

Colwich Parish Council Corporate Risk Assessment

Assessment prepared by Chief Officer

Dated 12th April 2024

Reviewed (date) 18th April 2024

Ref No.	Type	Risk/Hazard description	Population at risk	Initial Risk Level			Control measures	Final Risk Level		
				Prob	Impact	ERRN		Prob	Impact	ERRN
1	Business	Loss of key persons results in disruption to business.	Council	3	3	9	Temps/locums to be used to provide cover in short term. SPCA advice sought for long term absence of Chief Officer. Key Person insurance in place. Staffing reviews to ensure appropriate levels of staffing in place. Cllr/Officials protocols. Civility & Respect pledge. Anti-Bullying policy.	1	3	3
2	Delivery	Lack of Officer capacity.	Council	3	3	9	Staffing reviews to ensure appropriate levels of staffing in place. Additional staff appointed (2024) to ensure continuity.	1	3	3
3	H&S	Violence to Officials	Officials Council	2	3	6	Lone working policies for office-based staff. Intercom to be used. Lone working policies for Groundsmen, including provision of a mobile phone.	1	3	3
4	HCID	Inability to hold meetings.	Council	2	3	6	Council has supported national bodies' lobbying Government for a change in legislation. Delegations to Clerk in the event safe regular meetings are not possible.	2	2	4

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5	HCID	Outbreak of a High Consequence Infectious Disease in the Parish Office.	Officials Councillors Council	2	2	4	Office staff to work from home. Meetings postponed for duration of outbreak. Compliance with national guidance. Deep clean to be undertaken with appropriate PPE. Reduce access to office from third parties and public	1	2	2
6	Financial	Failure to plan for required building maintenance.	Council	3	3	9	Quinquennial building surveys to be instigated to provide on-going maintenance programmes. Maintenance allocation to be included within Council budget.	2	3	6
7	Financial	Banking Failure	Council	3	3	9	Spread of risk via multi-banking using high credit worthy banks	1	3	3
8	Financial	Inappropriate level of insurance	Council	3	3	9	Insurance needs reviewed annually. Quinquennial building survey to be instigated to include insurance reinstatement valuations.	1	3	3
9	Legal	Failure to comply with HR Law	Council	3	3	9	Training provided to all officials. Suite of Employment policies adopted by Council. Employment Committee members to receive basic HR Training. All Councillors to receive Civility & Respect training	1	3	3

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10	Legal	Failure in legal compliance	Council	3	2	6	Clerk and Deputy Clerk hold CiLCA qualification. Deputy Clerk holds FiLCA qualification. Membership of SPCA, NALC and SLCC held to access advice on technical matters.	1	2	2
11	Operational Finance	Failure to manage the operation of transferred assets	Council	3	2	6	Due diligence to be undertaken in advance of taking on any new assets. Business case to be considered and approved by Full Council.	1	3	3
12	Business Continuity	Loss of data	Council	3	3	9	Live back up data via iCloudy for all laptops. iCloudy data storage held within the UK.	1	3	3
13	Legal H&S	Failure to comply with requirements for operational legal and safety compliance.	Council	3	3	9	RAs prepared for all events. Professional companies appointed to undertake compliance evaluations as needed.	1	3	3
14	H&S	Fire Risk	Council Cllrs Staff Visitors	3	3	9	Fire controls and evacuation plans in place. Upgraded emergency lighting installed. Annual checks of Fire Extinguishers by professional outside body. Visitors to Council meetings asked to sign in.	1	3	3

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15	Financial H&S	Risk to third parties	Visitors	3	3	9	RAs undertaken for all activities, operations and events. Evidence of Public Liability Insurance required from all contractors.	1	3	3
16	Financial H&S	Risk to public from trees	Public	3	3	9	Quinquennial tree survey undertaken by professional outside company. All identified works undertaken in priority order.	1	3	3
17	Reputation	Failure to meet the needs of customers	Council	3	3	9	Review of feedback from customers and residents	1	3	3
18	Financial	Fraud (external)	Council Cllrs	3	3	9	Financial regulations reviewed annually. Insurance	1	3	3
19	Financial	Fraud (Internal)	Council Cllrs	3	3	9	Fidelity Guarantee Insurance at an appropriate level. Separation of duties between Officials (input) and Members (authorise). Official multipay card transactions reported separately each month.	1	3	3
20	Financial	Loss of assets	Council	3	3	9	Asset register updated upon purchase of new items. Assessed as part of annual governance process. Existence of all fixed assets and mobile assets, above £100, certified annually.	1	3	3

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21	Legal	Failure to comply with data protection legislation	Council Cllrs Officials	3	3	9	Data protection policy reviewed annually.	1	3	3
22	Financial	Loss of income due to bad debtors.	Council Cllrs	3	3	9	Reserves sufficient to cover any losses through failure to pay. Bank and Cash Book reconciliation presented to Full Council monthly. Council to take action via County Court to recover any debt. Debt management policy	1	3	3
23	Reputation	Failure to control sensitive data	Council Cllrs Officials	3	3	9	Data protection policy. Sensitive data shredded when no longer required/	1	2	2
24	Security	Unauthorised access to Council buildings	Council	3	3	9	Effective door control with key lock and number code lock. Number code changed whenever a member/official leaves the Council. Restricted access to number code for Clerk's office. Restricted access to JPF building keys.	1	2	2
25	Financial	Failure to control expenditure	Council Cllrs	3	3	9	Financial Regulations. Daily expenditure monitored by Finance Officer. Regular reports to Council on expenditure to date and balance.	1	2	2
26	Legal	Failure to comply with Equality Act	Council	3	3	9	Equality policies adopted by Council and reviewed annually.	1	2	2

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27	Financial	Failure to comply with HMRC Regulations	Council Officials	3	3	9	External payroll provider appointed. Regular online VAT returns submitted.	1	2	2
28	Reputation	Members fail to adhere to Code of Conduct	Council Cllrs	3	2	6	Members reminded to review register of interests on a regular basis. Gifts, Hospitality and Anti Bribery Policy adopted and reviewed annually. Code of Conduct training for new Councillors and refresher for existing Councillors. "Code of Conduct" and "7 principles of Public Life" displayed in council chamber.	1	2	2
29	H&S	Risks from Lone Working	Officials	3	3	9	Lone working minimised, where possible. Parish Office front door kept closed at all times. Chief Officer, Deputy Chief Officer and Head Groundsman provided with iPhones including location tracking. Lone working policy.	1	2	2
30	Financial	Theft of belongings and/or monies from Council Offices	Council Cllrs Officials	3	3	9	Monies held in safe at all times. Petty cash facility discontinued. Outside door kept closed. Internal door to Officials office with keycode entry.	1	1	1

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31	Financial	Loss of income (Allotments)	Council Allotments Association	2	2	4	Agreement with Allotment Association to manage tenancies. Quarterly meeting with AA as part of Environment Committee.	1	1	1
32	Business Financial	Photocopier Fraud	Council	1	2	2	Funds to be secured within the safe separate from the Petty Cash. Receipts to be issued and payment details recorded for reconciliation purposes. Regular checks to be made by the designated Cllr appointed at the Annual Meeting of the Council. Monies to be deposited into bank account on a regular basis. Copier to be password protected to prevent unauthorised usage.	1	1	1
33	Insurance	Inadequate cover for Lengthsmen leading to council liability in the event of a claim	Council Officials	2	3	6	All works to be undertaken in line with insurance cover provided. Clerk to discuss requirements with the Council's Insurance Brokers Came & Co Review cover annually	1	2	2

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34	H&S	Inability to summon help during/following an incident due to lone working	Officials	2	3	6	Head Groundsman and Lengthsmen to carry a mobile phone at all times. Head Groundsman to assign Lengthsmen when and where to work. Lengthsmen to "check-in" at least hourly.	1	2	2
35	H&S	Operative being hit by road vehicle	Officials	3	3	9	Operative MUST wear high visibility clothing at all times. Operative not to work away from office outside daylight hours. Operative MUST work facing oncoming traffic. Collapsible warning signs to be used at all times. When travelling between locations Highway Code must be followed at all times. Near misses to be reported	2	2	4
36	H&S	Operative being hit by road vehicle due to poor visibility or loss of vehicle control during adverse weather.	Officials	3	3	9	Operative to undertake tasks away from the live carriageway if visibility becomes unsafe.	1	2	3
37	Legal H&S	Road traffic incident whilst using Council vehicles	Officials	1	3	3	Copy of driving licence, Vehicle maintenance Insurance policy (covering business use) to be provided to Clerk.	1	2	3

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38	H&S	Musculoskeletal injury during manual handling.	Officials	3	2	6	<p>“Manual Handling Operations Regulations 1992” to be followed at all times.</p> <p>Manual handling assessments to be made on all high risk / repetitive tasks.</p> <p>Hand cart to be used to carry loads.</p> <p>Personal Protective Equipment to be used at all times.</p> <p>Training in manual handling where required</p> <p>Employee health to be monitored</p>	3	1	3
39	H&S	Personal injury – including vibration related conditions using hand powered tools	Officials	3	2	6	<p>Operative to limit the length of time per day using powered tools. Continuous operation of tools to be avoided and job rotation ensured in line with HSE guidance for hand-arm vibration.</p> <p>Tools may only be used once the Operative has undertaken appropriate training.</p> <p>Operative to maintain tools and equipment as per manufactures guidelines.</p> <p>Operative to inspect all tools before and after use. Tools should be cleaned after use.</p> <p>PPE to be used at all times.</p> <p>Only battery powered tools to be used.</p>	2	2	4

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Ref No.	Type	Risk/Hazard description	Population at risk	Initial Risk Level			Control measures	Final Risk Level		
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40	H&S Legal Reputation	Injury to other person whilst using of hand powered tools.	Public	2	3	4	Operative to ensure others, especially young people, are clear of operations. If the area cannot be made safe then the task is NOT undertaken.	1	2	2
41	H&S	Exposure to harmful chemicals from cleaning materials and other chemicals	Officials	3	2	6	<p>“Control Of Substances Hazard to Health Regulations 2002” to be followed at all times. PPE to be worn at all times. All pesticides to be used in line with “The Plant Protection Products (Sustainable Use) Regulations 2012 and the “UK National Action Plan for the Sustainable Use of Pesticides (Plant Protection Products)” All Operatives to hold an appropriate license for Pesticides. All equipment to be tested in line with the “National Sprayer Tester Scheme” Storage of Pesticides to comply with HSE’s “Guidance on storing pesticides for farmers and other professional users”.</p>	3	1	3
42	H&S	Cuts/injury from handling / contact with broken glass	Officials	2	2	4	PPE to be worn at all times.	2	1	2
43	H&S	Cuts/injury/infection from handling/contact with syringes & needles	Officials	2	3	6	PPE to be worn at all times. Streetscene to be contacted to remove items	2	1	2

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44	H&S	Infection whilst clearing animal / human waste and/or dead animals	Officials	2	3	6	PPE and appropriate "poop-scoop" or other such equipment to be used at all times.	2	1	2
45	H&S	Injury from slips / trips working / moving on uneven / slippery surfaces etc.	Officials	2	2	4	PPE to be worn at all times. Officials to be vigilant for potential hazards. Report to accident book	2	1	2
46	H&S	Injury due to falls whilst working at height	Officials	3	3	9	Lone working at height not to be carried out. Appropriate work platform to be used. Personal fall restraint systems if required (NOTE – these will need special training and management)	2	2	4
47	H&S Legal Reputation	Injury due to falling objects whilst working at height.	Public & Officials	2	3	6	Ensure area under overhead working is kept clear of personnel. Use warning signs if required.	1	3	3
48	H&S	Injury due to lifting heavy materials whilst emptying of JPF bins	Officials	3	2	6	"Manual Handling Operations Regulations 1992" to be followed at all times. Hand cart/Wheelbarrow to be used to carry loads. Personal Protective Equipment to be used at all times. Collection intervals adjusted to prevent overfilling. Where this is not possible additional bins should be sourced.	1	1	1

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49	H&S	Injury due to exposure to biological / chemical hazards Slips / trips whilst cleaning toilets.	Officials	3	3	9	"Control Of Substances Hazard to Health Regulations 2002" to be followed at all times. PPE to be worn at all times.	1	2	2
50	H&S Legal Reputation	Public exposure to cleaning processes (as above) whilst cleaning toilets.	Pubic	2	3	6	Cleaning in progress warning signs	1	2	2
51	H&S	Personal Injury whilst Opening/ Closing Gates/ Toilets at JPF	Officials	3	2	6	As for lone working. Any defects in doors, gates or locks to be reported to Clerk immediately. Review opening/closing times.	3	1	3

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52	H&S	Personal injury from contact with tools and flying debris whilst Mowing/ Strimming	Officials	3	2	6	<p>As for power tools above (7&8); plus: PPE, including hearing protection, to be worn at all times. Operatives to receive appropriate training in the safe use of the equipment. Continuous operation of mowers to be avoided and job rotation ensured in line with HSE guidance for hand-arm vibration. http://www.hse.gov.uk/vibration/hav/index.htm RR884 and INDG175(ver3) to be provided to all operatives. Area to be mown MUST be walked first to ensure there is no debris and/or stones with all hazards to be removed before mowing commences. The mower should be adjusted to a safe height to avoid throwing debris. Blade power MUST be off when crossing between grass areas. Mowers MUST be cleaned every day. Repairs to be carried out by a competent qualified person. Refer to powered tools above</p>	2	2	4

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53	H&S Legal Reputation	Injury to other persons especially member of the public from flying debris whilst Mowing/Strimming	Public	3	3	9	In addition to the above: Warning signs that work is in progress. Stop working if members of the public approach work area	1	3	3
54	H&S	Personal injury from contact with tools and falling from height Pruning/Hedge cutting	Officials	2	3	6	As for mowing; plus: All loads to be transported are sheeted with tarpaulin. Extendable pole to be used. Correct PPE including eyeglasses, visors and gloves. <i>Refer to powered tools.</i>	1	2	2
55	H&S Legal Reputation	Injury to other persons especially member of the public whilst Pruning/Hedge cutting	Public	3	3	9	In addition to the above: Warning signs that work is in progress. Stop working if members of the public approach work area	1	3	3
56	H&S	Personal injury from contact with tools and flying debris and hand/arm vibration during leaf clearing.	Officials	3	2	6	Operatives to be trained in use of leaf blowers. Leaf clearing carried out regularly in the appropriate season to avoid the build-up of leaves creating wet slippery surfaces. PPE to be issued and worn.	2	2	4
57	H&S Legal Reputation	Injury to other persons especially member of the public from flying debris during leaf clearing.	Public	3	3	9	In addition to the above: Warning signs that work is in progress. Stop working if members of the public approach work area	1	3	3

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58	H&S	Personal injury from slips and falling from height and exposure to live traffic whilst cleaning gullies; footpaths and non-illuminated signs	Officials	3	3	9	Work at height/ladders training course as required. PPE to be issued and worn. <i>Refer to live traffic.</i>	2	2	4
59	H&S	Lone working hazards and exposure to live traffic whilst delivering Newsletter.	Officials	2	3	6	High visibility jackets to be worn. The Highway Code to be followed at all times. <i>Refer to live traffic and lone working.</i>	2	1	2
60	H&S	Personal injury during general DIY.	Officials	3	2	6	PPE to be issued and worn. Operative to only undertake tasks for which they are competent and have received appropriate training. <i>Refer to powered tools.</i>	2	1	3
61	H&S Legal Reputation	Injury to member of the public during general DIY.	Public	2	1	3	In addition to the above: Warning signs that work is in progress where required. Stop working if members of the public approach work area	1	1	1
62	H&S	Injury from broken play equipment and discarded litter	Public	2	2	4	Daily visual checks and weekly inspections to be undertaken with any defects reported to the Head Groundsman/Chief Officer. Monthly in-depth Inspections. Annual inspection by a qualified RPII inspector. PPE to be used for litter picking.	1	1	1

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63	H&S Legal Reputation	Injury from broken street furniture	Public	2	2	4	Regular checks of all Council noticeboards and benches to ensure they are clean, safe and in an acceptable state of repair. Van driving Highway Code compliance.	1	1	1

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General Health and Safety duties

Officials must:

- Comply with the Council's Health and Safety Policy and Risk Assessments;
- Not operate plant or machinery unless authorised and competent to do so;
- Use the correct tool for the job, ensure guards and safety devices are in position, and in good repair. Use tools in accordance with the manufacturer's instructions.;
- Maintain tools in good condition and report any defects;
- Report any accidents, near misses or dangerous conditions to the Clerk immediately. *(The Clerk will keep a record of all accidents, near misses or dangerous conditions and any follow up actions for review by the Employment Committee)*
- Take care of themselves and others, especially members of the public;
- Wear any Personal Protective Equipment issued or required to be worn and to report any defects immediately;
- Avoid improvised arrangements and to suggest safe ways of eliminating hazards;
- Inspect all equipment prior to use and to clean it and store it safely afterwards.

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Instructions for completing and amending this risk assessment:

1. Describe the **Task and/ or activity and hazard** and identify who is at risk (e.g. lengthsman, public, etc.)
2. Using the scales below – assess the frequency (likelihood) and Severity
3. Multiply these together to get an estimated risk rating number (ERRN)
4. Assess the ERRN against the table below and determine the type of action needed.
5. Describe the Control Options
6. Re-assess the frequency (likelihood) and Severity and final ERRN with the controls in place.

		Potential Impact of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Probability of harm occurring	Highly Unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9