

HARLING PARISH COUNCIL RISK ASSESSEMENT AND MANAGEMENT SCHEME

Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to management risks.

It is paramount that special attention is paid to having the correct insurance policies in place. This will provide protection against the legal liability for bodily injury to third parties or third party property damage – as a direct result of the Council’s negligence. Harling Parish Councils Public Liability insurance is £10,000,000 (any one event).

Employers Liability covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers’ Liability is a legal requirement. Harling Parish Councils policy covers up to £10,000,000 (any one event)

To further ensure we identify risks and act lawfully:

- Dates of reviews of all policies and procedures are recorded on the ‘policy review document’ (this scheme reviewed annually)
- Insurance renewal documents are reviewed by full council prior to renewal
- Groundsmen reminded to carry out visual checks on all council assets and responsibilities during their working day and report asap.
- Equipment serviced and repaired as required, full training given on new equipment
- Only qualified inspectors used to inspect those medium risk assets
- Council documents to be held/disposed of in line with Data Management and GDPR legislation
- Inspection documents to be recorded and kept by Council safely (park inspections 21 years)

HARLING PARISH COUNCIL RISK ASSESMENT AND MANAGEMENT

L = Low Risk

M= Medium Risk

H= High Risk

AREA/ADMINISTRATIVE	RISK	LEVEL	MANAGEMENT
ASSETS (Council does not directly manage occupied buildings)	Protection of property and users from accident, damage, loss	M	Buildings insured, with values increased annually by RPI, values to be reviewed every 5 years. Asset registers updated regularly.
FINANCE (controls and records, sound budgeting, banking, audit)	Loss of cash through theft or dishonesty Inadequate record keeping Missed deadlines Overspending	M	Early banking of any cash. Petty cash float not to exceed £200. Settle all accounts by cheque or direct payment via on line banking. Fidelity and loss insurance. Reviews of Financial regulations. Monthly reconciliation. Reports to Council by RFO monthly. Internal Audit. External Audit. Internal controls in place and reviewed. All payments via cheque to have two signatories. All payments approved by full Council. Chairman has bank passcodes to periodically check bank statements. Fidelity insurance in place. Regular finance training for Clerk.
DATA PROTECTION	Misuse of information	L	DPO appointed. Clerk and Councillors trained. Policy reviewed and updated as necessary.
CONTRACTORS	Risk to third parties	M	Public liability Insurance cover, ongoing checks and reviews with view to avoid/reduce risks, Contractors own public liability insurance to be requested.

<p>LEGAL</p>	<p>Ensuring activities are within legal powers</p> <p>Proper and timely reporting (minutes/agendas)</p> <p>Proper document control</p> <p>Responding to public rights to inspection and FOI requests</p>	<p>M</p>	<p>Check to clarify the legal position on any new proposal. Legal advice to be sought where necessary, Internal audits, documents kept securely, Clerk to attend regular training sessions, Updates received and forwarded to Council from SLCC/NALC regarding changes in policies, proper document control in place. Subscription with NP Law. Requirements met under the Transparency code.</p> <p>Data storage to comply with Data Protection regulations.</p> <p>Contact information displayed on notice board and website. All requests dealt with in the required framework. Publication scheme on website.</p>
<p>COUNCILLOR PROPRIETY</p>	<p>Ensuring interests, gifts and hospitality are recorded</p> <p>Bringing Council into disrepute</p>	<p>L</p>	<p>Register of interests etc. completed and updated as necessary. Routine agenda item to remind councillors to declare interests.</p> <p>Councillors reminded of Code of Conduct.</p>

STAFFING	Comply with employment and H & S law Staff sickness (physical & mental) and resignation Accidents at work Document control	L	Council members of NALC and SLCC to receive regular up to date changes to legislation and advice. Clerk able to remotely access emails. Permission given by Clerk to Chair and Deputy to full access of PC Office. Full handover expected from Clerk if resignation received. Both Groundsmen's trained in all areas. H & S Policy in place and reviewed regularly. Appraisals and regular staff 'catch ups'. Training needs identified. Employer's liability insurance in place. Documents stored securely with electronic backups
COMMUNITY SPEEDWATCH/SAM2	Roadside accidents Verbal/Physical abuse Manual handling	M	Full training given Regular updates with volunteers Risk Assessments Public liability and asset insurance

AREA/ H&S	RISK	LEVEL	MANAGEMENT
WAR MEMORIAL	Risk to third party, property or individuals	L	Regular inspection by ground staff. Cleaned and maintained professionally.
TREES	Risk to third party, property or individuals	M	Inspected annually by professional arboriculture specialists
STREET LIGHTS	Risk to third party, property or individuals	L	Faults reported immediately. Annual inspections carried out by engineers.

CEMETERY	Risk of injury to persons visiting	L	Weekly visual checks carried out on headstones. Annual manual topple test carried out by Council. Council members of BRAAM. Advice taken when required. Warning sign of uneven ground on display.
VILLAGE SIGN	Risk to third party, individuals	L	Inspected and maintained
BENCHES	Risk to third party or individuals	L	Informal inspections by ground staff. All benches and tables are bolted to the ground. Cleaned as required
ALLOTMENTS	Risk to third party, individuals	L	Walls, fences and trees maintained and inspected annually. Plots inspected annually and recorded.
PLAY EQUIPMENT (various)	Injury to persons using equipment	M	Monthly inspections by competent grounds staff and recorded. Annual inspections by ROSPA. Faults rectified ASAP. Any damaged/dangerous equipment taped off and signage installed ASAP.
GYM EQUIPMENT	Injury to persons using equipment	M	Monthly inspections by competent grounds staff and recorded. Annual inspections by ROSPA. Faults rectified ASAP. Any damaged/dangerous equipment taped off and signage installed ASAP.
SKATE AREA	Injury to persons using equipment	M	Monthly inspections by competent grounds staff and recorded. Annual inspections by ROSPA. Faults rectified ASAP. Any damaged/dangerous equipment taped off and signage installed ASAP.

SURFACES/PATHS/OPEN GRASS AREAS	Injury to persons visiting the site	L	Defects reported to District or Council immediately. Grounds staff to ensure Council owned open spaces are kept level, clear from debris. Faults dealt with ASAP, areas cordoned off if necessary.
FENCING/GATES AND WALLS	Injury to persons using	L	Regular informal inspections. Defects reported and acted on immediately.
BINS	Injury to persons using	L	Emptied regular by District Council or Grounds staff. Defects reported ASAP
GRIT BINS	Injury to persons using	L	Damage to bins reported ASAP
DOG BINS	Injury to persons using	L	Emptied regularly by District Council. Damage to bins reported ASAP.

Created and Adopted January 2017 (Clerk)

Reviewed and Updated July 2018 , May 2020, January 2021