

Risk Assessment

| Location/ Topic | Great Budworth Parish Council (PC) | Completed by | Robert Collier / Parish Clerk | | | Checked by | | | | | | |
|---|--|----------------------------|-------------------------------|----|--|--------------------|-------------------------------|-------------------------------|-----------------------------|---|----|--|
| Ref No | Rev 6 | | | | Date | April 2021 | | | | | | |
| 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 | |
| PARISH COUNCIL ACTIVITIES / OPERATIONS | | | | | | | | | | | | |
| Damage to third party property / person as consequence of PC activity | Legal claim / reputation | 3 | 3 | 9 | Insurance cover in place. Risk register up to date & checked regularly. Site specific risk assessments to be completed by third party / lessees using parish assets. | Y | On going | All Cllrs 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. Annual internal and external audit arrangements in place with appropriate response to any issues arising. | 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, complaint. | 2 | 7 | 14 | Appropriate committee in place with TOR for each committee. Standing Orders up to date. Privacy notice, complaints procedure and publication scheme up to date and posted on website. | Y | On going | All | 1 | 7 | 7 | |

Risk Assessment

| | | | | | | | | | | | |
|--|---|---|---|----|---|---|----------|-----------------------------|---|---|---|
| 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 of supplies and services | Failure to ensure VFM Failure to manage tender procedure | 4 | 4 | 16 | Appropriate procurement process in place. Financial Regs kept up to date. | Y | On going | All | 2 | 4 | 8 |
| Contract / consultant appointment agreements not in place | No performance / reputation | 4 | 4 | 16 | Ensure forms of appointment and schedules of work are in place as appropriate. A Cllr to be nominated to oversee each item of work and confirm satisfactory completion. | 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. | Y | On going | All | 2 | 4 | 8 |
| Non-compliance with pension submission | Fine by the regulator | 3 | 5 | 15 | The Chair of 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 | Chairman | 2 | 3 | 6 |

Risk Assessment

| PARISH COUNCIL ASSETS | | | | | | | | | | | |
|--|---|---|---|----|--|---|----------|------------------------------|---|---|---|
| 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 | All / Parish Clerk / lessees | 4 | 2 | 8 |
| Insurance of Parish Assets | PC cannot reinstate Parish Assets if loss or damage | 3 | 5 | 15 | Third Party end users / lessees of PC property (Tennis, Bowling, Parish Hall / Parish Field) to insure assets and submit annual renewal certificates to the PC. PC to insure assets not leased ie Top and Bottom Pumphouses, stocks, telephone box, and finials | Y | On going | All / lessees | 2 | 4 | 8 |
| 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 / lessee | 2 | 3 | 6 |
| Safeguarding controls are not in place for people using PC assets | Vulnerable individuals are put at risk | 3 | 4 | 12 | PC ensures third Party end users and lessees (Tennis, Bowling, PHC) have appropriate safeguarding policy in place | Y | On going | All /lessees | 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 | 4 | 4 | 16 | To ensure leases are up to date and adhered to. Lessees to submit annual | N | asap | All /lessees | 2 | 3 | 6 |

Risk Assessment

| | | | | | | | | | | | |
|--|--|---|---|----|---|----------------------|----------|------------|---|---|---|
| | management of assets and associated revenue | | | | accounts to Parish Council for information. Lessees to conduct site specific risk assessments. Lessees will ensure legal requirements such as Fire Risk Assessments are conducted and required tests of gas, electricity and water etc are carried out. | | | | | | |
| Risk of fire in buildings insured by PC ie Top and Bottom Pumphouse | Need to comply with insurance conditions. Arson / accidental fire. | 3 | 4 | 12 | These are not habitable buildings or places of employment. The structures are not enclosed. Ensure nearby shrubbery is properly maintained and any build-up of litter is removed. Investigate moving nearby waste bins. | Y | On going | All | 2 | 3 | 6 |
| Risk of deterioration in water quality at Dene Spring such that it becomes unfit for human consumption | Need to comply with requirements for private water supply | 3 | 4 | 12 | CWAC to test water annually and prepare risk assessment | Y CWAC instructed | On-going | All / CWAC | 2 | 4 | 8 |
| HIGHWAYS AND PAVEMENTS | | | | | | | | | | | |
| 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 |

Risk Assessment

| | | | | | | | | | | | |
|---|--|---|---|----|---|---|----------|-----------|---|---|---|
| | 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 wheelchairs 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 |
| TREES | | | | | | | | | | | |
| Falling trees / branches on PC owned land | Injury / death. Public liability insurance claim | 2 | 5 | 10 | Insurance in place. Tree survey carried out by independent arboriculturalists. Regular maintenance of the Avenue and risks identified by survey addressed. | Y | On going | All | 1 | 5 | 5 |

Risk Assessment

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

complete risk assessment overleaf

| | | | | | | |
|-------------------|-----------------|---|----|----|----|----|
| Likelihood | 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 | |
| | Severity | | | | | |

| | |
|---------------|----------------|
| High | 17 – 25 |
| Medium | 9 – 16 |
| Low | 1 - 8 |

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