



Risk Assessment Policy
2017 - 2018

Adopted: 20th March 2015
Reviewed 3rd March 2017
Adopted 10th March 2017

General

1. Risk is the chance of a particular situation or event, which will have an impact upon objectives, occurring within a stated period of time.
2. Responsible risk taking is essential to the development and prosperity of individuals, organisations and society as a whole.
3. The aim of this assessment is to identify risks, assess their likelihood and severity. It will also identify steps to control and manage these risks.

Hazard Categories

1. Plant & equipment
2. Materials and substances (incl COSHH)
3. Living Organisms (incl other people)
4. Working environment (incl buildings)
5. Methods of work
6. Ergonomics
7. Work organisation (incl home working)

Those at Risk

1. Pregnant women and new mothers
2. Workers under 18
3. Operators
4. Trainees and new workers
5. Workers with disabilities
6. Lone workers
7. Contractors, maintenance and cleaning workers
8. Service users / visitors / general public
9. Council as an organisation

Rating Risk

This policy has been structured using a Risk scoring system

Risk = Likelihood x Severity

Likelihood
1. Very unlikely (not occurred in last 5 years)
2. Unlikely (not occurred in last 1 - 5 years)
3. Likely (occurred in last 6 – 12 months)
4. Very likely (occurred in last 1 – 6 months)
5. Certain (more than 1 per month)

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Likelihood is the rate of something occurring, **not** the likelihood of someone getting hurt. Likelihood is influenced by:

- Frequency of exposure to hazard
- Duration of exposure
- Intensity of work
- Numbers exposed to hazard
- Environmental issues
- Effectiveness of existing control measures

Severity of an incidence can vary. We need to estimate the most likely outcome of severity, we do not take the worst case scenario.

Severity
1. Very minor injury (minor cuts/grazes). Very limited property damage/loss
2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Injury needing medical attention. Slight property damage/loss
3. RIDDOR reportable (HSE) injury/sickness (except fatality). More than 3 days off work. Significant property damage/loss
4. RIDDOR reportable (HSE) injury/sickness affecting more than one person (except fatality). Major property damage/loss
5. Single or multiple staff fatality. Catastrophic property damage/loss

Note: RIDDOR stands for the reporting of injuries diseases and dangerous occurrences regulations 1995.

Risk Matrix

1 – 5	Low Risk
6 – 15	Medium Risk
16 – 25	High Risk

	1	2	3	4	5	Severity
1	1	2	3	4	5	
2	2	4	6	8	10	
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	
Likelihood						

Council aim is to reduce or eliminate risks where possible, however risks over 15 are to be avoided wherever possible.

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Activity	Potential Hazard	Existing Control Measures	Degree of Risk			Additional Action Required / Comment	Degree of Risk		
			Existing Control Measures				Additional Control Measures		
			L'lihood	Severity	Total	L'lihood	Severity	Total	
Petty Cash	Loss / theft / control	No Petty Cash, all payments by invoice and cheque	1	5	5				
Banking	Direct loss / lack of access / timeliness	Use a reputable bank. Annual reviews of service provider	2	5	10				
Bank Account Access	Improper use of funds / control	All cheques to be approved by full council meeting with 2 signatures	1	5	5				
Accounts	Maintain accountability	Use NALC guidelines. The council operates its own cash flow control. There are internal and external audits. Maintain separate accounts within PC accounts for Youth Club funds. Restrict number of cheque signatorys. Seperate Bank statements to Clerk and Chairman. Follow Financial Regulations	3	5	15				
Type of Investment	Low interest	Periodic review at full council meeting. At least annually. Professional advice will be used to help the Council make an informed decision.	2	3	6				
Income	Lack control	Periodic review at full council meeting. At least annually.	1	3	3				
Debtors	Lack control	Periodic review at full council meeting. At least annually.	2	2	4				
Financial Checks	Lack control	Choice of staff / training / Internal & External checking	2	3	6				
Employee Performance of Duties	Inappropriate actions	Staff selection, references, training, instruction & monitoring. Also DBS clearance of staff in sensitive positions. Where possible have a Clerk with appropriate formal qualification.	2	5	10				
Employer Liability	Protection of Council	Ensure appropriate level of insurance. Annual review, but also revisit more often if required	1	5	5				
Public Liability	Protection of Council	Impact was felt to be lower, provided insurance is in place. Ensure separate, specific Play area inspection routines are followed and that other fixed assets are in a safe condition. Annual visual inspections with professional reports every 5 years. These measures to be supported by Prompt remedial action on problems identified. This will be reviewed more often if specific need arises, for example additional events or changed local circumstances.	3	3	9				

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			Existing Control Measures			Required / Comment	Additional Control Measures		
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Damage to Assets	Protection of Council & Public	Annual visual inspections, (see separate Play Equipment section). Review insurance annually	2	4	8				
Sub-Contractors	Performance control	Eg Grass cutting / Play Area. Use reputable contractors with references and if possible accreditation to appropriate governing body. They must be insured. Insurance requirement to be specified in the tender document and checked before the contract is awarded	3	3	9				
Chemical Sprays	Protection of public and workers	Whilst the council itself will not use this type of product, there are times when sub-contractors may wish to use them in the course of their work. This could be for ground use or for building maintenance. In these cases the sub-contractor will operate within not just the appropriate legal framework but also within Best Practice for the product concerned.	2	4	8				
COSHH	Protection of public and workers	Ensure all sub sections of Council have undertaken full COSHH analysis eg Homeworking / Village Hall	4	5	20	Obtain copies of relevant COSHH analysis	3	5	15
Play Equipment	Prompt detection & repair of damage	Weekly inspections and reports with a proper decommissioning procedure when needed. Appropriate insurance. Annual professional checks and advice from appropriate organisations (currently ROSPA).. The equipment to be kept in line with best practice, legislation and insurance requirements.	3	5	15				
Other Public Spaces	Protect public	Annual inspection. If misuse of facilities is permitted then the council could become liable through neglect. Rules for use of facilities must be enforced	2	2	4				
Fixed Assets	Prompt detection & repair of damage	Annual review and inspection of Hall, War Memorial and electric installations. Commission specialist reports every 5 years. Keep good records of inspection and work done. Annual review of Assets Register.	3	4	12				
Access to Fixed Assets		Title Deeds, proof of ownership and associated documentation held securely. At present this is held by Sewell, Mullens and Logie	1	5	5				

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Access to Long Term Assets	Lack control	Application form required for withdraws. Requires 2 signatures the same as other accounts. Loses resulting from theft of passbook are covered by Insurance	1	5	5				
Council Performance	Lack communication leading to incorrect perception	Adhere to good communication policy. Publish the annual review. Council needs to regularly review it's targets and progress. Work towards LACS Gold standard. Better communication is critical. Council has its own web site and regular items in Village Newsletter. Public meetings & attendance at public events are also important, Councillors must be approachable. Regular reviews of progress against business plan. The Council needs to have a budget & business plan derived from the needs of Villagers with the appropriate section of legislation shown against each item of spending	2	3	6				
Resident Representation During Controversial Proposals	Ensure balanced view obtained	No win situation with potential costs both financial and in image of Council locally. Use all appropriate avenues of communication to establish opinion, public meetings, neighbour consultation, questionnaires, drop in surgeries, etc. This needs to be flexible in delivery and time allocated according to need.	3	5	15				
Project Management	Lack of control at all levels	When the Council undertakes large projects, the financial risks need to be covered by careful budgets and penalty clauses in contracts, keeping within the financial regulations. Use separate accounts for these projects. Also considerable risk of public disappointment if things go wrong due to factors outside Council control. Use reputable contractors. Also Council needs to address public perception of the needs as well as the actual needs of the Village to ensure maximum satisfaction with the outcome.	3	5	15				
Council Laptop	Physical loss & Damage. Also data loss	Computer kept securely. Clerk is responsible for day to day use. Ensure any confidential information is encrypted. Regular data backups. Backup drive kept in separate location to laptop.	3	4	12				

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Web Site	Editorial control and unauthorised access	Needs to be kept topical and up to date and available to all approved village organisations. The design will require periodic updates to keep "fresh". Need to ensure editorial control remains with PC. Also need to take adequate steps to reduce risks from hacking and unauthorised message placement. Use a reputable service provider.	2	3	6	Clerk to monitor			
Cemetery	Compliance with law sensitivity in actions	Policy is currently being revised. However extreme care needs to be taken in this sensitive area to avoid hurt and ill feeling. Good clear cemetery rules covering overall layout, grave types and locations, memorial types covering both what is and is not allowed, enforced with sensitivity. Professional Public checks every 5 years. Follow procedures for the repair / removal of Memorils. Liase with Church over closed Churchyard	3	5	15				
Councillor Expenses	Poor Council Image	The Council does not currently pay expenses, as there is a general perception that Parish Council work is voluntary. However the ability to pay should not be a bar to holding office. If a payment regime is introduced it will follow the Report of Independent Remuneration Panel "Allowances for Parish & Town Councils 2005/6" and any updates	3	3	9				
Councillors	Poor Council Image	Enforce register of interests and codes of conduct. Keep good records. Take care with co-options. Work towards Quality status. The Council has adopted updated standing orders to ensure that meetings are correctly structured and conducted	3	5	15				
Governance	Poor Council Image	Follow best practice at all times and use Governance and Accountability for Local Councils, A Practitioners' Guide (England), March 2014 provides the policy and regulatory basis for the Council	3	5	15				

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Activity	Frequency checks - to be noted in Minutes				
	weekly	monthly	quarterly	annual	5 years
Petty Cash		x		x	
Banking		x	x	x	
Bank Account Access		x	x	x	
Accounts		x	x	x	
Type of Investment				x	x
Income		x	x	x	x
Debtors		x	x	x	
Financial Checks		x	x	x	
Employee Performance of Duties			x	x	
Employer Liability				x	
Public Liability				x	
Damage to Assets		x		x	x
Sub-Contractors			x	x	
Chemical Sprays				x	
COSHH				x	
Play Equipment	x	x	x	x	x
Other Public Spaces		x		x	x
Fixed Assets				x	x
Access to Fixed Assets				x	x
Access to Long Term Assets				x	x
Council Performance		x	x	x	
Resident Representation During Controversial Proposals	x	x		x	
Project Management		x		x	
Web Site	x	x		x	
Cemetery			x	x	x
Councillor Expenses				x	
Councillors			x	x	
Governance			x	x	x

Summary of Inspections / Reviews Timing