Drainage	Power to deal with ponds and ditches. S260 Public Health Act 1936.	<ul style="list-style-type: none"> • Wear and tear • Blockage 	Likelihood Medium	Managed by local farmer and Parish Steward Council regularly monitor drains, gullies and ditches
Employment of Staff	Duty to Appoint. S112 Local Government Act 1972	<ul style="list-style-type: none"> • Failure to comply with UK Law • Attacks on Personnel • Inability to recruit • Inability to retain staff 	Likelihood Low Impact Medium	Monitor, member of WALC to ensure we are up to date on all changing regulations.

		<ul style="list-style-type: none"> • Lack of employee motivation • Lack of training • Loss of key staff 		Only employee is part time, no pension etc.
Financial Management	Duty to ensure responsibility for financial affairs. S151 LGA 1972.	<ul style="list-style-type: none"> • Failure to comply with Customs and Excise Regulations • Failure to comply with Inland Revenue Regulations • Failure to maintain record of council assets • Incurring expenditure without property legal authority • Failure to ensure property use of funds under specific powers/ S137 • Failure to keep proper financial records • Failure to maintain an effective payment system • Failure to set a precept within sound budgeting arrangements • Loss of money through theft/misappropriation • Poor Financial Management • Risk to third party as a consequence of providing service 	<p>Likelihood of complying with regulation and inland revenue is medium to high.</p> <p>Audited annually and records are kept up to date in accordance with regulations. This is monitored annually by the council and clerk.</p>	Audit in June 2026
Gifts	Power to Accept. S139 LGA 1972	<ul style="list-style-type: none"> • Open to bribery and corruption, favours 	Likelihood is high and impact is high	<p>Declarations of interest declared with every meeting and with any issue.</p> <p>Councillors adhere to Councillor Code.</p>

Investments	Power to participate in schemes of collective investment. S11 Trustee Investments Act 1961.		n/a	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land. S124, 126, 127 LGA 1972.		n/a	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided. S5 and 6 -Litter act 1983.	<ul style="list-style-type: none"> • Inefficient service provision • Inappropriate location of litter bins • Unauthorised fly posting/nuisance • Vandalism/theft/damage • Inadequate budget provision • Inadequate insurance cover • Failure to empty 	Likelihood is high on many but impact is low	Carefully monitored by members of the village and council. Spring clean booked by council annually. Next in March 2026. Regularly monitored by council members on a personal level.
Local Functions	Local group to cover any risks not listed in other groups.	<ul style="list-style-type: none"> • Administration -responsibility of the groups including insurance 	n/a	n/a
Meetings of the Council	Duty to meet. S12 LGA 1972.	<ul style="list-style-type: none"> • Disability & Discrimination Act • Failure to comply with new Regulations/Legislation • Failure to meet statutory duty on meetings • Failure to report Council business in Minutes • Failure to respond to the elector's wish to exercise its rights 	Likelihood – low Impact – medium on failure to comply with regulations and statutory duty on meetings	Annually audited. Will be checking June 2026.
Newsletters	Power to provide from 'free resource' S137 LGA 1972.	<ul style="list-style-type: none"> • Defamation • Failure to meet minimum requirement for quality status 	Likelihood Low Impact – low	Currently being sent out at least twice a year. No littering and no political

		<ul style="list-style-type: none"> • Failure to meet statutory obligation re non-political content • Failure to deliver and litter • Failure to collect income from advert etc • Inadequate budget provision • Non production of newsletter • Protection of circulation list within remits of GDPR 		<p>content. To be monitored.</p> <p>Paper version only, not online so no breach of GDPR.</p>
Nuisances	Power to deal with offensive ditches S260 Public Health Act 1936, Public Health Act 1875.	<ul style="list-style-type: none"> • Matters prejudicial to health 	Likelihood - Low Impact - Low	To monitor
Open Spaces	Power to acquire land and maintain. S9 and 10 Open Spaces Act 1906.	<ul style="list-style-type: none"> • Absence of agreements with users permits etc • Fly tipping • Pollution • Vandalism • Failure to collect all income due to the council • Failure to review charges • Personal injury • Inadequate budget provision • Property Maintenance • Stock Control 	n/a for many as not rented out. May grow in the future. Lake and cricket pavilion are privately owned.	n/a
Planning and Development Control	Rights of consultation. Town and Country Planning Act 1990.	<ul style="list-style-type: none"> • Environmental -failure to comply with consultation deadline 	Likelihood -low Impact – Medium	Currently meeting deadlines. Monitor.
Provision of Website/Internet Access	Power to provide from free resource. S137 LGA 1972	<ul style="list-style-type: none"> • Inadequate budget provision • Failure of Website/internet providers 	Likelihood – Low Impact – Medium	Facilitated by an external body, all parish councillors monitor the website and provide

				information for the website. There is transparency for content being uploaded between the councillors.
Public Building/Village Hall	Power to provide buildings for offices and for public meetings and assemblies. S133 Local Government Act 1972.	<ul style="list-style-type: none"> • Absence of service level agreements • Failure to complete user agreements • Failure to obtain necessary licences • Inadequate representation on management committee • Maintenance of diary of events etc • Noise etc pollution • Inadequate budget provision • Fire • Hazardous Substances • Maintenance of Building • Security of premises and content • Stock control • Theft • Vandalism 	Risk with Village Hall Risk of noise pollution but could raise that with Village Hall Committee	n/a
Public Conveniences	Power to provide. S87 Public Health Act 1936	<ul style="list-style-type: none"> • Contract with service providers • Disability & Discrimination Act • Service Level agreement with authority • Pollution • Vandalism • Failure to achieve desired standard of cleaning • Failure to collect income • Hazardous substance control • Maintenance • Security 	Not applicable.	n/a

		<ul style="list-style-type: none"> • Water Supply 		
Seats	Power to provide	<ul style="list-style-type: none"> • Fire • Injury or damage arising from use • Provision of inadequate public seating 	Likelihood - Low – seats around the village hall and along the pathway. Impact -high	Insurance to cover any injury
Shelters	Power to provide S4 Local Government (Misc Prov) Act 1953.	<ul style="list-style-type: none"> • Fire • Injury or damage • Maintenance 	Likelihood - Low Impact -high	Insurance to cover any injury and area maintained
Street/Footway Lighting	Power to provide. S3 Parish Councils Act 1957; sch13 LGA 1972.	<ul style="list-style-type: none"> • Contracts with service providers • Service level agreements • Failure to provide lighting • Fly posting • Vandalism • Inadequate budget provision • Maintenance • Security of inspection plates etc 	Low to medium on likelihood and impact	No further action
Tourism	Power to contribute to organisations encouraging tourism. S144 Local Government Act 1972.		Likelihood – Low Impact – medium Currently working with Pewsey Vale to encourage more tourism – new signs at the Church and at the entrance to Church Lane. Low level visitors to the village.	Monitor
Town and Country Planning	Right to be notified of planning applications. S1 Town and Country Planning Act 1990.	<ul style="list-style-type: none"> • Failure to meet consultation deadlines • Maintenance of register/records • Security of records 	Likelihood - Low Impact -medium	Member of WALC to limit likelihood

Village Signs	Power to erect (with Highway Authority Approval). S3 Parish Council Act 1970.	<ul style="list-style-type: none"> • Failure to obtain necessary approval • Inadequate budget provision • Inadequate maintenance • Vandalism 	Likelihood - Low Impact -medium	Regular meetings with Highways limits likelihood. Continue to monitor.
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom. S125 Public Health Act 1936.	<ul style="list-style-type: none"> • Absence of Licence • Loss/damage to Water Supply 	Likelihood - Low Impact -medium	

3. Contact Numbers:

Wiltshire Police – 999 or 01380 735735

Environment Agency – 0800 807 060

Rushall Parish Clerk – Claire Ridge rushallparishclerk@gmail.com

Wiltshire County Council

0300 456 0100 customerservices@wiltshire.gov.uk

WCC Emergency Dept out of hours

01684 312 066 / 0300 456 0100

Wiltshire Fire Service

999

Rushall Parish Council 2026

CLARENCE HIGHWAYS

01225 777 234 clarence@wiltshire.gov.uk

4. Summary Risk

Full risk assessments are conducted annually and action is taken with any areas of concern. Other areas of concern are vandalism or damage to the parish assess and data protection. This is continuously monitored and action is taken very swiftly if there are areas of concern.

Created by

Claire Ridge

Rushall Parish Clerk January 2026

Approved by

Colin Gale

Rushall Parish Chairperson January 2026