**General Risk Assessment for – Horningsham Parish Council**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **ITEM** | **HAZARD** | | **THOSE IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 1 | Notice Board outside School | Vandalism  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Dated insurance, including Public Liability  Make contingency provision in Parish Council Reserves | A |
| 2 | Bus shelter Bath Arms | Impact damage  Vandalism  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 4 | 16 | Councillor to action a visual check  Inclusion on Asset registrar  Dated insurance, including Public Liability  Make contingency provision in Parish Council Reserves | A |
| 3 | Bus shelter Holly Bush | Impact damage  Vandalism  Loss or damage by Fire, Wind or weather | | Pedestrians  Persons using the seat | 4 | 4 | 16 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **4** | Seat Post Office | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **5** | Seat Water Lane | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **6** | Seat Common | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **7** | Double Cradle Seat | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **8** | Double Flat Swing | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **9** | Jungle climber | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **10** | Chin up bars | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **11** | Stilts | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **12** | Stepping logs | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **13** | Weaving beam | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **14** | Balance beam | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **15** | Three Tower Jigsaw  System | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **16** | Palisade fencing | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **17** | Self-Closing Gate | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **18** | Grass matting | Play Equipment  Vandalism  Cost of Replacement | | Injury to people using Play Equipment | 8 | 4 | 32 | Weekly Visual inspection of Play area by Councillor.  Monthly written inspection actioned by a Councillor  Annual inspection carried out by ROSPA  Dated Insurance including Public Liability. | A |
| **19** | Bench Seat recreational area | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians  Injury to people using the seat | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **20** | Tennis Court Fencing | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **21** | Tennis Court Surface | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **22** | Tennis Court Gate | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **23** | Tennis Court net | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **24** | Health & Safety Signage | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Injury to people using the area | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **25** | Grit Bin | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **26** | Telephone Box  Newbury | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **27** | Telephone Box  Bath Arms | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **28** | Chapel Signage | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **29** | Memorial Orchard | Vandalism  Impact damage  Loss or damage by Fire, Wind or weather | | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check  Inclusion on Asset registrar  Repair cost  Dated insurance including Public Liability | A |
| **No** | **ITEM** | **HAZARD** | | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 30 | Failure to attract sufficient candidates for Member vacancies or elections | | Reduced representation of neighbourhoods  Lack of resource  Possible meeting inquorate | Members | 2 | 2 | 4 | actively publicise Council activities  seek candidates amongst friends and colleagues  publicise elections & vacancies on notice boards  publicise elections & vacancies in Parish Newsletter and website  publicise elections & vacancies in local newspapers | A |
| 31 | Failure to achieve quorum at meetings | | Business not transacted  Decisions not made | Members  Clerk | 1 | 3 | 3 | issue annual meeting calendar to all members  issue meeting agendas promptly  record attendance  contact members who fail to attend meetings | T |
| 32 | Lack of public consultation by Council | | Decisions not based on evidence  People disenfranchised | Members | 1 | 2 | 2 | ensure meetings publicised on notice boards  use Annual Parish Meeting  place articles in local newspapers/parish magazine  consider leafleting  include public participation on all agendas  ensure seating available at meeting for public  provide advice for members of the public attending  publish agendas and minutes on website | T |
| 33 | Failure to respond to electors wishing to exercise right of inspection | | Complaints received  Not transparent  Noncompliance | Clerk | 1 | 2 | 2 | Clerk to advertise facility, and respond to requests | A |
| 34 | Members acting alone outside meetings | | Members outside compliance  Indemnities invalid  Personal risk | Members | 2 | 2 | 4 | obtain and read ‘Good Councillor Guide’  avoid making commitments on behalf of the council attend relevant training course | A |
| **No** | **ITEM** | | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 35 | Council decisions not implemented | | Confidence undermined  Reputation risk arises  Possible losses | Clerk | 1 | 4 | 4 | Clerk to publish marked unapproved Minutes to be considered at next meeting | A |
| 36 | Inadequate document control | | Poor evidence  Poor support to Members | Clerk | 1 | 2 | 3 | Clerk to establish filing and retrieval system  Clerk to enforce document version control | A |
| 37 | Failure to recognise and address conflict of interest | | Lack of transparency  Open to complaints of fairness or bias | Members  Clerk | 1 | 2 | 2 | Members to review Standards regime | A |
| 38 | Failure to complete/submit Annual Return on time | | Poor Auditors report  Public confidence suffers | Clerk | 1 | 3 | 3 | Clerk to maintain diary | A |
| 39 | Improper contracting procedures | | Possible losses  Poor levels of service  Possible increased costs | Clerk | 1 | 3 | 3 | 2016 national model adopted, separate financial regs  Clerk adequately trained | A |
| 40 | Loss of data on PC due to system fault | | Interruption to effective administration  Possible financial loss | Clerk | 1 | 4 | 4 | Cloud based system in place | A |
| 41 | Loss of services of Parish Clerk | | Interruption to effective administration | Members  Clerk | 2 | 2 | 2 | Internal  Councillors trained to undertake wide range of financial and administrative tasks.  Chairman has permission to request mail addressed to Clerk,  Horningsham Parish Council from Mr. Stephen Jeffries, 9 Beech Grove Warminster Wiltshire BA12 0AB  External  Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency  Up to date List available from the Society of Local Council Clerks on the website or phone 01823253646 | A |
| **No** | **ITEM** | | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 42 | Lack of defined objectives or strategy | | Resources not directed  Poor performance  Risks not base lined | Members | 1 | 2 | 2 | Council to produce an agreed 3 year Corporate Plan | U  To be actioned |
| 43 | Failure to correctly identify local needs or wishes | | Council does not represent the people  Resources not applied  Democratic deficit | Members | 1 | 3 | 3 | maintain close contact with local residents  advertise parish meetings to obtain residents’ feedback  use questionnaires to identify local wishes publicise plans and invite comments  review local papers, especially correspondence sections use events to seek views and feedback | A |
| 44 | Financial | | Misappropriation of Council Funds  Financial loss | Public Services | 1 | 2 | 2 | All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes  Pay invoices by BACS  Two councillors to sign each, invoice and receive an auth sheet listing the payments to be actioned. Two Councillors approved to action payments in between meetings if required.  6 weekly reconciliation of Parish Accounts to be signed by the chairman at each meeting  Annual scrutiny of all Financial Records by internal auditor.  External Auditor to advise Clerk of the Council and the Chairman All changes in banking instructions mandates etc to be in writing with a hard copy kept permanently on file. | A |
| **No** | **ITEM** | | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | **RISK**  **RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 45 | Income  Ensuring that all requirements are met under custom & excise regulations | | Unable to fulfil responsibilities | Public Service | 1 | 2 | 2 | Ensure Council understands and complies with current VAT legislation | A |
| 46 | Orders for Work, goods and services  Monitoring of performances against agreed standards under partnership agreements | | Unable to fulfil responsibilities | Public Service | 1 | 2 | 2 | Reviewed at internal audit | A |

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| 47 | Lack of public participation at meetings | Public voice not heard  Potential lack of interest in vacancies  Lack of transparency | Members | 1 | 2 | 2 | ensure meetings publicised on notice board  place articles in local parish magazine  include public participation on all agendas  ensure seating available at meeting for public  provide advice for members of the public attending  publish agendas and minutes on website | A |
| 49 | Bad publicity | Reduces confidence | Members  Clerk | 1 | 3 | 3 | review all press releases or newsletter articles before release manage press relations | A |
| 50 | Accidental damage to fixed assets | Costs of repair  Loss of service until repaired | Clerk | 2 | 2 | 4 | Maintain insurance  Inspection regime established. | A |
| 51 | Vandalism to fixed assets | Costs of repair  Loss of service until repaired | Clerk | 3 | 2 | 6 | Maintain inspection regime  Maintain insurance  Liaison with Police | A |
| **No** | **ITEM** | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY**  **1-10** | **LIKELIHOOD**  **1-10** | RISK  RATE | **MEASURES /COMMENTS** | RESULT |
| 53 | Inadequate insurance | Balance of costs to be found | Clerk | 1 | 4 | 4 | Council to review annually or if circumstances change | A |
| 54 | Failure to calculate/submit precept on time | Inadequate resources to meet commitments  Costs of re-billing | Clerk | 1 | 3 | 3 | Clerk to respond to Wiltshire Council notices  Agenda item for Members | A |
| 55 | Inadequate annual precept and unsound budget | Inadequate resources to meet commitments | Members | 1 | 4 | 4 | Clerk and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into Financial Regulations. | A |
| 56 | Failure to account for and recover VAT | Wasted resources | Clerk | 1 | 3 | 3 | Clerk to review  Internal auditor to check | A |
| 57 | Failure to stay within agreed budgets | Inadequate control  Potential wasted resources | Members  Clerk | 1 | 2 | 2 | Clerk to review  Internal auditor to check  Reserves Policy to mitigate short-term impact of loss. | A |
| 58 | Holding excessive or inadequate reserves | Auditors report  Poor use of resources  Inability to meet commitments | Members | 2 | 3 | 6 | Clerk to review as part of budgeting  Reserves Policy to set percentage of precept.  Council to review size of Reserves | A |
| 59 | Fraud by Clerk | Reputation  Costs, Litigation | Clerk | 1 | 3 | 3 | Adequate internal audit  Regular reporting to members  Control systems for managing expenditure | A |
| 60 | Fraud by Members | Reputation  Costs, Litigation | Clerk | 1 | 3 | 3 | Adequate internal audit  Regular reporting to members  Control systems for managing expenditure | A |
| 61 | Inadequate awareness of relevant legislation | Failure to comply | Members  Clerk | 2 | 3 | 6 | Maintain membership of WALC/NALC  Clerk to train/qualify | A |
| 62 | Failure to comply with relevant legislation | Litigation  Costs  Reputation damage | Members  Clerk | 2 | 3 | 6 | Maintain membership of WALC/NALC  Clerk to maintain training  Liaise with internal and external auditors | A |
| 63 | Failure to maintain fixed assets register | Improper control  Poor auditor’s report | Clerk | 1 | 2 | 2 | Council to review  Internal audit to review | A |
| 64 | Improper financial records | Potential for wasted resources | Clerk | 1 | 2 | 2 | Internal audit to review | A |
| 65 | HMRC requirements not met | Costs  Litigation | Clerk | 1 | 3 | 3 | Clerk to liaise as necessary | A |
| 66 | Failure to comply with deadlines for accounts and returns | Poor auditor’s report  Reduction in confidence | Clerk | 1 | 2 | 2 | Clerk to liaise with internal and external audit | A |
| 67 | Non-compliance with data protection GDPR Requirements | Litigation  Poor reputation | Members  Clerk | 1 | 3 | 3 | Councillors to sign declarations Clerk to monitor | A |

**Results Key** – T = TRIVIAL RISK **A** = ADEQUATELY CONTROLLED RISK **N** = NOT ADEQUATELY CONTROLLED **U** = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

**RISK ASSESSMENT CARRIED OUT BY: SARAH JEFFRIES DATE: 08.04.24 Signature: ..................................................**

**RISK ASSESSMENT CHECKED AND VALIDATED BY: MEMBERS OF *HORNINGSHAM PARISH COUNCIL* DATE: 18.04.24**

**Signatures:**

**1................................................................................................................................. 9…………………………………………………………………………………….**

**2.................................................................................................................................. 10………………………………………………………………………………….**

**3.................................................................................................................................. 11…………………………………………………………………………………..**

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**Risk Assessment Scoring Matrix**

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| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Severity** | | | | | |
|  | **Multiple Death**  **(10)** | **Single Death**  **(8)** | **Major Injury**  **(6)** | **Lost Time Injury**  **(4)** | **Minor Injury**  **(2)** | **Delay**  **(1)** |
| **Certain (10)** | 100 | 80 | 60 | 40 | 20 | 10 |
| **Very Likely (8)** | 80 | 64 | 48 | 32 | 16 | 8 |
| **Likely (6)** | 60 | 48 | 36 | 24 | 12 | 6 |
| **May Happen (4)** | 40 | 32 | 24 | 16 | 8 | 4 |
| **Unlikely (2)** | 20 | 16 | 12 | 8 | 4 | 2 |
| **Very Unlikely (1)** | 10 | 8 | 6 | 4 | 2 | 1 |
| ***Score*** | ***Priority*** | ***Action*** | | | | |
| **1 – 16** | **LOW** | Action is required to reduce the risk, although low priority. | | | | |
| **17 – 36** | **MEDIUM** | Action required to control.  Interim measures may be necessary in the short term. | | | | |
| **37 – 100** | **HIGH** | Action required urgently to control risks. Unacceptable  Immediate action required | | | | |