



RISK MANAGEMENT SCHEDULE:

OPERATIONAL RISKS

Full update agreed Full Council February 2023

For review and approval at Full Council February 2024

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 |
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| 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, with a watching brief on current asset value. | Finance committee |
| Increased risk 2023 – Resources | Projects adopted with insufficient resources available. | 3 | 2 | High | Reduced number of Councillors and a forthcoming election, plus a budget freeze due to the cost-of-living crisis. The s106 monies from the adoption of Wherry Gardens creates opportunity but also add risk. Resources need to be considered as part of this discussion. | BF |

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| <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 jurisdiction of the Finance committee. This process incorporates health & safety considerations. Individual procurements for tree work need to consider For 23/4: The adoption of Wherry Gardens adds a significant amount of grass cutting and a number of large hedges. This has been discussed with the contractor. A tree works contractor will be bought in to reduce the height of some of the hedges and make them more manageable. The framework for the tree contractor has expired and contractors will be sourced on a job-by-job basis.</p> | PM |
| <p>Increased risk 2023 – 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> | 3 | 2 | High | <p>Parish Council owned bins - collection contract with BDC via Veolia for 5 bins. Collection rate varies with season, as instructed by WPC. Seasonal demands and limitations of contractors mean that bins are often overflowing and there are complaints from residents. Additional collections and a new roll top bin will be purchased in 2023 for CM. 3 new bins will be adopted at WG on 01/04/23. Unclear as yet if Veolia are prepared to empty these bins. District owned bins – emptied by Veolia on a demand led basis. Insufficient emptying can be reported online. Litter picking rubbish - Wheeled bin service used for litter bin waste service cancelled in 2022. Litter picking service contacts BDC to request litter collection on a case-by-case basis.</p> | PM |

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| Increased risk 2023 – Litter picking | Irregular collection leads to health and safety issues and poor perception of village. Safety of contractors. | 3 | 2 | High | Community Payback appointed to deliver this service FOC. SLA in place. They are responsible for risk assessment, H&S and supervision. Action: CP rarely litter picking due to small number of offenders available and operational issues with probation services. To be reviewed. | PM/EA |
| Street furniture - benches, bus shelters, noticeboards | Faulty items risk public safety or threat to property. | 1 | 2 | Low | Councillors responsible for areas of the village on a street-by-street basis. Responsible for reporting issues as and when they arise. Cleaning contract in place for bus shelters. | Finance |
| Increased risk 2023 – Footway lighting | Unsafe units cause injury to the general public or damage to property. | 2 | 2 | Low | 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. | 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. Additional signage added in 2021 to make the unit more obvious from the road. | IJ |

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| 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. Bid made to NCC Road Safety to change oldest unit to allow for Bluetooth download. | 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 BA if required. | BF |
| Increased risk 2023 – | 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. | BF |
| New entry 2023 | Trafford Memorial ground not registered at Land Registry | 3 | 1 | Medium | Working on the creation of a Land Registry complaint map that tessalates what's on the ground and the conveyance plan. Once that is created and agreed with all parties then land registration can go ahead. | BF |
| New entry 2023 | 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. To liaise with the fire service on mitigation. | BF |

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| 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 |
| Decreased risk 2023 – Agnes Gardner King playground | Accident to visitors, contractor or employee | 2 | 2 | Medium | Regular site inspection undertaken by Cllr Joynson. Clerk trained and undertakes inspections when Cllr Joynson away. Annual professional inspection undertaken by ROSPA. 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. | IJ |
| Increased risk 2023 – Wherry Gardens playground & recreational spaces | S106 agreement gives the Council a large amount of additional liability and cost. Spiraling energy costs increase maintenance costs and long-term affordability is a concern. Public perception. | 3 | 2 | Risk | Final settlement agreed between Hopkins Homes, BDC & WPC. Legal transfer work ongoing. Transfer date 01/04/2023 Maintenance contracts have been reviewed, costed and budgeted for. | BF |
| Historic & burial spaces Cemetery | Accident caused by gravestones falling. | 1 | 2 | Low | Formal 5 yearly inspections by a qualified inspector (last inspection October 2021) | PM |

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| | 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 tracks bookings. Plan is published on the WPC website and is regularly updated. Workload priority given to all burials by Clerk. | 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 and Cllr Mantle. ACTION: On the action plan for improvement. | PM |
| | Accident caused by gravestones falling. | 1 | 2 | Low | Formal 5 yearly inspections by a qualified inspector (last inspection October 2021) | PM |
| | Retaining wall identified in poor condition. | 2 | 2 | Medium | Area taped off to prevent personal injury. ACTION: Identified on the Quinquennial report from Diocese. Requires further investigation. | PM |

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| HR New entry 2023 | Council not quorate. Lack of public interest leaves a small number of Councillors and a reduction in quality of service. | 2 | 2 | Medium | Clerk to sign up for election training and talk to Norfolk ALC and other Clerks about how to engage with residents and encourage people to become Councillors. | PE |
| 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. | PE |
| Health & Safety for the Clerk working from home. | | 1 | 1 | Low | Regular review of arrangements by responsible Councillor. | 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 |

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| <p>Meetings & administration</p> <p>Invite public to attend meetings and are responsible for their safety.</p> | | 1 | 1 | Low | <p>The Council uses a new, modern venue with good facilities and access.</p> | PE |
| <p>Freedom of information & Data Protection</p> | | 2 | 1 | Low | <p>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.</p> <p>Action: Clerk to review and update policy with introduction of the newsletter.</p> | PE |
| <p>Records management</p> | <p>Risk that important documents and information cannot be located.</p> | 2 | 2 | Moderate | <p>Many files are in hard copy only.</p> <p>ACTION: Need to finalize records management policy before archiving can begin.</p> | PE |
| <p>Electrical equipment</p> | <p>PAT testing not required (confirmed on a H&S course 2019).</p> <p>Virus protection required.</p> | 2 | 1 | Low | <p>Virus software kept updated.</p> <p>IT replaced autumn 2020.</p> | PE |

Removed items:

- Street furniture cleaning – covered by street furniture item
- CM bins – covered by general bin section
- Fly tipping at KHW