

Warnham Parish Council Risk Assessment Review

Assessed by Ashley Brooks (Clerk) November 2017

Approved at the Ordinary Parish Council meeting on 5th December 2017

Topic	Hazard/Risk description	Persons at Risk	Risk Factor (L,M,H)	Existing Controls, Precautions, Procedures	Are existing Controls Adequate? YES/NO	Further action to be taken	Target Date
I.T	Loss of electronic data	Clerk Parish Council	M	Data is backed up on a weekly basis to Knowhow Cloud. Emails are saved on an external server provided by Microsoft Outlook.	Y	N	
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Clerk Parish Council	L	Business continuity plan including instructions for undertaking the Clerk's duties) should be produced and reviewed annually.	N	Y	Oct 2018
	Loss of key staff or long term illness, resignation or misconduct	Clerk Parish Council	L	Clerk considered only critical staff member. Temporary replacements for sickness sought using SSALC. Vacancy roles filled using the recruitment process.	Y	N	
Safety of money and Financial records	Internet Fraud Bank errors or losses	Clerk Parish Council	M	All funds are located in current and savings accounts, only able to be accessed by signatories. Bank account balances, receipts and payments are checked monthly by all parish council members.	Y	N	
	Financial irregularities	Clerk Parish Council	L	The Council has Financial Regulations, which set out requirements for banking, cheques and reconciliation of accounts.	Y	N	

Topic	Hazard/Risk	Persons at Risk	L/M/H	Existing Controls	Adequate?	Action	T date:
Salaries and expenses	Salaries incorrect, wrong hourly rate or hours worked	Clerk, Environment Officer, Parish Council	L	Salaries assessed annually by the Finance and Agenda Committee and recommendations made to Council. Hours worked checked and approved by committee monthly.	Y	N	
	Fraud or incorrect claims	Parish Council	M	Expenses must be approved. Mileage claim rates match those recommended by NALC.	Y	N	
	Wrong deductions of NI or Tax Unpaid Tax & NI contributions to Inland Revenue	Employees and Parish Council	M	Use of HMRC PAYE System. Reported to HMRC monthly.	Look into appointing an external provider to carry out payroll.	Y	Apr 2018
Precept Income	Income not received from HDC or reduced from January's projected amount	Parish Council	L	Reserves value is one year's operating as a minimum	Y	N	
Office safety	Fire, accidental damage to council computer and equipment	Clerk and Parish Council	M	Ensure Parish Council's insurance cover includes computer equipment. Clerk to ensure home insurance cover home office.	To be checked	Y	Jan 2018
Council records - paper	Fire and theft	Parish Council	L	Most new documents are stored electronically. See I.T. topic. Important documents stored at Lloyds Bank vault. Clerk to scan and index records.	Y	N	
						Y	Oct 2018
Children's play areas (Hollands Way and Village Green)	Play area General wear and tear, faulty equipment	Children and their parents Parish Council (liable) Environment Officer	M	Contracts with HDC and Wicksteed to inspect the play equipment each month and quarterly respectively. Instructions to repair any faulty equipment given as necessary. Take out of action any equipment requiring more substantial repairs until specialist contractors can be engaged and repairs carried out. Parish Council to walk the playground and inspect the play equipment annually. Recreation Advisory Group to act on all	Y	N	-

Topic	Hazard/Risk	Persons at Risk	L/M/H	Existing Controls	Adequate?	Action	T date:
	<p>Litter – cuts/infections</p> <p>Cutting back of overgrown vegetation/trees</p> <p>Falling debris/debris on the ground</p>			<p>matters brought to their attention. Environment Officer to inspect weekly and remove and dispose of litter. Env. Officer to undertake work when required and to cordon off area prior to work.</p> <p>Large oak tree assessed annually and maintained to ensure it is safe to play beneath it.</p>			
Land	Cricket field (Hollands Way)	<p>Cricketers and groundsmen</p> <p>General public</p>	M	<p>The cricket field is let to Warnham Cricket Club on terms that require them to be responsible for the ground at all times cricket is being played and to maintain their own policy of insurance, including public liability insurance.</p> <p>Parish Council to walk the cricket field and inspect the ground, trees, buildings (externally) and structures annually. Recreation Advisory Group to act on all matters brought to their attention.</p>	Y	N	
	Village Green (at School Hill)		M	Parish Council to walk the village green and inspect annually. Recreation Advisory Group to act on all matters brought to their attention.	Y	N	
	Football Pitch (above Warnham C E Primary School)	<p>Football players themselves.</p> <p>Spectators of football matches.</p> <p>Neighbouring properties to football pitch.</p>	M	<p>The football pitch is let on terms that require users to be responsible for the pitch at all times football is being played and to maintain their own policy of insurance, including public liability insurance.</p> <p>Parish Council to walk the football pitch and inspect the ground and structures annually. Recreation Advisory Group to act on all matters brought to their attention</p>	Y	N	

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		General public, at other times.		WPC to comply with terms of planning consent granted in connection with the construction of the football pitch. Football Clubs to comply with terms of agreement reached with Warnham C E Primary School regarding access to school property during the playing of football matches			

Sport equipment	Exercise Equipment (Cricket Ground)	General public	M	HDC and Wicksteed engaged to inspect the equipment each month and quarterly respectively and report faults. To protect users of the equipment from stray cricket balls, post and rail fencing with wire netting affixed has been erected and safety signs about use of the equipment has been installed on the site. Parish Council to inspect annually and Recreation Advisory Group to act on all matters brought to their attention	Y	N	
Assets/ Street furniture	Open Shelter (by Play Area at Hollands Way)	General public, but particularly young people.	M	HDC and Wicksteed engaged to inspect the open shelter as part of the play equipment inspection and report any faults. Recreation Advisory Group to act on all matters brought to their attention.	Y	N	
	War memorial	General public	L	Parish Council to inspect annually. Recreation Advisory Group to act on all matters brought to their attention. Agreement reached with Parochial Church Council over responsibilities for future maintenance.	Y	N	

Topic	Hazard/Risk	Persons at Risk	L/M/H	Existing Controls	Adequate?	Action	T date:
				Maintain specific policy of insurance for War Memorial.			
	Flashing speed signs and poles	General public, whilst cameras being fitted to or taken down from poles	L	Operative has had ladder training	Y	N	
	Bus shelters at: <ul style="list-style-type: none"> • Church Street • Kingsfold • A24 Durfold 	General public, from unsafe structures	M	Parish Council to inspect annually. Planning Advisory Group to act on all matters brought to their attention.	Y	N	
	Noticeboards at: <ul style="list-style-type: none"> i) Village Hall ii) Opposite church iii) Kingsfold iv) Village Shop v) Wyvern Place 	General public, from unsafe structures	L	Parish Council to inspect annually. Recreation Advisory Group to act on all matters brought to their attention.	Y	N	
	Benches (Wyvern Place, Cricket Field – Flower Show and Hollands Way Play Area, Village Green)	General public	M	Parish Council to inspect annually. Recreation Advisory Group to act on all matters brought to their attention	Y	N	
	Bollards – Hollands Way, Church Street, Friday Street	General public	L	Parish Council to inspect annually. Recreation Advisory Group to act on all matters brought to their attention	Y	N	
Street lights	Street lights at: Tuggles Plat, Byfleets Lane, Tilletts Lane, School footpath, Farm Close, Threestile Road, A24 Kingsfold, Station Road, Bell Rd footpath	General public, from faulty equipment itself, and unlit areas when not working properly	M	Streetlights Ltd are engaged to repair all faults brought to their attention. Fault reporting procedure is advised to Parish Councillors, to WSCC (should they receive a report on a Parish Council light) and on enquiry, to residents of the parish in the locality of the lights owned by the Parish Council.	Y	N	

Topic	Hazard/Risk	Persons at Risk	L/M/H	Existing Controls	Adequate?	Action	T date:
Trees	Falling deadwood/trees	General public	M	Parish Council to inspect the trees on land owned by or let to the Parish Council biannually. Planning Advisory Group to act on all matters brought to their attention. Parish Council to carry out tree survey periodically with professional assistance and act on recommendations.	Y	N	
Village Hall	Village Hall: i) custodian trusteeship of freehold property ii) custodian trusteeship of investments iii) Defibrillator and cabinet	Warnham Village Hall (a charity) and its Managing Trustees. General public, from unsafe structures/equipment		Title deeds lodged with Lloyds Bank. Parish council, as custodian trustee, act on instructions of Trustees, unless concerned there may be a breach of trust. Parish Council to inspect annually. Parish Council to change pads if notified of its use.	Y	N	