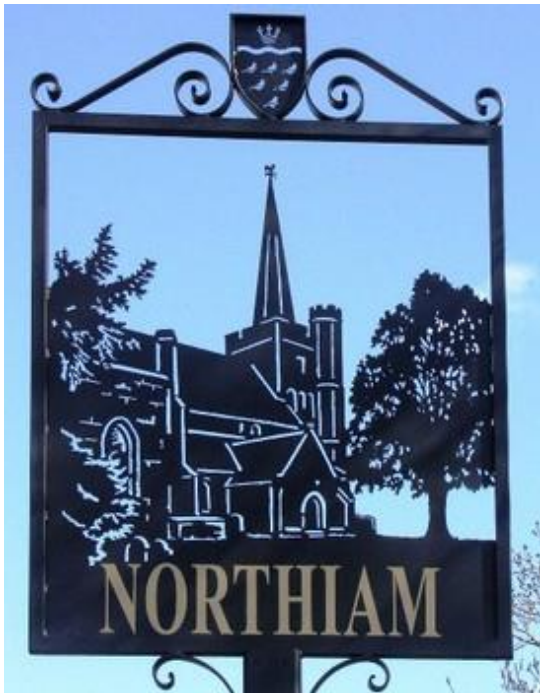


Risk Register for Northiam Parish Council



Date to be approved: 8/04/2021

Chairman signed: 8/04/2021

Review key: H/M/L risk

	What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Status
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Financial

Precept	Not claimed or not paid. Not adequate.	Council	Review budget at annual budget setting meeting		Council, Clerk, Chair & Finance committee	Annual budget setting meeting	Reviewed - Dec Claimed - Jan
Cash	Loss or theft of petty cash book/box Banking	Council Council	RFO manage Locked in secure cupboard RFO bank reconc'n Arranging adequate Fidelity insurance.		Council verify Council check R&P	Nov/Dec	Ongoing
Budgeting	Overspend against annual budget	Council	Annual budget setting meeting. Regular check of actual v. expected expenditure Financial implication of items not budgeted for discussed before commitment		Clerk & Council	December of current year	Ongoing
Investment income	Lowering of the bank rate	Council	RFO checks statements and advises Council	Take financial advice if action necessary	Clerk & Council	As required	Ongoing
Cemetery fees	Payments not received from undertakers. Fees charged too low	Council Council	Clerk invoices & follows up payments if necessary Fee rates examined regularly	Consider checking against burial register	Clerk & RFO Council	Annually	Ongoing
Allotments	Rent not received from Association	Council	Clerk invoices & follows up payment		Clerk	Annually	October
Football Club	Rent not received	Council	Clerk invoices & follows up payment		Clerk	Annually	July
Grants from ESCC & RDC	Not received by Parish Council	Council	Clerk invoices & follows up payment	Diary entry to confirm receipt	Clerk	Nov/Dec	Ongoing
VAT	Not recording VAT paid. Not reclaiming on time from HMRC	Council	Recorded in receipts and payments book. Claimed April/May	Diary entry	Clerk Clerk	Apr/May	
Assets	Loss or damage Inadequate insurance	Parishioners	Clerk advised Review and Update insurance if necessary	Diary entry	Clerk & Council		Annual review

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Day to Day

Staff	Loss of key personnel Dishonesty / Fraud	Council	Review hours, health, stress. Audit & fidelity insurance	Review annually	Chair Council	Annually	Continuous review
Loss of information	Computer malfunction	Council	Backing up weekly	Secondary backup kept in safe	Clerk	Monthly	Ongoing
Loss of access to programmes	Lost passwords	Council	Saving passwords on computer	Separate record kept in secure place	Clerk	As required	Ongoing
Loss	Damage or loss by third party	Staff Parishioners	Ensuring adequate insurance cover		Clerk Council	July	Annual review
Meetings	Clerk absent or ill	Council	A councillor takes notes	Arrange locum clerk (councillor can only take notes in emergency)	Clerk Council	Ongoing	Ongoing
Powers	Ignorance of legal powers	Staff Parishioners	Ongoing education	Increase training budget	Clerk Council	Ongoing	Ongoing
Best value	Poor tendering leading to poor value for money and/or overspend.	Parishioners Council	Ensure correct tendering and spend within budget		Clerk Council	Ongoing	Ongoing
Records	Inadequate or not up to date	Council	Monthly & annual R&P Check bank statement with R&P. Annual return. Minutes.		Clerk/RFO Council	Ongoing	Ongoing
Declaration of Interests	Conflict of interest	Council	Declarations invited at all meetings		Clerk Council	On election	Declared during meetings

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Parish Office: Note that Parish Office has separate detailed risk assessment

Hazardous substances	Hazardous substances	Clerk Parishioners	1) Gloves provided 2) Strong materials replaced with milder ones 3) Secure storage	Staff reminded to check for any reactions, to seek medical assistance and inform Clerk	Clerk Chair	Ongoing	Ongoing
Equipment	Damage / other loss	Staff, Parishioners	Check equipment Confirm presence of equipment	Review, check & inspect equipment as part of asset register	Clerk Chair	As required	Ongoing
Equipment	Injury from use of equipment	Staff, Parishioners	Appropriate maintenance, and instructions on use	Replace aging equipment	Clerk Chair	As required	Ongoing
Slips, trips & falls	Injury from slip, trip or fall	Users of premises	Surfaces & lighting to be maintained. No loose wires. Floor kept clear		Clerk Chair	As required	Ongoing
Electrical appliances	Electric shock	Users of equipment	Equipment to be fitted and repaired by qualified electrician. Annual PAT testing	Notices on location of fuse box & how to manage in case of emergency	Clerk Qualified electrician	Annual PAT testing in June	Ongoing
Manual handling	Physical injury	Clerk Parishioners	Staff made aware of correct methods		Clerk Council	As required	Ongoing
Fire	Physical injury as a result of a fire	Clerk Parishioners	Fire extinguishers.	Fire instructions in visible position Service fire extinguishers as required	Clerk Council	As required	Annual review

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Land: See Asset Register for a full list of land owned by Parish Council

Surfaces - uneven	Ruts and holes leading to trip hazard	General Public	Contractors to repair when damage reported. Adequate insurance cover.		Clerk Council Contractors	As required	Ongoing
Surfaces - wet	Mud / boggy surface leading to slip hazard	General Public	Contractors to repair when damage reported	Improve areas that cause problems	Clerk Council	As required	Annual review
Trees	Injury from falling trees or branches Injury as a result of climbing trees	General Public	Monitoring all reports from public. Annual inspection by qualified tree surgeon	Update tree register Tree surgeon to do necessary maintenance	Clerk Council	As required	Annual review
Street furniture	Damage to furniture creates hazard	General Public	Monitoring all reports of damage & instigate necessary repairs.	Nominated councillor inspects on regular basis Review annually with regard to replacement	Clerk Council	Ongoing	Annual review
Waste bins Dog waste bins	Injury whilst using same	General Public	Monitoring all reports of damage and arranging repairs as necessary.	Nominated councillor to inspect on regular basis. Review annually with regard to replacement	Clerk Council	Ongoing	Annual review
Road signs	Injury from damaged sign	General Public	Monitoring all reports from public. Inform ESCC highways of damage	ESCC to review condition of signage	Clerk ESCC	Ongoing	Annual review
Bollards	Injury as a result of hitting or tripping over bollard	General Public	Ensure all bollards are clearly visible		Clerk Council	Ongoing	Annual review
Footpaths	Trip, slip or fall due to uneven surface	General Public	Monitoring all reports from public & informing ESCC		Clerk Council	Ongoing	Ongoing
Fences & gates	Injury due to poor condition	General Public	Monitoring all reports of damage and carry out repairs as required.	Review annually Nominated councillor inspects regularly	Clerk Council	Ongoing	Ongoing

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Specific areas

Football Pavilion	Injury from structural damage to building	General Public	Club to report any structural damage	Annual inspection	Clerk Council	Ongoing	Annual review
Football Pavilion & goalposts	These should be known to the Club committee	General Public	Confirm that club committee have active risk assessments	Annual check on status of risk assessments	Clerk	Ongoing	Annual review
Football pitch	Trips, slips & falls	General public	Club to inspect pitch before and after each match and make good any damage to turf	Regular inspection by nominated councillor	Clerk Council	Ongoing	Ongoing
Bowls Club	These should be known to the Club committee	General Public	Confirm that club committee have active risk assessments	Annual check on status of risk assessments	Clerk	Ongoing	Annual review
Children's Playground	Injury from damaged equipment	General Public	Weekly inspection by nominated councillor. Annual inspection by approved company	Ensure any repairs are put in hand. Ensure new equipment included in inspections	Clerk Council	Ongoing	Weekly & annual review
Children's Playground	Damage to equipment due to misuse	General Public	Signs in place stating equipment only suitable for under 13s	Check sign is legible. Public to report misuse	Clerk Public	Ongoing	Ongoing
Children's Playground	Injury whilst in playground	General Public	Sign clearly states public use equipment at their own risk. Adequate insurance cover	Check sign is legible	Clerk Council	Ongoing	Ongoing
Trim Trail	Injury from damaged equipment	General Public	Monitor reports from public & councillors. Ensure any repairs are put in hand.	Weekly inspection by nominated councillor.	Clerk Council	Ongoing	Weekly & annual review
Trim Trail	Injury whilst using equipment	General Public	Sign clearly states public use equipment at their own risk.	Check sign is legible	Clerk Council	Ongoing	Ongoing
Cemetery	Trips, slips & falls due to uneven ground & damaged paths	General Public	Gravedigger to 'top up' sunken graves. Contractor to weed paths	Improve maintenance	Clerk Council Contractors	Ongoing	Annual review
Cemetery	Injury from unstable gravestones	General Public		Annual inspection. Grave owners informed of graves needing attention	Clerk Council	Ongoing	Annual review

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Cemetery Chapel	Injury from structural damage to building	General Public	Public & users report any damage	Annual inspection	Clerk Council	Ongoing	Annual review
Cemetery Chapel	Damage to building by fire or other causes	Council	No high fire risk items stored in chapel	Annual inspection	Clerk Council	Ongoing	Annual review
Cemetery Tap	Damage to tap causes water loss	Council	Public & users report any damage	Regular inspection by councillor	Clerk Council	Ongoing	Annual review
Workhouse Pond	Drowning	General Public		Insurers to advise on appropriate action	Clerk Council	Ongoing	Annual review
Village sign on village green	Injury from structural damage	General Public	Monitor reports from public. Annual inspection	Maintenance as required	Clerk Council	Ongoing	Annual review
'Hayes Inn' sign on village green	Injury from structural damage &/or electrocution	General Public	Monitor reports from public.	Confirm owners have liability insurance	Clerk Council	Ongoing	Annual review
Village Pump	Injury from structural damage to building	General Public	Monitor reports from public.	Regularise inspection & repair as necessary	Clerk Council	Ongoing	Annual review
War memorial	Injury from structural damage	General Public	Monitor reports from public.	Regularise inspection and repair as necessary	Clerk Council	Ongoing	Annual review
Bus shelters	Injury from structural damage	General Public	Monitor reports from public.	Regularise inspection and repair as necessary	Clerk Council	Ongoing	Annual review
Notice boards	Injury from structural damage	Clerk & General Public	Monitor reports from public. Regular inspection and repair as necessary		Clerk Council	Ongoing	Annual review
Christmas Tree	Injury from tree	General Public	Ensure tree is safely erected & staked.	Advise tree erectors & decorators of H&S requirements	Clerk Council	Ongoing	Annual event

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Other areas

Security	Loss of keys	Council	Clerk to keep record of keyholders	Update record regularly	Clerk	Ongoing	Annual review
Security	Computer access	Council	Computer password protected.	Agree password procedure with council	Clerk Council	Ongoing	Annual review
Website	Incorrect information given to public.	Council	Site monitored and updated by designated councillor.	Introduce monthly update & review	Clerk Council	Ongoing	Monthly review
Information loss	Loss of information	Council General Public	Computer password protected & data backed up off site	Regular updating	Clerk Council	Ongoing	Annual review
Major incident	Various	General Public	Parish has 'Emergency Plan'	Regular updating	Clerk Council		Annual review

Key

RFO – Responsible Financial Officer

'Council' refers to Northiam Parish Council

R&P – Receipts & Payments

Created on 03/03/2015 by Pete Sargent at the request of Northiam Parish Council

Last updated 08/04/2021