

RISK MANAGEMENT GLENTHAM PARISH COUNCIL

Introduction

Glenthams Parish Council is committed to ensuring that all risks are identified, ranked and managed. Wherever possible Glenthams Parish Council aims to remove risks, where risks cannot be fully removed, sufficient mitigation is put in place to reduce the risks to an acceptable level.

The Clerk and nominated Parish Councillors must assess risks on a regular basis and feedback at the bi-monthly Glenthams Parish Council meeting.

Parish Councillors are responsible for:-

- Identification of risks facing the Glenthams Parish Council
- Evaluation of potential consequences to the Parish Council if an event was to occur
- Identification of Risk Removal, Risk Reduction and Risk Control methods.

Areas where risks must be managed

Assets – Public open space. Playground. Trees.

Financial – accounting, cash control, audit, etc.

The Public – recreation grounds, etc.

Legal – Standing Orders, Financial Regulations, records of the Council, etc.

Members – Declarations of Interest, receipt of gifts, etc.

Employees – conditions of employment, compliance with employment law

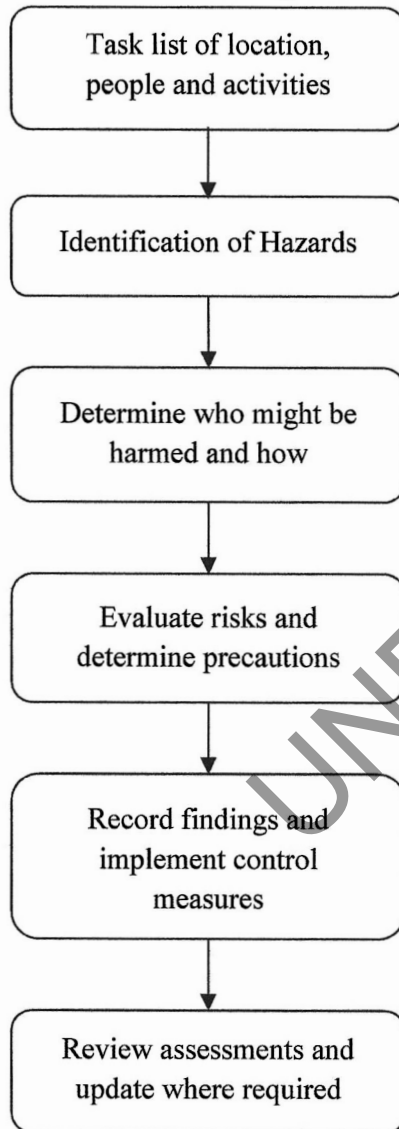
Health and Safety – all areas

Environmental – all areas

Area	Risk	Layers of Protection
Assets	Protection	Insurance Security systems Regular maintenance/inspections
Finance	Cash Loss Control	Insurance cover Financial control, regulations, accounts Budget, payments, VAT Regulations Reporting, balance, etc
Public liability	Risk to third parties	Adequate insurance Inspections Health & Safety Checks
Legal liability	Act within the law	Clerk to advise where appropriate External advise obtained where necessary from competent individuals Attending training courses and seminars to gain competency
Member liability	Declarations of interest Gifts/Hospitality	Featured on meeting agenda every month Declaration
Employer liability	Comply with the law	Comply with employment law. Issue and work within contracts of employment. Evaluate Health and Safety Risks using risk assessment tool
Health and Safety Liability	Risk to members, employees and members of the public	Routine inspections Comply with Health and Safety guidelines Employees (contractors) to supply risk assessments and method statements for tasks to be undertaken
Environmental	Risk to local environment	Comply with environmental law Correct disposal of waste following completion of work

Assessing and Managing Risks

Glenthams Parish Council will assess and manage risk using a structured approach:-



Risk Assessment matrix and Level of Risk

The risk assessment matrix will be utilised, which considers the probability/likelihood of an incident occurring and also the severity. The risk assessment matrix principle considers both consequence of the risk and likelihood of the risk occurring, it is basically a multiplication grid.

	5	10	15	20	25
Fatality					
Major	4	8	12	16	20
Serious	3	6	9	12	15
Moderate	2	4	6	8	10
Minor	1	2	3	4	5
	LIKELIHOOD				
	Remote	Unlikely	Possible	Likely	Certain

The outcome from the Risk Assessment matrix will be the Level of Risk

Documentation of Risk

Glenthams Parish Council understands the importance of identifying risk and understands that as an employer of less than five people it is not a legal requirement to record any findings, however it believes that it is best practice to document risk assessment and record findings through the use of the Glenthams Parish Council Risk Assessment form.

Example:-

Date of assessment: 11th February 2015

Area of assessment: Green space on Village Hall side of Beck.

This document assesses the risks associated with the installation of posts on the Green space on the village hall side of the Beck to prevent it being used as a car park.

Glenthams Parish Council has performed this risk assessment to ensure that effective methods are used in areas/tasks of significant risk or change to reduce the risk of injury.

Activity	Hazard, hazardous event and expected consequence	People affected (occupation and number)	Likelihood	Consequence	Level of unprotected risk (Likelihood x Consequence)	Are risk controls required ? (Y or N)	Risk control, with protected level of risk	Residual risk with Risk controls in place
1) Walking	Personal Injury by member of public tripping over posts (this could also result in a liability issue)	Public	4 (considered likely due to poor lighting within area)	3 (potential for serious injury)	12	Y	1.1 Removal of hazard (do not install posts) OR 1.2 Inherent design (installation of posts of sufficient size & height that are not a tripping hazard AND sufficient lighting)	1x1=1 3x3=9

2) Emergency vehicle access	Obstruction of large emergency vehicles	Public	3 (considered possible, but time of vehicles parked is low AND requirement for Emergency vehicles is low)	3(No real increase in injury as emergency services could travel by foot)	9	Y	2.1 Removal of hazard (do not install posts OR move posts further into green space)	1x1=1
3) Other vehicle access	Obstruction of other large vehicles (including oil deliveries etc)	Public	3 (considered possible, but time of vehicles parked is low AND requirement for Emergency vehicles is low)	2 (moderate consequence in terms of reputation but no risk to safety)	6	N	Removal of hazard (do not install posts OR move posts further into green space)	1x1=1
4) Compliance with Risk Assessment Document	Complaints from residents	Residents	5 (Petition received)	6 (Spending public funds against wishes of residents)	30	Y	Removal of hazard (do not install posts OR move posts further into green space)	1x1

Outcome:- From a safety perspective the most significant hazard (tripping) should be removed by not installing the posts

The Level of Risk is identified as one of four outcomes:-

Level of Risk	Risk Category	Action Required
1-5	Low	No further action except for monitoring and ensuring that controls are maintained
5-9	Medium	Look to improve within timescale and put temporary measures in place to fill risk gap
10-16	High	Stop Activity and make immediate improvements
17-25	Very High	Stop Activity and make immediate improvements

Signed by Chairman: 

Meeting Date: 23/04/15

Review Frequency: Annual