## WATLINGTON PARISH COUNCIL

## Risk Assessment 2021/2022

# Property / Assets

**The parish properties are Community Office, Pavillion, Hill Road Car Park, Paddock, Mansle Gardens, Marlbrook Green, the public toilets and several roadside verges. The Town Hall is covered by a separate risk assessment. Assests include fixtures, fittings and furniture within the various buildings as well as outdoor play equipment and tools and equipment.**

| Risk ID | Risk | Hazard | Mitigation | Residual Likelihood | Residual Severity | Consequence |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Legal Liability as a consequence of asset ownership | Claims for injury, loss, damage resulting from failure or misuse of assets | 1. Council covered by Public Liability insurance to a limit of £10,000,000 2. All companies contracted to provide services on behalf of the Council required to have public liability cover of at least £5,000,000. | R | H | Need to meet costs of repairs / replacement, loss of rental income |
| 2 | Parish Council insurance is inadequate | Claims rejected or reduced | Insurance and necessary safety measures reviewed annually  All companies contracted to provide services on behalf of the Parish Council required to have public liability cover of £5,000,000. | U | M | Need to meet costs of repairs / replacement, loss of rental income |
| 3 | Minor Fire – internal damage only | Electrical appliance failure / overheating; use of flammable materials; user action (eg smoking, overloading electrical systems), use of unauthorised equipment | Fire-extinguishers installed and maintained, no smoking allowed in building, user provided equipment to be verified as appropriate (PAT,power requirement checks)  Regular maintenance arrangements are in place for physical assets | R | M | Insurance claim  Internal repairs and replacement of fixtures, fittings and furniture. |
| 4 | Major Fire – building structure damage | Electrical system failure, gas leakage, undetected minor fire escalates, external event such as road accident or lightning strike. | As above + regular checks of heating and electrical systems. Lightning conductor installed.  Fire alarm system installed and checked monthly for correct operation by Parish Council Staff. (Is West Room system tested?) | U | VH | Insurance claim  Possible loss of all assets for that building |
| 5 | Break in, burglary or theft by users | Loss of portable assets, damage / vandalism to building and contents | Buildings kept locked when not in use, and checked daily by caretaker.  Occasional building security inspections by Thames Valley Police – all recommendations implemented | R | M | Insurance claim  Internal repairs and replacement of fixtures, fittings and furniture. |
| 6 | Theft or damage of outdoor assets, including play equipment and portable assets not stored in secured premises. | Loss of portable assets. Damage / vandalism to equipment, green spaces, signage. | As much equipment as possible is kept in locked storage.  At least weekly checks of all outdoor areas for damage or loss. | L | L | Insurance claim  Replacement of assets, repairs or replanting of gardens and grassed areas. |
| 7 | Wear and tear of fixtures, fittings and furniture leading to harm | Failure leading to damage to assets or injury claims by users | Regular maintenance arrangements are in place for physical assets, play equipment and green spaces.  At least weekly checks of all outdoor areas for damage or loss. | U | L | Loss of reputation  Injury to users or staff  Covered by Public Liability insurance to a limit of £5,000,000 |
| 8 | Damage or loss to third party property as a consequence of independent groups providing services to the public. | Loss claims by third parties | Covered by Public Liability insurance to a limit of £5,000,000  All groups or organsiation using WPC facilities whether paying or unpaying are required to have their own public liability cover of at least £5,000,000.  Facilites are closed when hazardous faults or damage are found. | R | L | Loss of reputation  Insurance claim |
| 9 | Damage to third party property as a consequence of providing services or amenities to the public | Loss claims by third parties | Covered by Public Liability insurance to a limit of £5,000,000  All companies contracted to provide services on behalf of the WPC are required to have public liability cover of at least £5,000,000.  Facilites are closed when hazardous faults or damage are found. | R | L | Loss of reputation  Insurance claim |

# Safety

| Risk ID | Risk | Hazard | Mitigation | Residual Likelihood | | Residual Severity | Consequence |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 10 | Injury to individuals as a consequence of using potentially dangerous play equipment | Injury claims by third parties | Covered by Public Liability insurance to a limit of £5,000,000  Where items of equipment have age limits or fitness requirements, warning notices are posted to this effect.  Facilites are closed when hazardous faults or damage are found. | | R | M | Loss of reputation  Insurance claim |
| 11 | Injury to individuals as a consequence of providing services or amenities to the public | Injury claims by third parties | Covered by Public Liability insurance to a limit of £5,000,000  All companies contracted to provide services on behalf of the Trustee Body required to have public liability cover of at least £5,000,000.  Facilites are closed when hazardous faults or damage are found. | | R | M | Loss of reputation  Injury to users  Insurance claim |
| 12 | Injury to staff or third parties from use of harmful substances | Injury claims by staff or third parties | The Parish Council and its agents do not in the normal course use harmful substances other than normal domestic cleaning products. Where the Parish Council or its agents need to use materials covered by the COSHH regulations, they will ensure that a risk assessment is undertaken before use of the materials and that adequate protection and safeguards are provided to protect staff and the public. | | R | H | Loss of reputation  Injury to users or staff  Insurance claim |
| 13 | Covid-19 issues | Illness or spread of virus | See separate risk assessment | |  |  |  |

# Parish Council Business

| Risk ID | Risk | Hazard | Mitigation | Residual Likelihood | Residual Severity | Consequence |
| --- | --- | --- | --- | --- | --- | --- |
| 14 | Improper use of Parish Council funds | Financial loss | All cheques are signed by 2 Signatories.  An upper limit of £500 has been agreed for urgent minor works or supplies that can be placed without discussion at a Council meeting. The agreement of the clerk and one Councillor is required to approve such expenditure.  Regular Bank Reconciliations are conducted by the Clerk and reported at Full Council meetings.  The Parish Council keeps proper financial records in accordance with statutory requirements.  The budget is agreed annually by the Parish Council at a full meeting. | U | H | Loss of reputation  Insurance claim  Inability of Council to continue operations |
| 15 | Inappropriate actions by members of the Parish Council or staff | Financial loss  Damage or loss of assets | Minutes are taken of all meetings and the master copy of the minutes is held in the Watlington Parish Council office.  All business activities are within the legal powers applicable to Parish Councils.  All members of the Parish Council have signed a register of members’interests.  District Council provides an independent monitoring officer to whom complaints against Councillors or staff can be directed. | R | M | Loss of reputation  Insurance claim  Inability of Council to continue operations |
| 15 | Inappropriate actions by members of the Parish Council or staff | Legal or criminal proceedings  Damage or loss of assets | Minutes are taken of all meetings and the master copy of the minutes is held in the Watlington Parish Council office.  Councillors are briefed on the limits of their powers and are provided with NALC guidance on appropriate behaviour and actions.  All members of the Parish Council have signed a register of members’interests. | U | H | Loss of reputation  Inability of Council to continue operations |
| 16 | Inadequate or inappropriate communication with the public and with staff | Loss of support leading to excessive staff time being spent on handling complaints | All enquires from the public are logged by the clerk and dealt with as deemed appropriate.  WPC has a disciplinary procedure for dealing with compliants against councillors  District Council provides an independent monitoring officer to whom complaints against Councillors or staff can be directed. | L | VL | Staff loss or inability to recruit |
| 17 | Inadequate communication with the public | Loss of revenue through missed bookings or dissatisfaction of users  Failure to promote use of the chargeable assets (Pavillion, West Room) | All enquires from the public are logged by the clerk and dealt with as deemed appropriate.  Procedures are in place for document receipt, circulation, response handling and filing. All Parish Council members have a dedicated pigeon hole in the parish office. | L | L | Low income limits development and maintenance of the building |
| 18 | Responsibilites to staff not met. | Difficulties in staff retention  Breach of employment conditions | The Clerk is responible for all staff management issues and is support by councillors as necessary | R | L | Employment claims  Loss of staff |
| 19 | Inadequate control of contractors | Poor quality or incomplete work | Minor maintenance, cleaning and set-up tasks are carried out by the Caretaker employed by Watlington Parish Council as part of his regular duties. This work is controlled by the Parish Clerk  More significant maintenance and cleaning tasks are carried by contractors under contract with WPC. Multiple tenders are required for each project, and the Clerk or a Councillor is designated as the internal manager for each such contract. This manager is responsible for monitoring the performance of the contractors against agreed standards.  Contractors are required to provide evidence of their suitability for the work they are contracted to do, including knowledge of the appropriate safety measures. | R | M | Deterioration in condition of assets  Hazards to residents and visitors to the Parish  Additional costs for remedial work |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How likely?**  **How severe** | **U**  **Unlikely** | **R**  **Rarely** | **L**  **Likely** | **O**  **Often** | **F**  **Frequent** |  |  | **Action needed** |
| **VH** (Very High) |  |  |  |  |  |  |  | Unacceptable risk |
| **H** (High) |  |  |  |  |  |  |  |  |
| **M** (Moderate) |  |  |  |  |  |  |  | Reduce risk where possible |
| **L** (Low) |  |  |  |  |  |  |  |  |
| **VL** (Very Low) |  |  |  |  |  |  |  | Tolerable risk |

**Guide to how likely – expressed as a frequency of occurrence**

|  |  |  |
| --- | --- | --- |
| **U** | Unlikely | Once in 100 years, or less often |
| **R** | Rarely | Once in 20 years, or less often |
| **L** | Likely | Once in 4 years, or less often |
| **O** | Often | Once a year, or less often |
| **F** | Frequent | More than once a year |

**Severity of failure – Financial consequence Safety consequence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VH** | Very High | Total loss of major asset |  | Multiple fatalities |
| **H** | High | Significant damage to major asset, or loss in excess of 1 year’s budget |  | Single fatality or life changing injuries |
| **M** | Moderate | Minor damage to major asset or loss of significant asset |  | Hospitalisation or loss of multiple working days |
| **L** | Low | Loss in excess of clerk’s spending limit |  | Multiple minor injuries |
| **VL** | Very low | Loss within clerk’s spending limit |  | Minor injury |

**Adopted by Watlington Parish Council at the Full Meeting**

**on**

Signed

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Matt Reid

Chairman Watlington Parish Council

Signed

Kristina Tynan

Parish Clerk