

Debenham Parish Council Risk Assessment-2017

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 by the Street wardens. Formal Inspection carried out annually.
	Gardeners Road (lower and upper)	High	To be managed by Play Area Working Party; Subject to regular checks by the Street wardens. Formally inspected annually.
	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 and Cemetery Committee Rented plots insured by NSALG from 01.04.2015
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	Any issue reported when identified

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	Yes	Equipment check records to be held by Parish Clerk
2	Annual Check by RoSPA approved personnel	Yes	

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 2018

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

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 2018

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 warden)	Yes	Records of Damage and Action to be held by Parish Clerk

Further Actions and Recommendations

None

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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground

Persons at risk: Street Cleaner

Hazard	Frequency	Severity	Impact Rating
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 warden 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 2018

Risk Assessment Record

Factor: Physical Risks

Area: All Areas of Debenham

Persons at risk: Street Warden

Hazard	Frequency	Severity	Impact Rating
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 Warden 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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Parish Clerk/RFO's office

Persons at risk: Parish Clerk

Hazard	Frequency	Severity	Impact Rating
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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Parish Allotments

Persons at risk: Allotment Users

Hazard	Frequency	Severity	Impact Rating
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 assess any risks when carrying out quarterly allotment inspections 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 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 2018

Factor: Physical Risks

Area: Parish Cemetery

Persons at risk: Cemetery Users

Hazard	Frequency	Severity	Impact Rating
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

No	Present Controls	Adequate?	Suggested Improvements
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 prior to all the Cemetery Committee meetings, for report at the meeting. 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 2018

Risk Assessment Record

Factor: Physical Risks

Assessor:

Area: Church Grounds

Date:

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Injury by Parish Christmas Trees or Lights	Possible	Major	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

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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Hoppit Woodland and Lakes

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
Trees (falling 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

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

Further Actions and Recommendations

Routinely check pathways and re-surface as necessary

Confirm Disability Discrimination Act compliance

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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Public Lavatories

Persons at risk: Cleaners and users

Hazard	Frequency	Severity	Impact Rating
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

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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Market Green

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
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

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 2018

Risk Assessment Record

Factor: Physical Risks

Area:URC Ground

Persons at risk: All

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

Risk ratings higher than 'regular' requiring further action

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

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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Aspall Road Car Park

Persons at risk: All

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

Risk ratings higher than 'regular' requiring further action

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Warden and Councillors	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 2018

Risk Assessment Record

Factor: Physical Risks

Area: Cemetery drive

Persons at risk: All

Hazard	Frequency	Severity	Impact Rating
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

No	Present Controls	Adequate?	Suggested Improvements
3	Checked by Street warden	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 2018

Risk Assessment Record

Factor: Reputation/Relationships

Area: District/County/Agencies/Police

Persons at risk: Parishioners, council and council employees

Hazard	Frequency	Severity	Impact Rating
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

No	Present Controls	Adequate?	Suggested Improvements
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 2018

Risk Assessment Record

Factor: Reputation/Relationships

Area: Funding Bodies

Persons at risk: Parishioners

Hazard	Frequency	Severity	Impact Rating
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

No	Present Controls	Adequate?	Suggested Improvements
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 2018

Risk Assessment Record

Factor: Reputation/Relationships

Area: Parishioners

Persons at risk: Parishioners

Hazard	Frequency	Severity	Rating
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

No	Present Controls	Adequate?	Suggested Improvements
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	Publication of draft minutes soon after the meeting rather than following approval
6	Publication of official "office hours" Access to the Parish Council Mobile Phone	Yes Yes	Recommendation to change to "Mondays to Wednesdays 9am to 3pm"

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 2018

