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| **Location/****Topic** | **Great Budworth Parish Council (PC)** | **Completed by -**  | **Janet Bennett - Parish Clerk & Responsible Finance officer (RFO)** | **Checked by -****Agreed by -**  | **Karen Hammond – Chairman****David Wilkinson – Deputy Chairman****All Parish Councillors 10/7/2023** |
|  |  |  | **Date** | **1/4/2023 – 31/3/2024**  |
| **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 to cover Parish Council assets.** **Risk register up to date & checked regularly.** **Site specific risk assessments to be completed by third party / lessees using parish assets.****PC not to take responsibility for activities that you lead to & implicate the PC.**  | **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** | **5** | **10** | **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**  | **Chairman & Finance Committee**  | **1** | **5** | **5** |
| **Ensure activities are within legal powers applicable to PC** | **Bad practice identified by external audit, legal challenge, loss of reputation, complaint.** | **2** | **5** | **10** | **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** | **5** | **5** |
| **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** | **2** | **4** | **6** | **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** | **6** |
| **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** | **6** |
| **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** | **6** |
| **PARISH COUNCIL ASSETS** |
| **Loss or damage to assets** | **Unable to use assets, cost of repair / replacement** | **4** | **5** | **20** | **Asset register in place with appropriate insurance cover.** | **Y** | **On going** | **All &Parish Clerk** | **4** | **2** | **8** |
| **Insurance of Parish Assets**  | **PC cannot reinstate Parish Assets if loss or damage**  | **5** | **5** | **25** | **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**  | **2** | **5** | **10** |
| **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. To include appropriate warning signage.** **Additional Stone reinforcement to be applied to ground during 2023.**  | **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** | **5** | **15** | **PC ensures third Party end users and lessees (Tennis, Bowling, PHC) have appropriate safeguarding policy in place** | **Y** | **On going** | **All**  | **2** | **5** | **10** |
| **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. 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.**  | **N** | **asap** | **All**  | **2** | **4** | **6** |
| **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.**  | **Y** | **On going** | **All** | **2** | **4** | **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.** | **CWAC instructed July 2023.** | **On-going** | **All / CWAC** | **2** | **4** | **6** |
| **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** |
|  | **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** |

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|  | **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**

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| **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** |

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| **Identify People at Risk** **(tick and provide details)** |
| Residents | **✓** | **Residents of Great Budworth** |
| Contractors | **🗷** |  |
| Members of the public | **✓** | **Visitors to the village** |
| Young people | **✓** | **As above** |
| Visitors | **✓** | **As above** |