 **RISK MANAGEMENT SCHEDULE:**

**OPERATIONAL RISKS**

**Approved by Full Council – 3rd May 2018**

**To be reviewed annually**

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| **Category** | **Description** | **Likelihood 1 – 3**1 = unlikely2 = possible3 = highly likely | **Impact 1 – 3**1 = negligible2 = moderate3 = severe | **Risk Rating**Green = lowYellow = mediumRed = 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. |  |
| **Street spaces:**Grass cutting & strimming, hedge cutting and tree works  | Risk to contractors to injury from machinery etc.Risk to public from works taking place in public spaces | 2 | 3 | High | Qualified contractors appointed using the (draft) Procurement Policy under the jurisdiction of the Finance committee. This process incorporates health & safety considerations. Working with suppliers on a long-term basis to ensure high level of health & safety. Have appointed grass cutting contractor for 3 years. Looking to appoint tree surgeon – on contracts register.**ACTION: Finalize and publish Procurement policy at committee.****Procure tree surgeon.** | PM |
| Litter bins | Bins overflowing, catching fire, danger to public health | 3 | 1 | Low | Biggest issue is the change in the season. Contract with BDC needs to be updated to consider seasonal usage.**ACTION: Agree regularity required. Liaise with BDC on contract.** | PM |
| Litter picking | Safety of contractors. | 2 | 3 | High | Appointed Community Payback to deliver this service FOC. SLA in place. They are responsible for risk assessment, H&S and supervision.  | PM |
| Street furniture - benches, bus shelters, noticeboards | Faulty items risk public safety or threat to property. | 1 | 2 | Low | Asset register has been created in 2017-18. **ACTION: Ongoing work to asses condition and maintenance requirements of these items. See Action Plan.** | PM |
| Street Furniture Cleaning | Safety of contractors and members of the public. Damage to Council assets | 2 | 3 | High | Street furniture cleaning currently takes place. However, there is no specification or evidence of H&S processes or procedures from the contractor.**ACTION: Write specification and go out to tender for new contractor.****Contact current contractor re: H & S policies.** | PM |
| Defibrillator | Doesn’t work when used due to fault, lack of maintenance or vandalism. | 1 | 3 | Moderate | Maintenance programme currently up to date. Details of maintenance requirements need to be added to the asset register. Contract for Heartsafe tag in place and recorded on the Contracts register. Light fitted in Church Hall area to ensure safe nighttime usage.**ACTION: Update asset register with maintenance requirements.** | IJ |
| SAM2 | Councillor removes and installs unit at height next to busy roads on his own.  | 3 | 3 | High | Councillor should be working with others. **ACTION: Risk assessment needs to be undertaken.** | IJ |
| **Recreational spaces:**Caen Meadow and Trafford Memorial Ground | Risk of personal injury or damage to craft at boat launching ramp. | 2 | 3 | High | Unclear is the Parish Council is responsible for the ramp. Locked gate at the top of Malthouse Lane restricts access.**ACTION: land registry deeds need further investigation.** | CH |
|  | Risk of injury to users mooring at the staithe. | 2 | 3 | High | Unclear is the Parish Council is responsible for the ramp. **ACTION: as above** | CH |
|  | Risk of injury to individuals using life rings. | 1 | 3 | Moderate | Unclear if the Parish Council is responsible for the life rings.ACTION: make further investigations. | CH |
|  | Anti-social behavior leads to damage to the area. | 2 | 2 | Moderate | Regular liaison with police and residents. Good signage to make people aware of the Parish Councils involvement in the area. | CH |
| Keys Hill Wood | Safety for the public using the wood and for neighbours of adjoining properties. | 2 | 2 | Moderate | Full tree survey completed January 2018. Recommendations for priority 1 trees completed. Priority 2 trees wip.Management Plan being formulated with BDC.Budget in place for regeneration works using CIL funding. | IJ |
|  | Fly tipping of waste causes fungi and rot. One incident leads to copy cat incidents. | 2 | 2 | Moderate | Clearing away waste quickly.Signage. | IJ |
| Agnes Gardner playground | Accident to visitors, contractor or employee | 2 | 3 | High | Regular site inspection undertaken and documented by Councillors.Annual professional inspection undertaken by ROSPA | IJ |
| Wherry Gardens playground & recreational spaces | S106 agreement gives the Council a large amount of additional liability and cost. | 2 | 2 | Moderate | Discussions underway with Hopkins Homes. Council will not proceed with adoption until appropriate site drawings are agreed. | PH |
| **Historic & burial spaces**Cemetery | Accident caused by gravestones falling. | 1 | 2 | Low | Formal 5 yearly inspections by a qualified inspector (last inspection April 2017)Annual visual inspection by the Council. | PM |
|  | Accident caused by poor condition of the access road to the Cemetery. | 2 | 2 | Moderate | Ensure regular site inspectionImprovement works are underway as part of the CIL funding programme. | PM |
|  | Accident to visitor, contractor or employee, visiting the cemetery. | 1 | 2 | Low | Ensure regular site inspection | PM |
|  | Accident to contractor or employee, working in the cemetery. | 2 | 3 | Moderate | Rules & regulations in place to reduce risk to contractors.ACTION: to update. | PM |
|  | Mistake in use of burial plot and/or incorrect records. | 1 | 2 | Low | Paper burial records kept up to date by Clerk. ACTION: digitize these records. | PM |
| **War memorial** | Safety for visitorsStability of memorial | 1 | 2 | Low | Annual inspectionProfessional inspection every 10 years | PM |
| **Closed Churchyard (St Marys)** | Accident to visitor, contractor or employee, visiting the cemetery. | **1** | **2** | Low | Ensure regular site inspection | PM |
|  | Accident caused by gravestones falling. | **1** | **2** | Low | Formal 5 yearly inspections by a qualified inspector (last inspection April 2017)Annual visual inspection by the Council. | PM |
| **HR**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. | **2** | **3** | High | Regular review of arrangements by responsible Councillor. | PE |
| Health & Safety for the Clerk working from home. |  | **1** | **1** | Low | Regular review of arrangements by responsible Councillor. | PE |
| Clerk sickness |  | **2** | **2** | Moderate | Regular review of arrangements by responsible Councillor. | PE |
| Clerk well being |  | **2** | **2** | Moderate | Regular review of arrangements by responsible Councillor. | PE |
| Councillor conduct |  | **2** | **3** | High | Councillors must sign up the Code of Conduct and Disclose their interest.  | All |
| **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. | PE |
| 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. | PE |
| Records management |  | **2** | **2** | Moderate | Many files are in hard copy only. ACTION: Need to finalize records management policy before archiving can begin. | PE |
| Electrical equipment | PAT testing required | **2** | **1** | Low | ACTION: agree PAT testing regime. | PE |