



RISK MANAGEMENT SCHEDULE:

OPERATIONAL RISKS

Full update agreed **Full Council April 2024**

For review and approval at Full Council **April 2025**

To be reviewed annually

Category	Description	Likelihood 1 – 3 1 = unlikely 2 = possible 3 = highly likely	Impact 1 – 3 1 = negligible 2 = moderate 3 = severe	Risk Rating Green = low Yellow = medium Red = high	Response	Responsibility
General:	All risks				The Council holds a comprehensive insurance policy with Public & Products Liability cover of £10 million and Employers Liability of £10 million. Assets are covered up to £350,000 , current revaluation taking place – insurance cover will be altered accordingly.	Finance committee
Resources:	Projects adopted with insufficient resources available.	3	2	High	Reduced number of Councillors following the May 2023 election. Increased pressure on Clerk.	PM1

<p>Street spaces:</p> <p>Grass cutting & strimming, hedge cutting and tree works</p>	<p>Risk to public from hazards due to lack of maintenance. Injury to public from works taking place in public spaces. Risk to contractors to injury from machinery etc.</p>	2	2	Medium	<p>Qualified contractors for grass cutting appointed using the Procurement Policy under the authority of the Finance committee. This process incorporates health & safety considerations. For 24/25: Wherry Gardens now adopted and grass cutting incorporated into main contract. Highways areas are being adopted under delegated grass cutting agreement.</p>	PM1
<p>Parish council owned litter and dog bins. District Council owned litter and dog bins. Litter picking rubbish.</p>	<p>Bins overflowing, catching fire, danger to public health</p>	2	2	Medium	<p>Issues with bins resolved in 2023. Roll top bin now in place for peak periods at Caen Meadow.</p>	PM1
<p>Litter picking</p>	<p>Irregular collection leads to health and safety issues and poor perception of village.</p>	3	2	High	<p>No litter picking contract/service in place. Clerk picks rubbish whilst putting up minutes on noticeboards. Safety of Clerk.</p>	PM1
<p>Street furniture - benches, bus shelters, noticeboards</p>	<p>Faulty items risk public safety or threat to property.</p>	2	2	Medium	<p>Councillors responsible for areas of the village on a street-by-street basis. Responsible for reporting issues as and when they arise. Issue with the small number of Councillors means that issues are not being spotted as often as they could be. Cleaning contract in place for bus shelters & noticeboards.</p>	Finance

Footway lighting	Unsafe units cause injury to the general public or damage to property.	2	2	Medium	Contract for regular inspections in place with TT Jones. Replacement values assessed and added to the asset register. December 2022 – a leaning post has been identified. Contractor advised it is well secured. Maintain a watching brief.	PM1
Defibrillator	Doesn't work when used due to fault, lack of maintenance or vandalism.	1	3	Medium	Maintenance programme in place overseen by Cllr Joynson and recorded in the asset register. Light fitted in Church Hall area to ensure safe nighttime usage. Additional signage added in 2021 to make the unit more obvious from the road. 24/25 – taped – needs new lid.	IJ
SAM2	Units have to be removed for charging. This is working at height next to busy roads.	2	3	High	Councilor to seek help when taking down unit for recharging. New units much heavier than old. SAM2 device have Bluetooth for downloading data to reduce risk.	IJ
Recreational spaces: Caen Meadow (leased) and Trafford Memorial Ground (owned)	Risk of injury to individuals using life rings.	1	3	Medium	BDC are responsible for the life rings and have confirmed they undertake a regular inspection programme. Maintain watching brief and alert BDC if required.	Clerk

	Overuse and anti-social behavior lead to damage to the area and disruption to local residents. Associated parking issues.	3	2	High	Caen Meadow Working Group (CMWG) established in August 2022 to address issues. Police and BA Rangers also aware of the issues. Signage installed by waterside to discourage anti-social behavior. Councillor leading the CMWG leaving in May 2024.	Clerk
	Trafford Memorial ground not registered at Land Registry	3	1	Medium	Application made August 2023. Awaiting registration.	Clerk
	Fire hazard due to changing climate and use of BBQ's and fires	2	3	High	CMWG asked for the grass to left longer across the Meadow. Agreed by Council. Liaised with fire service. Padlock on main gate is a County padlock for ease of fire service access.	Clerk
New for 2024	Broads Authority pulling out of maintenance of staithe	2	3	High	Agreed with BA that if WPC can adopt the staithe then they will continue with maintenance and supervision. Appointed solicitor. Ongoing.	PM1
Keys Hill Wood	Safety for the public using the wood and for neighbours of adjoining properties.	2	2	Medium	Ongoing programme of tree surgery. Watching brief from Tree Warden and the Broadland Tree Network.	IJ
Agnes Gardner King & Wherry Garden playgrounds	Accident to visitors, contractor or employee	2	2	Medium	Regular site inspection undertaken by Cllr Joynson. WG – Cllr Nunn to do training course. Clerk trained and undertakes inspections when Cllr Joynson away. Annual professional inspection undertaken by ROSPA.	IJ/PM2/PN

					New fencing, gates, safety matting and a number of other items fitted in April 2022. Maintenance programme in place for play equipment. Regular cleaning contract in place.	
Historic & burial spaces Cemetery	Accident caused by gravestones falling.	1	2	Low	Formal 5 yearly inspections by a qualified inspector (last inspection October 2021)	PM1
	Accident to visitor, contractor or employee, visiting the cemetery.	1	2	Low	Councilors regularly visiting the site. Rules and regulations in place to reduce risk to contractors and the public.	PM1
	Mistake in use of burial plot and/or incorrect records.	1	2	Low	Paper burial records kept up to date by Clerk Spreadsheet tracks bookings. Plan is published on the WPC website and is regularly updated. Workload priority given to all burials by Clerk.	PM1
War memorial	Safety for visitors Stability of memorial	1	2	Low	Now a listed monument. Cleaning as and when required. New gardener to be appointed.	PM1
Closed Churchyard (St Marys)	Accident to visitor, contractor or employee, visiting the cemetery.	2	2	Medium	This area is reviewed by the Church Warden and Cllr Mantle.	PM1

	Accident caused by gravestones falling.	1	2	Low	Formal 5 yearly inspections by a qualified inspector (last inspection October 2021)	PM1
	Retaining wall identified in poor condition.	2	2	Medium	Area marked off to prevent personal injury. Cracks and missing flints in wall have worsened over last few years. ACTION: Surveyor informally looked at wall. Undergrowth cleared – course of action tba.	PM1
HR	Lack of public interest leaves a small number of Councillors and a reduction in quality of service.	2	2	Medium	Statutory tasks being completed. Project work is limited due to numbers.	PM1
Lone working by Clerk & Councillors	Risk of accidents whilst working or out alone. Particular risk when meeting unknown members of the public one to one.	1	3	Medium	Regular review of arrangements by responsible Councillor.	PM1
Health & Safety for the Clerk working from home.		1	1	Low	Regular review of arrangements by responsible Councillor.	PM1
Staff sickness		2	2	Moderate	Regular review of arrangements by responsible Councillor.	PM1

Staff well being		2	2	Moderate	Regular review of arrangements by responsible Councillor.	PM1
Councillor conduct		2	2	Moderate	Councillors signed up to the Code of Conduct and Disclosed their interests.	PM1
Meetings & administration Invite public to attend meetings and are responsible for their safety.		1	1	Low	The Council uses a new, modern venue with good facilities and access.	PM1
Freedom of information & Data Protection		2	1	Low	Council has reviewed the impact and deems the risk to be low. The only records that apply are Exclusive Right of Burial records and general correspondence.	PM1
Records management	Risk that important documents and information cannot be located.	2	2	Moderate	Many files are in hard copy only. ACTION: Need to finalize records management policy before archiving can begin.	PM1
Electrical equipment	PAT testing not required (confirmed on a H&S course 2019).	2	1	Low	Virus software kept updated. IT replaced autumn 2023.	Clerk

	Virus protection required.					
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Removed items:

- WG adoption