

**Shotley Parish Council
Risk Assessment 2023**

1. Areas of Risk

There are three identified Areas of Risk

- a. Physical
- b. Financial
- c. Reputation

2. Approach

Each of these areas has been considered, and a Risk Assessment Record has been produced for each of the items within these Areas of Risk.

3. Review.

Each of the Risk Assessment Records has a review date and will be subject to Annual reassessment

4. Ownership

This document is owned by the Shotley Parish Council and will be reviewed and approved by the whole council.

Shotley Parish Council Risk Register
Physical Risks List of Assets

Asset	Item	Level of Risk	Action
<u>Play Equipment</u>	Ganges	High	Checked weekly by warden and annually by Rospa .
	Kingsland	High	Checked weekly by warden and annually by Rospa .
<u>Street Lights</u>		Low	Maintained by SCC: See Contract for Terms and Conditions
<u>Street Furniture</u>	Dog/Waste Bins	Medium	Checked by Warden
	Notice Boards	Low	Checked by Clerk
	Village Sign	Low	Checked by Clerk
	Seats/benches	Low	To be checked by Warden and Clerk
	Bus Shelter	Low	Checked by Warden and Clerk
	Telephone Box	Low	Checked by Clerk
<u>Warden Equipment</u>		Low	Checked by Warden
<u>Clerk's / RFO's equipment</u>	Computer	Low	Checked by Clerk. Annual mains test by contractor
	Filing Cabinets (kept in wc storage room)	Low	Checked by Clerk.
Mini digger, trimmers		Medium	Checked by Cllr supervising works when in use, annually serviced
<u>Allotments</u>		Low	Managed by Clerk and Supported by Allotment Wardens
<u>Village Hall</u>		High	Managed by SVHMC
<u>Tennis Courts</u>		Medium	Checked by Warden and Rospa Insp.
<u>Heritage Park</u>	Paths, benches, viewing galleries	High	Checked by Clerk and supported by Warden
<u>Bristol Hill Public wc's</u>	Access, pans, electrical items, water supply	Medium	Checked daily by Warden Managed by the Clerk

Risk Assessment Record

Factor: Physical Risks

Assessor: Parish Council

Area: Ganges p/area

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
1. Damage to Play Equipment	occasional	Minor injury	High
2. Misuse of Play Equipment	common	Minor injury	High

No	Present Controls	Adequate?	Suggested Improvements
1	Subject to regular checks by Warden	Yes	Equipment check records to be held by Parish Clerk
2	Annual Check by RoSPA	Yes	Record held by Clerk,

Further Actions and Recommendations

Rospa inspection carried out during the year and recommendations are being actioned for minor items of expenditure only- no capital expenditure at this point due to renewal project.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

Risk Assessment Record

Factor: Physical Risks

Area: Shotley Streets-lights

Persons at risk: All

Hazard Column	Frequency	Severity	Impact Rating
Damage to Street Lights	Occasional	Minor injury	Low
Injury caused by street lights	Possible	Minor injury	Low
Damage caused by street lights	Possible	Minor injury	Low
Attached to Buildings			
Damage to Street Lights	Occasional	Minor injury	Low
Injury caused by street lights	Possible	Minor injury	Low
Damage caused by street lights	Occasional	Minor injury	Low

No	Present Controls	Adequate?	Suggested Improvements
1	Maintained via contract with Suffolk CC See Contract for Terms and Conditions	Yes	None

Further Actions and Recommendations

Matters reported as and when necessary to SCC Highways.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

Risk Assessment Record

Factor: Physical Risks

Area: Throughout the Village

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Street Furniture			
Dog Bins	Occasional	Minor injury	Med
Injury on Parish Notice Boards	Possible	Minor injury	Low
Injury in use of Seats Owned by Parish Council	Possible	Minor injury	Low
Injury by Village Sign	Probable	Minor injury	Low
Litter Bins	Possible	Minor injury	Med
Damage to Bus Shelter	Possible	Minor injury	Low

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Clerk, assisted by Wardens	Yes	Records of Damage and Action to be held by Parish Clerk

Further Actions and Recommendations

Matters reported as and when necessary.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 probable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

Risk Assessment Record

Factor: Physical Risks

Area: Ganges p/area-Tennis Courts

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Damage to Fences	Occasional	Minor injury	Med
Injury on Fences	Possible	Minor injury	Med

No	Present Controls	Adequate?	Suggested Improvements
1	Managed by Clerk; Subject to regular checks by Warden	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

One repair outstanding but should be completed by end of 2022/2023.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

Risk Assessment Record

Factor: Physical Risks

Area: Parish Clerk/RFO's office

Persons at risk: Clerk

Hazard	Frequency	Severity	Impact Rating
Injury in use of Parish Clerks Equipment (Photocopier, Filing Cabinets and PC)	Possible	Minor injury	Low

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Parish Clerk and Pat Tester (not needed for pc as it is new)	Yes	Check records to be held by Parish Clerk, annual review by Parish Council

Further Actions and Recommendations

No risks to report.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
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Risk Assessment Record

Factor: Physical Risks

Area: Parish Allotments

Persons at risk: Allotment Users

Hazard	Frequency	Severity	Impact Rating
Injury in working on Allotments	Occasional	Minor injury	Low

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Clerk, assisted by allotment Wardens	Yes	

Further Actions and Recommendations

Allotment Warden's Role Specification produced and approved by Council and Wardens.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
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Risk Assessment Record

Factor: Physical Risks

Area: Village Hall

Persons at risk: Village Hall Users

Hazard	Frequency	Severity	Impact Rating
Injury in attending events	Occasional	Minor injury	Low
Food health and safety	Occasional	Minor injury	Low

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by SVHMC	Yes	Check records to be held by SVHMC

Further Actions and Recommendations

Risk assessed by Village Hall Committee of Management.

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
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4 Frequent	4 Multiple Major		
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Risk Assessment Record

Factor: Physical Risks

Area: Sea defences and path

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Trees (falling branches)	Possible	Minor injury	Med
Tree Climbing	Possible	Minor injury	Med
River Area (water hazard)	Possible	Major	Med
Paths (falling due to damage)	Possible	Minor injury	Med

No	Present Controls	Adequate?	Suggested Improvements
	Visual check carried out by Council representative Additional regular checks (with measurements taken) carried out by SPS CIC	Yes	

Further Actions and Recommendations

Checked regularly by members of the SPS CIC
Formally inspected by A Hawes February in 2018
Insurers aware of current arrangement for visual check rather than formal inspection
Footpath/rights of way concerns reported to SCC as and when necessary, repairs effected by SPS CIC wherever possible (covered by separate insurance and TOR's)

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
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4 Frequent	4 Multiple Major		
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	Common		6 Multiple Death

Risk Assessment Record

Factor: Physical Risks

Area: Public Lavatories

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Falling or slipping	Possible	Major	Medium
Injury from fittings	Possible	Trivial	Low
Infection	Improbable	Major	Medium
Scalding	Possible	Minor injury	Low
Claim due to non-DDA compliance	Possible	Major	Medium

No	Present Controls	Adequate?	Suggested Improvements
1	Non-slip surfaces in lavatory and on approaches.	Yes	Cleaner to ensure proper signage is placed when cleaning in progress
3	Professional cleaning contractor used	Yes	Include cleaning references/Ensure Public Liability Insurance is renewed annually and included in the contract

Further Actions and Recommendations

Risk assessed daily by cleaner. Any issues to be reported to the Clerk.
Job specification to be checked against work carried out and to include spot checks on an ad-hoc basis.

Risk Ratings:

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Risk Assessment Record

Factor: Reputation/Relationships

Area: District/County/Agencies/Police

Persons at risk: Parishioners, council and council employees

Hazard	Frequency	Severity	Impact Rating
1 Failure to deliver planned objectives	Possible	Major	High
2 Lack of support for initiatives/meetings	Occasional	Major	Medium
3 Late/inappropriate planning/info responses	Possible	Major	Medium
4 Parishioners bypassing PC	Possible	Major	Medium
5 Breach of confidentiality	Possible	Major	High
6 Data Protection infringement	Possible	Major	High

No	Present Controls	Adequate?	Suggested Improvements
1	TOR's for committees and working groups ; regular update provision	Yes	Establish reason for non-delivery and prepare action plan
2	Managed by Clerk	Yes	No further recommendations. Verified by Annual Review.
3	Managed by Clerk	Yes	No further recommendations. Verified by Annual Review
4	Open meetings. Personal responses District and County Councillors at meetings	Yes	Dual/multi "hatted" Cllrs to consider possibility of conflict of interests within written and verbal reports and communications
5 and 6	Breach of confidentiality by councillor(s)-reported to all Councillors and/or Monitoring Officer	Yes	That councillors observe confidentiality when necessary Consider ad-hoc exclusions in communications due to clear conflicts of interests, pecuniary interests on a matter or perceived threat to breach of confidentiality

Further Actions and Recommendations:

1. That members observe the Code of Conduct and Council policies at all times
2. That members accept the democratic process whereby decisions are made by a full majority vote and refrain from revisiting or challenging decisions because they were not in agreement with them.
3. That members use social media platforms with due care.
4. That members representing various organisations make it very clear in which capacity they operate at all times

Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
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Risk Assessment Record

Factor: Reputation/Relationships

Area: Funding Bodies

Persons at risk: Parishioners

Hazard	Frequency	Severity	Impact Rating
1 Failure to deliver objectives or timescales	Improbable	High	High
2 Insufficient progress reporting	Improbable	Medium	Low
3 Proven inadequate financial management	Improbable	High	High
4 Proven incorrect allocation of funding	Improbable	High	High

No	Present Controls	Adequate?	Suggested Improvements
1	Actions minuted and progress reported	Y	
2	Actions minuted and progress reported	Y	
3	Financial Risk Assessment, Statement of Internal Controls, Internal and External audits	Y	Consistency of finance working group quarterly meetings Additional measures adopted to prevent payment of expenditure not approved by council
4	Clerk/RFO's work and responsibilities monitored	Y	Regular staff appraisal and meeting with employment committee in order to identify any issues; Regular meetings with Chairman.

Further Actions and Recommendations

Relationships between PC and other organisations should be clearly stated and agreed.

Risk Ratings:

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Risk Assessment Record

Factor: Reputation/Relationships

Area: Parishioners

Persons at risk: Parishioners

Hazard	Frequency	Severity	Rating
1 Perceived poor services for tax paid	Possible	Major	High
2 Planning disagreements	Occasional	Major	High
3 Poorly maintained public areas	Occasional	Major	High
4 Perceived incorrect use of public money	Possible	Major	High
5 Perceived not representing parishioners' interests	Occasional	Major	High
6 Perceived lack of communication	Improbable	Major	High

No	Present Controls	Adequate?	Suggested Improvements
1	Published minutes or report in Newsletter / Website	Yes	Posted monthly on website, available from Clerk
2	Open sessions at meetings	Yes	
3	Clerk's and Cllrs contact details	Yes	Available on the website and Noticeboard
4	Expenditure approved by full council, annual inspection by residents by appointment	Yes	No further recommendations. Statutory requirements met, added measures introduced for compliance
5	Agendas and Minutes on Notice board and website	Yes	No further recommendations.
6	As per 3 above	Yes	Recommendation by Clerk of quarterly parish surgery combined with high attendance local events, ie "soup -a-lunch."

Further Actions and Recommendations

Publish proposed projects and engage in full consultations before reaching any capital expenditure decision.

Risk Ratings:

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4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

Risk Assessment Record

Factor: Physical Risks

Area: Heritage Park

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Trees (falling loose branches)	Possible	Minor injury	Low
Trees (falling)	Improbable	Multiple	High
Trees (climbing)	Possible	Minor injury	Med
Footpaths (slipping/protruding branches)	Possible	Minor injury	Med
Steps (falling from)	Possible	Minor injury	Med
Specific to Community Payback Team:			
Injury to self through misuse of tools/equip	Possible	Minor	Low
Injury to self through proximity to highway	Possible	Major	High

Controls	Adequate?	Suggested Improvements
Visual check of trees to identify any falling risks by members and Clerk	Yes	Full tree survey to be carried out and necessary works to be included in future budgets and forecasts
Visual check of the steps by members and Clerk	Yes	
Tools/equipment verified	Yes	
Use of appropriate workwear, including high visibility garment near highway	Yes	

Further Actions and Recommendations

Community Payback Team-The approved equipment to be used, as agreed with the CPT supervisor includes wheelbarrows, strimmers, lawnmowers and rakes.
 Heavy machinery/tools are not included in the list of permitted equipment.
 The CPT supervisors and members will be covered by Sodexo's Public Liability Insurance.
 The Heritage Park is covered by the Parish Council's Public Liability Insurance.
 Any group, person or persons that are neither members of the Parish council nor members or supervisors of the CPT must sign and agree to the SPC Terms of Reference prior to carrying out works at the Heritage Park.
 Any items identified by the CPT or third-party volunteers as additional possible hazards to be forwarded to the Parish Council for consideration and action.

2 Possible
3 Occasional

2 Minor Injury
3 Major

Medium

4 Frequent	4 Multiple Major	High
5 Regular	5 Death	
6 Common	6 Multiple Death	

Addendum: Any organisation, group, individual, or contractor wishing to carry out approved work on any parish council-owned or maintained land must sign the SPC Terms of Reference and abide by insurance requirements, including appropriate training, job and site-specific risk assessment, the listing of individuals carrying out any works, detailed specification of works proposed and notice of the date when works are planned to take place.

Reviewed and approved by Council: March 2023 To be reviewed: March 2024