



RISK MANAGEMENT SCHEDULE:

OPERATIONAL RISKS

Full update December 2020, approved at Full Council

To be reviewed annually

C19 = risk exacerbated or created by the Covid global pandemic

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 £250,000, with a watching brief on current asset value.	Finance committee
	Brexit	3	1	Low	No risks identified at present. To maintain a watching brief.	Council

	Too many projects adopted with insufficient resources available.	2	2	Medium	The current tranche of projects are coming to an end and new projects are at the scoping stage. Resources need to be considered as part of this discussion. C19	BF
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	2	Medium	Qualified contractors appointed using the 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. Two grass cutting contractors and one tree surgery contractor appointed for 3 years. To be reviewed in 2021 when all contracts end.	PM
Litter bins & Church Hall bin (used by litter pickers)	Bins overflowing, catching fire, danger to public health	2	2	Medium	Contract with BDC in place which adds additional collections for the peak season at Caen Meadow. Larger bins purchased for Caen Meadow to help reduce summer overflow (Nov 2019). Additional signage added to encourage visitors to take additional litter home (summer 2020) Church Hall bin used for Parish Council litter collection. C19	PM/AI
Litter picking	Safety of contractors.	2	2	Medium	Appointed Community Payback to deliver this service FOC. SLA in place. They are responsible for risk assessment, H&S and supervision. On hold due to Covid.	PM

Street furniture - benches, bus shelters, noticeboards	Faulty items risk public safety or threat to property.	1	2	Low	Ongoing work to assess condition and maintenance requirements of these items being undertaken by Finance committee. Inspection of assets needs to be included when Councilors inspect their areas. ACTION: assessment to be completed and maintenance requirements agreed.	Finance
Street Furniture & playground equipment cleaning	Safety of contractors and members of the public. Damage to Council assets	3	1	Medium	Currently not being undertaken, new contracts required. C19. ACTION: Complete specification for procurement.	Finance
Footway lighting	Unsafe units cause injury to the general public or damage to property.	1	2	Low	Units were fully safety tested by BDC before handover. Contract for regular inspections in place with TT Jones. Replacement values assessed and added to the asset register. ACTION: Add maintenance regime to asset register.	PM
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. ACTION: Add maintenance regime to asset register.	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. Second SAM2 device has Bluetooth feature for downloading data to reduce risk. Batteries replaced in Autumn 2020 to reduce frequency of recharging. ACTION: Add maintenance regime to asset register.	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 who is responsible for the ramp. Land is unregistered. Locked gate at the top of Malthouse Lane restricts access. Clerk & Cllr Joynson have keys. ACTION: agree a way forward in conjunction with repair work to staithe. Responsibility for staithe and ergo slipway transferred to Broads Authority in 2020.	
	Risk of injury to users mooring at the staithe.	3	2	High	Inspection by BA & Cllr Mantle declared the staithe unsafe for use. ACTION: Need to agree where liability falls and who will fund the repair works. Responsibility for staithe and ergo slipway transferred to Broads Authority in 2020.	PM
	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.	BDC

	Anti-social behavior leads to damage to the area.	2	2	Medium	Friends of Caen Meadow group of local residents set up to monitor area. Councilors regularly inspect area. Police and BA Rangers also aware of the issues. Signage recently installed by waterside to discourage anti-social behavior. C19.	AI
	Overflowing litter bins looks unsightly, leads to issue with pests and complaints from neighbours.	3	1	Low	Additional collections in peak times. Use of the Church Hall litter picking wheelie bin to help cope with the excess. C19.	PM/AI
Keys Hill Wood	Safety for the public using the wood and for neighbours of adjoining properties.	2	2	Medium	Full programme of tree surgery works now completed and Wood revitalized. ACTION: Add maintenance regime to asset register.	IJ
	Fly tipping of waste causes fungi and rot. One incident leads to copy cat incidents.	2	2	Medium	Councilor monitors the wood and notifies the Clerk to clear away waste quickly.	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. New nest arrow swing being installed in December 2020. C19.	IJ

					ACTION: asses and agree replacement and maintenance programme.	
Wherry Gardens playground & recreational spaces	S106 agreement gives the Council a large amount of additional liability and cost.	2	2	Medium	Discussions underway with Hopkins Homes. Council will not proceed with adoption until snagging list is agreed, especially drainage. See current Action Plan. C19	AI
Historic & burial spaces Cemetery	Accident caused by gravestones falling.	1	2	Low	Formal 5 yearly inspections by a qualified inspector (last inspection April 2017) ACTION: To agree and document assessment procedure.	PM
	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.	PM
	Mistake in use of burial plot and/or incorrect records.	1	2	Low	Paper burial records kept up to date by Clerk Spreadsheet now in use which tracks bookings. Plan is published on the WPC website and is regularly updated.	PM

War memorial	Safety for visitors Stability of memorial	1	2	Low	Nick Hindle stonemason cleaned and secured the memorial in 2019. Also secured some loose paving around the perimeter. Tree work undertaken in 2019. Now a Listed Building.	AI
Closed Churchyard (St Marys)	Accident to visitor, contractor or employee, visiting the cemetery.	2	2	Medium	This area is reviewed by the Church Warden. ACTION: Added to draft action plan for 2020 to improve	PM
	Accident caused by gravestones falling.	1	2	Low	Formal 5 yearly inspections by a qualified inspector (last inspection April 2017) ACTION: To agree and document assessment procedure.	PM
	Retaining wall identified in poor condition.	2	2	Medium	Area taped off to prevent personal injury. ACTION: Quinquennial report from Diocese. Added to Action Plan 2020 for further investigation.	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.	1	3	Medium	Regular review of arrangements by responsible Councillor. C19	PE

Health & Safety for the Clerk working from home.		1	1	Low	Regular review of arrangements by responsible Councillor. C19	PE
Staff sickness		2	2	Moderate	Regular review of arrangements by responsible Councillor.	PE
Staff well being		2	2	Moderate	Regular review of arrangements by responsible Councillor.	PE
Councillor conduct		2	2	Moderate	Councillors signed up to the Code of Conduct and Disclosed their interests.	PE
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. All meetings suspended and held via Zoom until government advice changes. Covid19	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	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.	PE
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 2020.	PE