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**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 |

Modified: 10.07.23 Updated as Version 2 (V3) risks reviewed and updated

**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](http://www.kempleyparishcouncil.org).

**Contact Details**

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

Kempley Parish Clerk

Email: [clerk@kempleyparishcouncil.org](mailto: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

1. **The Council’s Procedure under this Policy:**

The Council will normally require the Officer Responsible to:

1. Identify, assess and list known risks to the Council and the Community
2. List the relevant policy, procedure or other document or action in place to mitigate each risk
3. Where any new risk becomes evident, or where circumstances regarding a known risk change:
   1. Notify the Council of any material change in circumstances
   2. Maintain and update the lists
   3. Carry out a specific ‘New Risk’ assessment using the template (Appendix 1)
4. Publish this policy on the Council’s website.
5. **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:

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

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1. **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** | **Proby score** | **Risk Classn** | **Existing control** | **Further action required** |
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|  |  |  |  |  |  |  |
| **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.**  **Impact by vehicles or persons.** | **LOW**  **MEDIUM** | **Budget for and keep in good repair. Inspect annually.**  **G3** |
| **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 generally.**  **Injury to Persons at a public event** | **LOW**  **MEDIUM** | **Budget for and keep in good repair; inspect annually, G3**  **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.**  **Impact by vehicles or persons** | **LOW**  **MEDIUM** | **Budget for and keep in good repair. Inspect annually.**  **G3** |
| **S7** | **Defibrillators** | **Not available for use when required** | **LOW** | **Regular checks**  **Inclusion in Community Heartbeat scheme.**  **Budget for replacement of battery and pads.** |
|  |  |  |  |  |