

# Grendon Parish Council

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## Risk Management Policy

### 1 Scope & Purpose

This document describes the Risks held by Grendon Parish, and managed by Grendon Parish Council.

### 2 Introduction

#### 2.1 Risk versus Hazard

It is a common mistake to confuse “Risk” and “Hazard”. A Risk Register should not be a list of Hazards, or potential Hazards. These definitions should help clarify the difference.

A **Hazard** is a specific thing or event which can cause harm to people or result in damage to property. All Hazards should be removed and negated in the interest of safety.

A **Risk** is the remaining probability of some adverse event that is left when all possible Hazards have been removed.

#### 2.2 Management of Risk

In Managing Risk and Hazard in the Parish, all parishioners, as part of their day-to-day life conscientiously pay attention to potential problems in the parish. In the normal course of events, parishioners notify the Parish Council or other responsible bodies as required or appropriate.

The purpose of this risk register is to list all remaining risks that we have identified, and their mitigation. This mitigation can be effected by;

-Careful monitoring

-Through the Public Liability Insurance held for this purpose by Grendon Parish Council.

### 3 Risk Register

#### 3.1 Risk Weighting

The Risk Weighting is a measure of the relative severity of each Risk. Each Risk is assigned an “Impact” and a “Probability of occurrence”.

The Impact is an indication of the severity of the effects if the Risk were to become material. This is described as being High, Medium or Low, and this is weighted as being 5, 3, and 1 respectively.

The Probability of occurrence is the estimated percentage chance of the event occurring over a period of time. The period of time chosen is 12 months because

- a) This relates to period of insurance (renewed on an annual basis)
- b) This relates to the period reporting of the Parish Council, where the Parish Council reports on an annual basis
- c) Also a 12 month period is a manageable period over which to assess and estimate the probability of any Risk occurrence.

So, if something “will happen” once per year, this is given a probability of 0.27% i.e.  $1/365 \text{ days} = 0.27\%$

### **3.2 Mitigation**

The mitigation column shows controls for the Risk. Ultimately all Risks are mitigated by the Public Liability Insurance held by Grendon Parish Council through Came & Company Insurance Broker.

### **3.3 Inclusion in the Risk Register**

Risks included in this register are only those identified as being the responsibilities of Grendon Parish Council.

### 3.4 The Risk Register

	<b>Impact</b> High, Medium or Low. Weighted 5, 3,1	<b>Probability of occurrence</b> estimated percentage chance of the event occurring over a 12 mth period	<b>Mitigation – controls to minimise the risk</b>
<b>Playing Field</b>			
Accidental Fall on Playing Field onto sharp litter.	M	0.50%	Provision of bins & normal reporting process of parishioners should reduce risk.
Playing Field Hedging – falling onto someone.	L	0.50%	Hedge trimmed annually
Playing Field Trees – falling onto someone	M	0.50%	Annual inspection of trees
Boundary fence between playing field and school, injury due to broken fence etc.	M	0.50%	Fortnightly inspection of fencing & normal reporting process of parishioners.
Injury due to faulty or damaged play equipment	H	0.80%	The normal reporting process of parishioners should ensure all problems are promptly reported. Annual Maintenance Inspection by Playsafety Ltd. Fortnightly risk assessment inspection carried out by Council.

<b>Volunteers</b>			
Risk of injury whilst carrying out task for council.	M	0.80%	Record all volunteers. Risk Assess task. Covered under insurance policy.
<b>Street Lighting</b>			
Street light blowing over and hitting a passer by	L	0.27%	Maintenance by Electricity Company & streetlighting maintenance company
Part of street light blowing off and hitting passer by	M	0.55%	Maintenance by Electricity Company & streetlighting maintenance company
Electrocution	L	0.27%	Maintenance by Electricity Company & streetlighting maintenance company
<b>Allotments</b>			
Allotments, Fall on sharp object/litter	M	0.5%	The normal reporting process of parishioners should ensure all problems are promptly reported. Allotments are also maintained by the Allotment Holders, the Parish Council is not liable for any injury cause by negligence of allotment Holders. All allotment holders should have own Public Liability Insurance.

Allotments, Water supply. Bad water or no water through the fault of Grendon Parish Council	L	0.27%	Maintenance is the responsibility of Anglian Water. Grendon Parish Council has the responsibility to ensure the water supply is paid for.
Allotment Hedging - Accidental injury to person resulting from poor maintenance.	L	0.27%	The normal reporting process of parishioners should ensure all problems are promptly reported.
Allotment Water Butt - risk of injury or drowning	M	0.27%	Bring to the attention of users the need to have regard to their own safety & that of others.
<b>Copse (Main Road) &amp; other land owned by Parish Council</b>			
Copse at the bottom of Main Road. Accident to person from entry to (fencing), or dangerous litter, or from damaged trees	M	0.27%	The normal reporting process of parishioners should ensure all problems are promptly reported. Annual Inspection of trees.
Copse at the bottom of Main Road. Accidental drowning or other injury relating to falling into adjoining watercourse.	H	0.27%	The normal reporting process of parishioners should ensure all problems are promptly reported.
Clerk's Piece (Charity). This piece of land is at the bottom of Blackmile lane. Accidental injury as with the other pieces of land (see above).	M	0.27%	This land is tenanted, and the property of the Poors Close Charity (but for historical reasons, the rent is paid to the Parish Council and passed to the Charity).
<b>Parish Clerk</b>			
Parish Clerk becoming injured from Parish computer etc.	L	0.27%	Covered under insurance policy

Parish Clerk – lone working	L	0.54%	Clerk to take all reasonable precautions for own safety
<b>Other Risks</b>			
Pedestrian Seats (Cricket Field, Yardley Road, Playing Field)	M	0.54%	The normal reporting process of parishioners should ensure all problems are promptly reported.
<b>Financial Risks</b>			
Precept	H	0.27%	Precept insufficient to meet costs of council. Continue to present full budget proposal based on previous years costs and with contingency for rise in costs for full consideration by full council. Adequate reserves maintained to meet delays in receipt of precept.
Precept spent before year end	H	0.27%	Clerk to continue to report budget-monitoring quarterly. Adequate surplus maintained to cover any unexpected expenditure.
Illegal expenditure	H	0.27%	IFO to continue to check 1/4ly bank statements and clerk to report all income & expenditure monthly with 1/4ly financial updates. All expenditure published with “power” on agenda. Fidelity Guarantee as part of Insurance Policy.
Accounting – non-standard or non-compliant records kept. Non-compliance with audit requirements.	H	0.27%	Continue to require adequate, complete and statutory financial records and accounts. Monitored by IFO in accordance with Financial Standing Orders. Appoint internal auditor (approved by NCALC)
<b>Liability</b>			
Risk to third party, property or individuals.	M	0.54%	Insurance in place, regular checks of hazards.

<b>Legal Liability</b>			
Ensuring council activities are within legal powers	M	0.27%	Clerk clarifies & advises on legal position and advice sought where necessary.
Proper document control	L	0.27%	Legal documents kept in secure filing cabinet in Clerk's home. Electronic records stored on password-protected memory stick and copied monthly to Chairman as back up. All data stored in compliance with Data protection Act.  Historic records lodged with Records Office, Northampton.
Councillor propriety – register of interests	L	0.54%	All councillors complete register of interest and asked to disclose at every meeting. Reminder sheet available to clarify what is a prejudicial/pecuniary interest at every meeting.

This risk management paper was considered by Grendon Parish Council on 14/4/14 and will be reviewed again in 12 months.

Signed.....Martyn Smith, Chairman

Reviewed 20.6.18