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

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| **No** | **ITEM** | **HAZARD** | **THOSE IN DANGER** | **SEVERITY****1-10** | **LIKELIHOOD****1-10** | **RISK****RATE** | **MEASURES /COMMENTS** | **RESULT** |
| 1 | Notice Board outside School  | VandalismLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarDated insurance, including Public LiabilityMake contingency provision in Parish Council Reserves | A |
| 2 | Bus shelter Bath Arms | Impact damageVandalismLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 4 | 16 | Councillor to action a visual check Inclusion on Asset registrarDated insurance, including Public LiabilityMake contingency provision in Parish Council Reserves | A |
| 3 | Bus shelter Holly Bush | Impact damageVandalismLoss or damage by Fire, Wind or weather | PedestriansPersons using the seat | 4 | 4 | 16 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability  | A |
| **4** | Seat Post Office  | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **5** | Seat Water Lane | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated 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 | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians Persons using the seat | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **7** | Double Cradle Seat | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **8** | Double Flat Swing | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **9** | Jungle climber | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated 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 EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **11** | Stilts | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **12** | Stepping logs | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **13** | Weaving beam | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated 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 EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **15** | Three Tower Jigsaw System | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **16** | Palisade fencing | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **17** | Self-Closing Gate | Play EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated 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 EquipmentVandalismCost 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 CouncillorAnnual inspection carried out by ROSPADated Insurance including Public Liability. | A |
| **19** | Bench Seat recreational area | VandalismImpact damageLoss or damage by Fire, Wind or weather | PedestriansInjury to people using the seat | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **20** | Tennis Court Fencing | VandalismImpact damageLoss or damage by Fire, Wind or weather | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **21** | Tennis Court Surface | VandalismImpact damageLoss or damage by Fire, Wind or weather | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated 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 | VandalismImpact damageLoss or damage by Fire, Wind or weather | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **23** | Tennis Court net | VandalismImpact damageLoss or damage by Fire, Wind or weather | Injury to people using the Court | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **24** | Health & Safety Signage | VandalismImpact damageLoss or damage by Fire, Wind or weather | Injury to people using the area | 4 | 1 | 4 | Councillor to action a visual checkInclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **25** | Grit Bin | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **No** | **ITEM** | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY****1-10** | **LIKELIHOOD****1-10** | **RISK****RATE** | **MEASURES /COMMENTS** | **RESULT** |
| **26** | Telephone BoxNewbury | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **27** | Telephone BoxBath Arms  | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **28**  | Chapel Signage | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated insurance including Public Liability | A |
| **29** | Memorial Orchard | VandalismImpact damageLoss or damage by Fire, Wind or weather | Pedestrians | 4 | 1 | 4 | Councillor to action a visual check Inclusion on Asset registrarRepair costDated 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 neighbourhoodsLack of resourcePossible 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 transactedDecisions not made | MembersClerk | 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 evidencePeople disenfranchised | Members |  1 | 2 | 2 | ensure meetings publicised on notice boards use Annual Parish Meeting place articles in local newspapers/parish magazineconsider leafletinginclude public participation on all agendas  ensure seating available at meeting for public  provide advice for members of the public attendingpublish agendas and minutes on website | T |
| 33 | Failure to respond to electors wishing to exercise right of inspection | Complaints receivedNot transparentNoncompliance | Clerk | 1 | 2 | 2 | Clerk to advertise facility, and respond to requests | A |
| 34 | Members acting alone outside meetings | Members outside complianceIndemnities invalidPersonal 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 underminedReputation risk arisesPossible losses | Clerk | 1 | 4 | 4 | Clerk to publish marked unapproved Minutes to be considered at next meeting | A |
| 36 | Inadequate document control | Poor evidencePoor support to Members | Clerk | 1 | 2 | 3 | Clerk to establish filing and retrieval systemClerk to enforce document version control | A |
| 37 | Failure to recognise and address conflict of interest | Lack of transparencyOpen to complaints of fairness or bias | MembersClerk | 1 | 2 | 2 | Members to review Standards regime | A |
| 38 | Failure to complete/submit Annual Return on time | Poor Auditors reportPublic confidence suffers | Clerk | 1 | 3 | 3 | Clerk to maintain diary | A |
| 39 | Improper contracting procedures | Possible lossesPoor levels of servicePossible increased costs | Clerk | 1 | 3 | 3 | 2016 national model adopted, separate financial regsClerk 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  | MembersClerk | 2 | 2 | 2 | InternalCouncillors 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 0ABExternalLocum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergencyUp 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 directedPoor performance Risks not base lined | Members | 1 | 2 | 2 | Council to produce an agreed 3 year Corporate Plan | UTo be actioned |
| 43 | Failure to correctly identify local needs or wishes | Council does not represent the peopleResources not appliedDemocratic 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 FundsFinancial loss | Public Services | 1 | 2 | 2 | All Banking Arrangements and changes to banking services approved by the council and recorded in the minutesPay invoices by BACSTwo 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 meetingAnnual 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 | IncomeEnsuring 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 servicesMonitoring 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 heardPotential lack of interest in vacanciesLack of transparency | Members | 1 | 2 | 2 | ensure meetings publicised on notice board place articles in local parish magazineinclude public participation on all agendas  ensure seating available at meeting for public provide advice for members of the public attendingpublish agendas and minutes on website | A |
| 49 | Bad publicity | Reduces confidence | MembersClerk | 1 | 3 | 3 | review all press releases or newsletter articles before release manage press relations |  A |
| 50 | Accidental damage to fixed assets | Costs of repairLoss of service until repaired | Clerk | 2 | 2 | 4 |  Maintain insurance Inspection regime established. |  A |
| 51 | Vandalism to fixed assets | Costs of repairLoss of service until repaired | Clerk | 3 | 2 | 6 | Maintain inspection regimeMaintain insuranceLiaison with Police |  A |
| **No** | **ITEM** | **HAZARD** | **PERSONS IN DANGER** | **SEVERITY****1-10** | **LIKELIHOOD****1-10** | RISKRATE | **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 commitmentsCosts of re-billing | Clerk | 1 | 3 | 3 | Clerk to respond to Wiltshire Council noticesAgenda 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 reviewInternal auditor to check |  A |
| 57 | Failure to stay within agreed budgets | Inadequate controlPotential wasted resources | MembersClerk | 1 | 2 | 2 | Clerk to reviewInternal auditor to checkReserves Policy to mitigate short-term impact of loss. |  A |
| 58 | Holding excessive or inadequate reserves | Auditors reportPoor use of resourcesInability to meet commitments | Members | 2 | 3 | 6 | Clerk to review as part of budgetingReserves Policy to set percentage of precept.Council to review size of Reserves |  A |
| 59 | Fraud by Clerk | ReputationCosts, Litigation | Clerk | 1 | 3 | 3 | Adequate internal auditRegular reporting to membersControl systems for managing expenditure |  A |
| 60 | Fraud by Members | ReputationCosts, Litigation | Clerk | 1 | 3 | 3 | Adequate internal auditRegular reporting to membersControl systems for managing expenditure |  A |
| 61 | Inadequate awareness of relevant legislation | Failure to comply | MembersClerk | 2 | 3 | 6 | Maintain membership of WALC/NALCClerk to train/qualify |  A |
| 62 | Failure to comply with relevant legislation | LitigationCostsReputation damage | MembersClerk | 2 | 3 | 6 | Maintain membership of WALC/NALCClerk to maintain trainingLiaise with internal and external auditors |  A |
| 63 | Failure to maintain fixed assets register | Improper controlPoor auditor’s report | Clerk | 1 | 2 | 2 | Council to reviewInternal 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 reportReduction 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 | MembersClerk | 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. UnacceptableImmediate action required  |