

NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
Degree of risk	Medium <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	The Clerk and Assistant Clerk The St George's Allotment Association reports issues to the Clerk or the PMWP Individual plot holders report issues to the Clerks The Wardens – carry out a fortnightly inspection. Routine maintenance is carried out by the Wardens and contractors engaged for other work.
Control Measures	<ul style="list-style-type: none"> • There is an annual inspection carried out by 3 Councillors from the PMWP and recorded in a file. • The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance. • Issues reported by the plot holders or Association are passed on via the Clerks to the PMWP to be recorded in those minutes and the jobs list. • Completed jobs are listed in the PMWP minutes and these are published on the Council website.
Reviewed by	The Parish Maintenance Working Party
Date	26 March 2018
Actions/comments	<ul style="list-style-type: none"> • Action is being taken to have vacant plots occupied.