



Working with the community for the community

RISK ASSESSMENT POLICY

INTRODUCTION

This document is the written Risk Assessment policy of Kempley Parish Council (the Council) regarding Risk Assessments relating to its duties and obligations.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Council:

Action	Date	Comment
Adopted:	06.11.18	For review at the Annual Parish Council Meeting
Modified:	20.03.23	Updated as Version 2 (V2) to include New Risk Template

Changes to this Policy

We keep this Risk Assessment Policy under regular review and we will place any updates on our website www.kempleyparishcouncil.org.

Contact Details

Please contact us if there are any questions about these Risk Assessments:

Kempley Parish Clerk

Email: clerk@kempleyparishcouncil.org

Phone: 07910 842879

RISK ASSESSMENT POLICY

1. Principles:

Kempley Parish Council (the Council) is required to undertake duties and has obligations as a local council (its functions). There are risks attached to its functions and this document identifies known risks and assesses their implications to the Council and the community. The Council wishes to eliminate or mitigate risk to it and to the community, and to do this the Council will normally:

- Select a councillor, or the Clerk, as “Officer Responsible” for the role of risk assessments
- Where appropriate invite the relevant Officer Responsible to nominate a support person (or people) in the community to assist in that role
- Maintain a list of known risks and mitigations
- Make the lists available to the community



2. The Council’s Procedure under this Policy:

The Council will normally require the Officer Responsible to:

- A. Identify, assess and list known risks to the Council and the Community
- B. List the relevant policy, procedure or other document or action in place to mitigate each risk
- C. Where any new risk becomes evident, or where circumstances regarding a known risk change:
 - i. Notify the Council of any material change in circumstances
 - ii. Maintain and update the lists
 - iii. Carry out a specific ‘New Risk’ assessment using the template (Appendix 1)
- D. Publish this policy on the Council’s website.

3. Risk Assessments (RA) Lists

The risk assessments and mitigation described in (2) above are listed in the Appendices 2 & 3:

- Items are included that are or may be within or overlap with the Council’s functions. They are grouped under Appendix 2: “General Risks Identified” and Appendix 3: “Specific Risks Identified”;
- Items marked in the Appendices as follows are relevant to the Council:

- Items marked in the Appendices as follows are relevant to the community:


4. Authority under this Policy:

For the avoidance of doubt the Officer Responsible:

- and any support person for the role of Risk Assessments shall be able to liaise coordinate and communicate under item 2 above
- shall be able to modify, add to or otherwise update the lists required under item 2 above

without further authority from the Council but only in accordance with this Policy.

Appendix 1

New Risk Assessment Template

NEW RISK ASSESSMENT

Prepared by:		Date:	
Reviewed by:		Date:	

The purpose of this Risk Assessment is to determine any potential new risks and to explain how those risks are mitigated. Risks are assessed by the impact of the risk if it were to occur, and the probability of it occurring. The scoring mechanism is shown below along with the risks being assessed set out in detail. Risks will be mitigated where possible, any residual risk will be deemed to be so low as to be risk-accepted.

Impact

Score	Rating	Description
1	Trivial	Minor cuts and bruises treated on site by first aid. Loss of <£10
2	Non-serious	Cuts and bruises which need medical attention. Loss < £100
3	Serious	Minor injury which requires treatment as a hospital outpatient. Loss of < £1,000
4	Very serious	Injury which requires treatment via admission to hospital. Loss <£100,000
5	Catastrophic	Serious, permanent disability or death or loss of >£100,000

Probability

	Rating	Probability ratio
1	Almost impossible	1/1,000,000
2	Highly unlikely	1/10,000
3	Unlikely	1/1,000
4	Possible	1/100
5	Probable	1/10

Risk classifications

1-2	Trivial. No Action required.
3-5	Tolerable.
6-12	Moderate risk. Wherever possible, action should be taken to mitigate this risk.
15-16	Unacceptable risk. Action must be taken to reduce it to a level which is as low as is reasonably practical.
20-25	Intolerable risk. Activity should be discontinued unless it is possible to reduce the risk to an acceptable level.

Description of activity (including location)

(example: Install and decorate Christmas Tree on Village Green)

Detailed Tasks within activity	Who is at risk	Impact score	Prob ^y score	Risk Class ⁿ	Existing control	Further action required
Average score:						

Overall New Risk classification:

Low
Medium
High

Appendix 2

General Risks identified:

Ref	General Risk	Description	R A	Mitigation of Risk
G1	Civil Unrest	People and property	LOW	Emergency Plan in place
G2	Complaint	Council	MEDIUM	Complaints and Comments Policy in Place
G3	Civil Damages or Claims	Council	MEDIUM	Public Liability, property and Legal Insurance cover in place
G4	Data Breach	Council	MEDIUM	GDPR Policy in place
G5	Epidemic	Vulnerable people	LOW	Emergency Plan in place
G6	Financial Irregularity or mismanagement	Council	MEDIUM	Standing Orders in place and Auditor in place
G7	Flood	Vulnerable people, communications and businesses	LOW	Emergency Plan in place
G8	Loss or theft of Council's Data or property	Council	MEDIUM	Public Liability, property and Legal Insurance cover in place
G9	Misconduct	Council	MEDIUM	Code of Conduct in place
G10	Precept Inadequate	Council	LOW	Standing Orders in place
G11	Power Supply Failure for a protracted period	Vulnerable people, communications and businesses	LOW	Emergency Plan in place
G12	Procedural Irregularity or non compliance	Council	MEDIUM	Standing Orders in place
G13	Snow or Ice for a protracted period	Food and fuel supplies and vulnerable people	MEDIUM	Emergency Plan in place
G14	Terrorism	People and property, Power and Gas Mains, water supply.	LOW	Emergency Plan in place
G15	Water Supply Failure for a protracted period	Vulnerable people and businesses	LOW	Emergency Plan in place

Appendix 3

Specific Risks identified:

Ref	Specific Risk	Description	R A	Mitigation of Risk
S1	Bus Shelters (2)	Injury resulting from poor maintenance.	LOW	Budget for and keep in good repair. Inspect annually. G3
		Impact by vehicles or persons.	MEDIUM	
S2	Notice Boards & Signs in the Village	Injury resulting from impact by persons or poor maintenance.	LOW	Budget for and keep in good repair; inspect annually, G3
S3	Village Green: Flagpole	Injury resulting from impact by persons or poor maintenance.	LOW	Budget for and keep in good repair; inspect annually, G3
S4	Village Green: Generally	Injury to persons or poor maintenance geerally.	LOW	Budget for and keep in good repair; inspect annually, G3
		Injury to Persons at a public event	MEDIUM	Carry out a specific Risk Assessment prior to a public event. Consider measures including protection, signage and specific insurance.
S5	Village Green: Hedges, driveways and posts	Injury resulting from impact by persons or poor maintenance.	LOW	Budget for and keep in good repair; inspect annually, G3
S6	Village Green: War Memorial	Injury resulting from poor maintenance.	LOW	Budget for and keep in good repair. Inspect annually. G3
		Impact by vehicles or persons	MEDIUM	