

# Debenham Parish Council Risk Assessment- March 2015

## 1. Areas of Risk

There are three identified Areas of Risk

- a. Physical
- b. Financial
- c. Reputation

## 2. Approach

Each of these areas has been considered and a Risk Assessment Record has been produced for each of the items within these Areas of Risk.

## 3. Review.

Each of the Risk Assessment Records is reviewed annually in March and will be subject to Annual re - assessment

## 4. Ownership

This document is owned by the Debenham Parish Council and will be reviewed and approved by the whole council.

## Debenham Parish Council Risk Register

### Physical Risks List of Assets

Asset Type	Item	Level of Risk	Action
Play Equipment			
	Recreation Ground	High	To be managed by Play Area Working Party; Subject to regular checks (see Play Area Working Party terms of reference)
	Gardeners Road (lower and upper)	High	To be managed by Play Area Working Party; Subject to regular checks (see Play Area Working Party terms of reference)
	Skatepark ramps- currently in storage	High	To be agreed upon installation
Street Lights		Low	To be maintained by SCC: See Contract for Terms and Conditions
Street Furniture			
	Dog Bins/Litter bins	Medium	To be checked by Street Cleaner
	Drum Notice Board	Low	To be checked by Street Furniture Officers
	Village Sign	Low	To be checked by Street Furniture Officers
	Seats	Low	To be checked by Street Furniture Officers
	Bus Shelter	Low	To be checked by Street Furniture Officers
	Grit bins	Low	To be checked by Street Furniture Officers
Parish Shed		Low	To be checked by Street Furniture Officers
Street Cleaners Equipment		Low	Street Cleaner self-employed, therefore responsible for own equipment
Clerk's / RFO's equipment	Laptop	Low	To be checked by clerk/RFO. Annual mains test by contractor
	Printer	Low	To be checked by clerk / RFO. Annual mains test by contractor
	Filing Cabinet	Low	To be checked by clerk

			/RFO
	Photocopier	Low	To be checked by clerk /RFO. Annual mains check to be carried out under contract
Allotments and Cemetery		Low	To be managed by Allotments Committee
Market Green		Low	Third party users to have Public Liability Insurance
Christmas Trees and Lighting		Medium	Erected and taken down by council after risk assessment made and approved. Electricians checked by contractor yearly.
URC Ground		Low	

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Recreation Ground/Gardeners Road (upper and lower)**

**Persons at risk:** Young People

Hazard	Frequency	Severity	Impact Rating
1. Damage to Play Equipment	occasional	Minor injury	High
2. Misuse of Play Equipment	common	Minor injury	High

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Managed by Play Area Working Group; Subject to regular checks (see Play Area Terms of Reference)	Yes	Equipment check records to be held by Parish Clerk
2	Annual Check by RoSPA approved personnel	Yes	

### Further Actions and Recommendations

None
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Debenham Streets**

**Persons at risk:** All

Hazard Column	Frequency	Severity	Impact Rating
Damage to Street Lights	Occasional	Minor injury	Low
Injury caused by street lights	Possible	Minor injury	Low
Damage caused by street lights Attached to Buildings	Possible	Minor injury	Low
Damage to Street Lights	Occasional	Minor injury	Low
Injury caused by street lights	Possible	Minor injury	Low
Damage caused by street lights	Occasional	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Maintained via contract with Suffolk CC See Contract for Terms and Conditions	Yes	None

### Further Actions and Recommendations

None
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Debenham Streets**

**Persons at risk:** All

Hazard	Frequency	Severity	Impact Rating
Street Furniture			
Dog Bins	Occasional	Minor injury	Med
Injury on Parish Notice Boards	Possible	Minor injury	Low
Injury in use of Seats Owned by Parish Council	Possible	Minor injury	Low
Injury by Village Sign	Probable	Minor injury	Low
Litter Bins	Possible	Minor injury	Med
Damage to Bus Shelter	Possible	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Furniture Officers (dog and litter bins by street cleaner)	Yes	Records of Damage and Action to be held by Parish Clerk

### Further Actions and Recommendations

None
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 probable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Recreation Ground**

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Damage to Fences	Occasional	Minor injury	Med
Injury on Fences	Possible	Minor injury	Med

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Managed by Play Area working group; Subject to regular checks (see Play Area Working Group terms of reference)	Yes	Check records to be held by Parish Clerk

**Further Actions and Recommendations**

Pest control to be authorised by Council as and when necessary

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Recreation Ground**

**Persons at risk:** Street Cleaner/Members of Debenham Scout Group

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury in use of Parish Shed	Possible	Minor injury	Low

*Risk ratings higher than 'regular' requiring further action*

No	Present Controls	Adequate?	Suggested Improvements
1	Street cleaner to check	Yes	Check records to be held by Parish Clerk

### Further Actions and Recommendations

None

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2015**



## Risk Assessment Record

**Factor:** Physical Risks

**Area: All Areas of Debenham**

**Persons at risk:** Street Cleaner

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury in use of Street Cleaning Equipment	Possible	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Cleaner	Yes	None

### Further Actions and Recommendations

Street Cleaner to ensure their public liability is up to date and covers relief staff during their absence(unless they have their own public liability cover).

### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Parish Clerk/RFO's office**

**Persons at risk:** Parish Clerk

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury in use of Parish Clerks Equipment (Photocopier, Filing Cabinets and PC)	Possible	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Parish Clerk	Yes	Check records to be held by Parish Clerk, annual review by Parish Council

### Further Actions and Recommendations

None

### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Parish Allotments**

**Persons at risk:** Allotment Users

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury in working on Allotments	Occasional	Minor injury	Low

***Risk ratings higher than ‘regular’ requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Check by Allotments Committee	Yes	Check records to be held by Parish Clerk

### Further Actions and Recommendations

Allotment Committee to carry out a site specific risk assessment annually and report any findings to full council for consideration.

Allotment land covered by PC’s Public Liability Insurance, tenants observe correct health and safety measures when tending to their plots (as per the Debenham Allotment Rules) to tend to plots taking due care and attention, all tenants to be covered by NSALG insurance from March 2015.

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

**Factor:** Physical Risks

**Area: Parish Cemetery**

**Persons at risk:** Cemetery Users

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury in attending to graves	Occasional	Minor injury	Low
Injury in attending funerals	Occasional	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Check by Cemetery committee	Yes	Check records to be held by Parish Clerk

**Further Actions and Recommendations**

Cemetery Committee to regularly check the area to ensure no hazards eg fallen branches, mud from digging on tarmac drive, gates securely hinged and carry out a site specific risk assessment annually. Any findings to be reported to full council for consideration .

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

**Risk Assessment Record**

**Factor:** Physical Risks

**Assessor:**

**Area: Church Grounds**

**Date:**

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury by Parish Christmas Trees or Lights	Possible	Major	Low

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Lights checked by qualified electrician	Yes	Check records to be held by Parish Clerk

### **Further Actions and Recommendations**

None
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### **Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area:** Hoppit Woodland and Lakes

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Trees (failing branches)	Possible	Minor injury	Med
Tree Climbing	Possible	Minor injury	Med
Lake Area (water hazard)	Possible	Major	Med
Disabled Fishing Points	Possible	Minor injury	Med
Paths (failing due to damage)	Possible	Minor injury	Med
Rabbit control	Possible	Major	High

*Risk ratings higher than 'regular' requiring further action*

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
	2 Throw lines available	Yes	
	Woodland steering group check area regularly	Yes	

### Further Actions and Recommendations

<p>Routinely check pathways and re-surface as necessary</p>    <p>Confirm Disability Discrimination Act compliance</p>
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date:** March 2016

## Risk Assessment Record

**Factor:** Physical Risks

**Area: Public Lavatories**

**Persons at risk:** Cleaners and users

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Falling or slipping	Possible	Major	Medium
Injury from fittings	Possible	Trivial	Low
Infection	Improbable	Major	Medium
Scalding	Possible	Minor injury/Low	
Claim due to non-DDA compliance	Possible	Major	Medium

***Risk ratings higher than 'regular' requiring further action***

No	Present Controls	Adequate?	Suggested Improvements
1	Non-slip surfaces in disabled lavatory and on approaches. Full grab rails to published specification.	Yes	
3	Professional cleaning contractor used	Yes	Include cleaning references in contract
5	Chief Exec and Exec of Rethink Disability approved design as best endeavours	Yes	

### Further Actions and Recommendations

None
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Physical Risks

**Area:** Market Green

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Injury by Parish Christmas Trees or Lights	Possible	Minor injury	Low

*Risk ratings higher than 'regular' requiring further action*

No	Present Controls	Adequate?	Suggested Improvements
1	Lights checked by qualified electrician	Yes	Check records to be held by Parish Clerk

### Further Actions and Recommendations

None
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### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date:** March 2016

## Risk Assessment Record

**Factor:** Physical Risks



**Area:URC Ground**

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Obstacles eg old headstones	Possible	Minor injury	Low
Rubbish left by public	Possible	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
2	Clearance of waste as and when necessary	yes	

**Further Actions and Recommendations**

None
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**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

**Risk Assessment Record**

**Factor:** Physical Risks

**Area:Aspall Road Car Park**

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
Litter	Occasional	Trivial	Low
Rubbish dumped	Occasional	Minor injury	Medium
Unsafe parking	Possible	Trivial	Low

***Risk ratings higher than ‘regular’ requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Checked by Street Cleaner	Yes	Check records to be held by Parish Clerk

**Further Actions and Recommendations**

None
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**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2015**

**Risk Assessment Record**

**Factor:** Physical Risks

**Area: Cemetery drive**

**Persons at risk:** All

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
1. Ice	Possible	Minor injury	Medium
2. Mud	Possible	Minor Injury	Low
3. Grass cuttings	Possible	Minor injury	Low

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
3	Checked by Contractor	Yes	Report records to be held by Parish Clerk

**Further Actions and Recommendations**

None.

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Reputation/Relationships

**Area: District/County/Agencies/Police**

**Persons at risk:** Parishioners, council and council employees

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
1 Failure to deliver planned objectives	Possible	Major	High
2 Lack of support for initiatives/meetings	Occasional	Major	Medium
3 Late/inappropriate planning/info responses	Possible	Major	Medium
4 Parishioners bypassing PC	Possible	Major	Medium
5 Breach of confidentiality	Possible	Major	High
6 Data Protection infringement	Possible	Major	High

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Terms of reference for committees and working groups	Yes	
2	Managed by Clerk	Yes	
3	Managed by Clerk	Yes	
4	Open meetings Personal responses District and County Councillors at meetings	Yes	

### Further Actions and Recommendations

**Meetings held once per month**

**Surgeries held in Dove Cottage once per quarter on a Wednesday combined with coffee morning event.**

### Risk Ratings:

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Reputation/Relationships

**Area:** Funding Bodies

**Persons at risk: Parishioners**

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Impact Rating</b>
1 Failure to deliver objectives or timescales	Improbable	High	High
2 Insufficient progress reporting	Improbable	Medium	Low
3 Proven inadequate financial management	Improbable	High	High
4 Proven incorrect allocation of funding	Improbable	High	High

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Terms of reference Named responsible cllr	Y	
2	Terms of reference Named responsible cllr	Y	
3	Terms of reference Named responsible cllr Internal and external audits	Y	
4	Clerk / RFO's work and responsibilities monitored	Y	

### Further Actions and Recommendations

**Relationships between PC and other bodies should be clearly stated and agreed**

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**

## Risk Assessment Record

**Factor:** Reputation/Relationships

**Area:** Parishioners

**Persons at risk: Parishioners**

<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Rating</b>
1 Perceived poor services for tax paid	Possible	Major	High
2 Planning disagreements	Occasional	Major	High
3 Poorly maintained public areas	Occasional	Major	High
4 Perceived waste of public money	Possible	Major	High
5 Perceived not representing parishioners' interests	Occasional	Major	High
6 Perceived lack of communication	Improbable	Major	High

***Risk ratings higher than 'regular' requiring further action***

<b>No</b>	<b>Present Controls</b>	<b>Adequate?</b>	<b>Suggested Improvements</b>
1	Published minutes or report in Newsletter / Parish Mag	Yes	
2	Open sessions at meetings	Yes	
3	Clerk's contact details on display	Yes	
4	List of councillors on display Publication of PC budgets and accounts	Yes	
5	Minutes on Notice board	Yes	

**Further Actions and Recommendations**

**Regularly remind parishioners of the PC's responsibilities and what it can and cannot influence.  
Publish proposed future changes and investments.**

**Risk Ratings:**

<u>Frequency</u>	<u>Severity</u>	OR	<u>Impact</u>
1 Improbable	1 Trivial		Low
2 Possible	2 Minor Injury		
3 Occasional	3 Major		Medium
4 Frequent	4 Multiple Major		
5 Regular	5 Death		High
6 Common	6 Multiple Death		

**Next Review Date: March 2016**