

# Risk Assessment Form

Location/ Topic	Great Budworth PC	Completed by	Robert Collier	Checked by	
Ref No	Rev 4 - May 2019		Rev 4	Date	07-05-19

Activity / Instance	Hazard / Risk	Initial Risk Evaluation			Detail of Control Measure	Existing? (Y/N)	Proposed? (Action date)	Managed by	Residual Risk Evaluation		
		L	S	RR					L	S	RR
Tubs and Planters on the Highway	Access for emergency vehicle	3	3	9	Residents to position planters within 1 M from property and of a reasonable size	y	On going	Residents	1	5	5
	Vehicles colliding with tubs and planters / damage / injury	3	4	12	Residents to ensure planters no more than 1 M from property and of a reasonable size	Y	On going	Residents	1	4	4
	Pedestrians forced into road –  Push chairs wheel chairs etc forced into road	2	5	10	Planters etc to be within 1M of property  Residents to have adequate insurance provisions  Highlight risk to residents via letter and updates in the bulletin	Y	On going	Residents	1	5	5
Loss or damage to assets	Unable to use assets, cost of repair / replacement	4	4	12	Asset register in place with appropriate insurance cover	Y	On going	Parish Clerk	4	2	8

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Damage to third party property as a consequence of PC activity	Legal claim / reputation	3	3	9	Insurance cover in place – Site specific risk Assessment are completed by third party using parish assets	Y	On going	Parish Clerk	3	2	6
Poor financial control Loss of money, theft / dishonesty	PC service failure, impact to reputation	2	7	14	Finance controls in place, regular review via finance committee, TAX and VAT risks are mitigated.	Y	On going	Chair of Finance Committee	1	7	7
Ensure activities are within legal powers applicable to PC	Bad practice identified by external audit, legal challenge, loss of reputation	2	7	14	Appropriate committee in place with TOR for each committee	Y	On going	All Cllr	1	7	7
Obligations under employment law	Legal challenge / tribunal	2	5	10	Managed via staffing committee	Y	On going	Chair of staffing Committee	1	5	5
Procurement controls not in place with regards procurement of supplies and services	Failure to ensure VFM – Failure to manage tender procedure	4	4	16	Appropriate procurement process in place	Y	On going	All	2	4	8
Contract / consultant appointment agreements not in place	No performance - reputation	4	4	16	Ensure appropriate forms of appointment are in place as appropriate	Y	On going	All	2	4	8
Work undertaken by contractors for PC – risk to public / residents	Reputation / insurance claims	4	5	20	Ensure risk assessments and method statements are submitted prior to commencement of work, ensure appropriate insurance levels	Y	On going	All	2	4	8

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Insurance of Parish Assets – appropriate insurance cover is in place by third party users of Parish Assets	GB PC can not reinstate Parish Assets	3	5	15	GB PC ensures third Party end users (Tennis, Bowling, PHC) submit annual renewal certificates	Y	On going	All	2	4	8
Non compliance with Pension submission	Fine by the regulator	3	5	15	The Chair of GB PC to ensure all new employees are enrolled on the NEST payment system and to ensure updates are provided to the pension regulator	Y	On going	All	2	3	6
Cars using the Parish field are not controlled and become stuck in softer ground	Damage to vehicle, possible claims	4	4	16	Appropriate controls are in place to manage parking	Y	On going	All	2	3	6
Safeguarding controls are not in place for people using PC assets	Vulnerable individuals are put at risk	3	4	12	GB PC ensures third Party end users (Tennis, Bowling, PHC) have appropriate safeguarding policy in place	Y	On going	All	2	3	6
That PC assets are used to the best advantage of the local community	The PC fail in their duty to ensure appropriate management of assets and associated revenue	4	4	16	To ensure leases are up to date and adhered to. Lessees to submit annual accounts to Parish Council for information.	Y	On going	All	2	3	6

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	1	2	3	4	5
<b>Likelihood</b>	<b>Improbable</b>	<b>Unlikely</b>	<b>Even chance</b>	<b>Likely</b>	<b>Almost certain</b>
<b>Severity</b>	<b>Negligible</b>  (no or trivial injury/illness or loss/damage)	<b>Slight</b>  (minor injury/illness requiring first aid or slight loss/damage)	<b>Moderate</b>  (reportable over 3 day injury/illness or moderate loss/damage)	<b>High</b>  (reportable major injury/illness or serious loss/damage)	<b>Very high</b>  (one or more deaths or widespread loss/damage)

complete risk assessment overleaf

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

<b>High</b>	<b>17 – 25</b>
<b>Medium</b>	<b>9 – 16</b>
<b>Low</b>	<b>1 - 8</b>

<b>Identify People at Risk (tick and provide details)</b>		
Residents	<input checked="" type="checkbox"/>	<b>Residents of Great Budworth</b>
Contractors	<input checked="" type="checkbox"/>	
Members of the public	<input checked="" type="checkbox"/>	<b>Visitors to the village</b>
Young people	<input checked="" type="checkbox"/>	<b>As above</b>
Visitors	<input checked="" type="checkbox"/>	<b>As above</b>
<b>Additional Assessments Required (tick if applicable to activity being assessed)</b>		