



RISK MANAGEMENT SCHEDULE:

OPERATIONAL RISKS

Full update agreed **Full Council April 2025**. **Updates from 2024 in yellow.**

For review and approval at Full Council **April 2026**

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 at up to £350,000. The amount will need to be increased to £420K at the next renewal in June.	IJ
Resources:	Projects adopted with insufficient resources available.	3	2	High	Eleven-seat Council with only five serving Councillors. Increased pressure on Clerk and reduced capacity to deliver services and projects.	PM1

Street spaces: Grass cutting & strimming, hedge cutting and tree works	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.	2	2	Medium	Qualified contractors for grass cutting appointed using the Procurement Policy under the authority of the Finance committee. This process incorporates health & safety considerations. A one year extension has been agreed with the current contractor whilst Hoveton Council employ a groundsperson and take their services in house. To review whether it is possible to transfer it to Wroxham after a trial period.	PM1
Parish council owned litter and dog bins. District Council owned litter and dog bins. Litter picking rubbish.	Bins overflowing, catching fire, danger to public health	2	2	Medium	Litter and dog bins are regularly collected by Broadland District Council. Additional 1100l roll top bin used for the summer period at Caen Meadow. Garden waste bin in place at the war memorial to handle green waste.	PM1
Litter picking	Irregular collection leads to health and safety issues and poor perception of village.	3	2	High	No litter picking contract/service in place. Potential fire hazard. Clerk picks rubbish whilst putting up minutes on noticeboards. Safety of Clerk is a consideration.	PM1
Street furniture - benches, bus shelters, noticeboards	Faulty items risk public safety or threat to property.	2	2	Medium	Councillors are responsible for areas of the village on a street-by-street basis. 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. Problem getting contractors to do small jobs mean items often don't get fixed for months on end.	All

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
Defibrillators	Don't work when used due to fault, lack of maintenance or vandalism.	1	3	Medium	New unit fitted at Wherry Gardens in 2024. Maintenance programme in place overseen by Cllr Joynson and Cllr Martin.	IJ/PM2
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.	BD

	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 to address issues. Police and BA Rangers also aware of the issues. New signage and a grounds person to visit site under review.	BD
REMOVE	Trafford Memorial ground not registered at Land Registry	3	4	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 be left longer across the Meadow. Agreed by the Council. No litter picking service is currently in place. Keep clear markings to be added at the main gate. New signage being agreed.	BD
NEW	Village staithe – adverse possession claim not successful and BA rescind offer to maintain staithe.	2	2	Medium	Application made to Land Registry by solicitor. Ongoing.	BD
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	3	High	Weekly and quarterly inspection regime now in place. Identified issues which need to be resolved. General maintenance and cleaning booked in for AGKP. Prices being sought for parts for both sites	IJ/PM2
Historic & burial spaces		1	2	Low		PM1

Cemetery	Accident caused by gravestones falling.				Formal 5 yearly inspections by a qualified inspector (last inspection October 2021)	
	Accident to visitor, contractor or employee, visiting the cemetery.	1	2	Low	Councilors regularly visit 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 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. Quote received for reinforcing section of the wall. Budget discussion.	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). Virus protection required.	2	1	Low	Virus software kept updated. IT replaced autumn 2023.	Clerk