

# Risk Assessment

Location/ Topic	Great Budworth Parish Council (PC)	Completed by	Robert Collier / Parish Clerk			Checked by						
Ref No	Rev 7				Date	January 2022						
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	
<b>PARISH COUNCIL ACTIVITIES / OPERATIONS</b>												
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	

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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 Procurement fraud	4	4	16	Appropriate procurement process set out in Financial Regs, undertaken only by RFO, and followed. Clear specification for quotations (three where required). Quotes kept confidential and not shared before deadline.	Y	On going	RFO + 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 + 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

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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) to insure assets and submit annual renewal certificates to the PC.  PC to insure Parish Hall and 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 management of	4	4	16	To ensure leases are up to date and adhered to. Lessees to submit annual accounts to Parish Council	N	asap	All /lessees	2	3	6

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	assets and associated revenue				for information. Lessees to conduct site specific risk assessments. Lessees will ensure legal and insurance requirements such as Fire Risk Assessments are met 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
<b>HIGHWAYS AND PAVEMENTS</b>											
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

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	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
<b>TREES</b>											
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

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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>		