

Wingerworth Parish Council – Risk Management Schedule 2018/19

This is the latest schedule of risks faced by the Council with estimated impacts of the various risks.

For each risk there is an assessment of the severity of the risk impact (scored on a scale 1-5 with 1 representing the least severity and 5 the most severity) and this is combined with a similar assessment on the likelihood of the risk, the product of the two scores producing a risk factor of between 1 and 25, with the higher the factor the higher the risk.

Measures to address or limit the risk are detailed along with the responsible risk manager and the frequency with which the risk area should be reviewed.

This schedule is presented to Members of the Council for consideration and, subject to any alterations, for approval for the period covered by the schedule.

Clerk to the Council
March 2018

Health and Safety Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Accidents occur on Council property or whilst using Parish facilities at Parish Hall	Failure to adequately protect people against injury with the possibility of legal action being taken against the Council	3	2	6	Weekly checking of assets and equipment to ensure suitability for use	Caretaking Team	Annually
					Clear display of public notices for potential hazards	Caretaking Team	Annually
					Prompt minor repairs to facilities or equipment where reasonable	Caretaking Team	Annually
					Prompt notification to Clerk of need for any other repair to facilities or equipment	Caretaking Team	Annually
					Ensure appropriate insurance cover	Clerk	Annually

Health and Safety Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Accidents occur on Council owned play areas	Failure to adequately protect people against injury from defective play equipment or damaged play surfaces	3	3	9	Fortnightly checking of play equipment to ensure suitability for use	Clerk	Annually
					Ensure appropriate insurance cover	Clerk	Annually
Accidents occur on Council owned playing fields in organised team sports	Personal injuries to players, officials and spectators	4	2	8	Ensure football and cricket matches officially booked via District Council who will verify clubs in possession of suitable insurance Ensure other organised activities notified to the Council have own arrangements in place	Clerk	Annually
Accidents occur in process of clearing snow by members of Council's Winter Neighbourhood Scheme	Personal injuries to volunteer members of the Council's registered snow clearing groups	2	2	4	Ensure suitable guidance available with all of the Scheme co-ordinators	Clerk	Annually
					Ensure provision for volunteers in the Council's annual insurance policy	Clerk	Annually in conjunction with insurance company

Accidents occur in process of working on footpaths by the Council's Footpath Volunteers	Personal injuries to a Footpath Volunteer	2	2	4	Remind volunteers of need to use appropriate safety equipment	Clerk	Annually
					Ensure provision for volunteers in the Council's annual insurance policy	Clerk	Annually in conjunction with insurance company
Accidents occur in process of cutting back vegetation by volunteers working with the Council	Personal injuries to a volunteer while working in the community or to a passer-by	2	2	4	Require volunteers to use Council owned equipment, establish a safe working area and maintain a log of activity for insurance company	Clerk	Annually in conjunction with insurance company

Security Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Loss of Council Assets	Failure to deliver Council services due to the unavailability of facilities resulting in the loss of community activities and parishioner dissatisfaction	3	1	3	Maintain an up-to-date Asset Register	Clerk	Annually
					Keep assets secure and locked when not in use	Caretaking Team	Annually
					Ensure appropriate insurance cover	Clerk	Annually
Loss of Council Equipment	Failure to deliver Council services due to the unavailability of items	1	3	3	Maintain an up-to-date Inventory List	Caretaking Team	Annually

	resulting in problems for community activities, the loss of community activities and parishioner dissatisfaction				Keep equipment secure when not in use Ensure appropriate insurance cover	Caretaking Team Clerk	Annually Annually
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Reserves Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Loss of monies held on secure deposit at bank	Loss of all or part of Council's reserves	5	1	5	Continue to hold reserves in a higher interest deposit account with major clearing bank	Clerk	Monthly

Fire Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Parish Hall is burnt down	Loss of premises and equipment with danger to safety of staff and users on the premises at the time	5	1	5	Ensure arrangements in place for fire alarm contract	Clerk	Annually
					Ensure fire alarm is tested at regular intervals	Caretaking Team	Fortnightly
					Ensure all fire signs and evacuation notices are kept in good order	Caretaking Team	Weekly

					Produce a fire risk assessment	Clerk	Annually
					Implement all fire officer recommendations	Caretaking Team	Quarterly
					Brief users of fire and evacuation procedures	Caretaking Team	Quarterly
					Ensure all electrical items have a current PAT certificate	Caretaking Team	Quarterly

Fire Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager*	Review Frequency
Pavilion at Deer Park or bowling green is burnt down	Loss of premises and equipment with danger to safety of users on the premises at the time	4	1	4	Ensure all fire signs and evacuation notices are kept in good order	Caretaking Team	Fortnightly
					Produce a fire risk assessment	Caretaking Team	Weekly
					Implement all fire officer recommendations	Clerk	Annually
					Brief users of fire and evacuation procedures	Caretaking Team	Quarterly
					Ensure all electrical items have a current PAT certificate	Caretaking Team	Quarterly

Operations Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Council business is not conducted in the best interests of the Council	Inappropriate decisions made and inappropriate activities undertaken resulting in failure to satisfy the needs of parishioners, poor service and parishioner dissatisfaction	3	3	9	Ensure compliance with the Council's Standing Orders and Code of Conduct	Clerk	Annually
					Ensure declarations of personal and prejudicial interest recorded at all Council meetings	Clerk	Annually
					Ensure appropriate research undertaken and relevant information available for decisions	Clerk	Annually
Fraud	Inappropriate fraudulent actions by either Members or staff resulting in loss to Council	5	2	10	Internal Audit of Council activities	Clerk	Annually
					External Audit of Council Activities	Chairperson	Annually
					Ensure appropriate insurance cover in place	Clerk	Annually

Business Continuity Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Key individuals unavailable for the business of the Council	Failure to conduct Council business in a proper manner	3	3	9	Ensure known absences of Chair and Clerk are planned in advance and suitable arrangements in place to cover absence	Chairperson	Annually
Key individuals unavailable for operations of the Council	Failure to properly deliver Council services	2	3	6	Ensure known staff absences are planned in advance and with regard for other known absences	Clerk	Annually
					Ensure adequate budget to provide staff cover	Clerk	Annually
Loss of key documentation and information	Failure to conduct Council business appropriately and danger of making poor decisions	4	2	8	Ensure key documentation kept securely and maintain regular back-ups of computer-based records	Clerk	Annually

Loss of facilities	Failure to provide Council services resulting in loss of community activities, client dissatisfaction and loss of revenue	3	1	3	Ensure appropriate insurance cover in place to provide for operational continuity	Clerk	Annually
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Legal Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Non compliance by Members with statutes and regulations	Failure to act within the law with possible legal action or sanctions being taken against the Council	4	2	8	Ensure that legal aspects are considered in all Council deliberations and decisions	Clerk	Annually
Inappropriate behaviour and decision-making by Clerk	Failure to deal with issues in a proper manner resulting in legal action being taken against the Council	4	2	8	Ensure that Clerk acts diligently in a reasonable manner complying with good practice codes	Chairperson	Annually
Inappropriate behaviour and actions by staff	Exposure of Council to risk of legal action for compensation	3	1	3	Ensure that staff are aware of responsibilities and have access to support and training as necessary	Clerk	Annually

Financial Risk	Impact if Risk Materialises	Risk Score Impact	Risk Score L'hood	Risk Rating	Measures to Control Risk	Risk Manager	Review Frequency
Insufficient funding available for routine Parish activities and commitments	Failure to properly discharge responsibilities of the Council, dissatisfaction of parishioners and deterioration of facilities	4	2	8	Ensure accurate budgetary forecasting and monitoring	Clerk and Council	Quarterly
					Prompt precept request	Clerk	Annually
Insufficient funding available for special projects and 'one-off' events	Failure to properly discharge responsibilities of the Council, dissatisfaction of parishioners and deterioration of facilities	3	3	9	Ensure accurate forecasting for special projects and events	Clerk	Annually
					Ensure proper financial control	Clerk	Annually
Misuse of resources through waste and/or extravagance	Failure to obtain value for money, poor service and parishioner dissatisfaction	4	1	4	Ensure adherence to Council's procedures	Clerk	Annually
					Encouragement of good practice and careful husbanding of resources	Clerk	Annually
Inappropriate income for use of Council facilities and services	Failure to obtain proper contributions for use of Council facilities leading to impact on other areas of Council spending and investment	1	1	1	Ensure annual review of fees for use of facilities and services	Clerk and Members	Annually
					Ensure correct charging and collection of fees	Lettings Secretary	Annually
					Ensure compliance with Council's regulations	Clerk and Staff	Annually