

Aldingham Parish Council **Risk Assessment**

Severity (S)	Likelihood (L)	Risk Level (R)
1 - Trivial (scratches, bruises; no financial cost) 2 - Minor (minor injuries; small financial cost) 3 - Significant (sprains, large cuts; significant financial cost; damage to Council's reputation) 4 - Serious (hospitalisation; considerable financial cost; minor legal proceedings) 5 - Very Serious (incapacity or death; major financial cost; major legal proceedings)	1 - Very Unlikely 2 - Unlikely 3 - Possible 4 - Probable 5 - Certain	L - Low Risk (2-4) M - Medium Risk (5-6) H - High Risk (7-9)
Severity + Likelihood = Risk Level		

	Activity	Risk	At Risk	Controls	S	L	R	Further Action
Physical Harm	Mowing	Road accidents	Volunteers 3 rd Parties	Ride-on mowers not permitted on roads	4	1	M	Volunteer training
		Overturning	Volunteers	Mowers not operated on anything with a gradient of greater than 10%. Mowers not operated within 1 metre of open ditch.	3	1	L	Volunteer training
		Injury caused by mowers	Volunteers	Mowers are serviced regularly List of Volunteers maintained by Clerk	4	1	M	Volunteer training
	Mowing	Injury caused by mowers	Public	Area to be closed whilst mowing taking place and notice to be displayed to state this.	4	1	M	
	Parish Paths Group	Falling, injury on cutting equipment	Volunteers 3 rd Parties	Volunteers to go out in pairs or groups List of Volunteers maintained by Clerk	2	2	L	

Council business	Accident or injury	Clerk Councillors	The role does not require physical work	2	1	L	Code of Conduct to include guidelines on potential risks
Parish Steward work	Accident or injury	Steward 3 rd Parties	Steward is a professional contractor Contract stipulates that public areas are closed off when undertaking dangerous work £5m of insurance is required by his contract and checked annually by the Clerk	3	2	M	
Community Speedwatch	Accident or Injury	3 rd Party Volunteers	Speedwatch sessions carried out with PCSO + risk assessment for location. Training given by the Police. List of Volunteers held by Clerk. Adequate Insurance Cover.	4	3	L	
Play Areas	Accident or injury	3 rd Parties Volunteers	Annual inspections carried out Regular updates to Council from playground volunteers. Weekly inspections made and records kept and submitted to Clerk regularly. Byelaws limit age of users on equipment Clerk holds an accident book Information about reporting accidents/faults posted at the entrance of each playground	3	2	M	Signage regarding injury or damage to be checked annually

	Leece Tarn	Drowning	3 rd Parties	Life belt in place Water level low Insurers confirmed that the Council are not required to display warning signs	5	1	M	Life belt checked by Parish Steward annually.
	Public on Council Land	Accident or injury	3 rd Parties	Some Council lands are maintained by trained volunteers Faults with structures are reported to the Council regularly Public liability covered by insurance	2	2	L	Other Council lands to be checked quarterly for risks by the Parish Steward and checks to be noted in minutes
	Trees on Parish Council land	Accident or injury due to fallen branches/tree	3 rd parties	Tree Survey carried out every 3 years plus any recommended remedial work/monitoring.	3	3	L	
Financial	Accounting/Banking	Misappropriation of Parish funds by Clerk or Councillors	Councillors Clerk	Bank reconciliations are undertaken quarterly by a Councillor The accounts undergoes an internal audit annually All payments are made by cheque Every payment requires two signatories, being Councillors The Clerk reports all financial transactions at each meeting	3	1	L	

Legal	Speaking publicly	Civil action resulting from defamation by Councillors	Council 3 rd Parties	Members are not permitted to make personal remarks during meetings or whilst on Council business (Standing Orders) Statements to the Press must be approved by the Chairman	2	1	L	Confidentiality and transparency issues controlled at each meeting via the Chairman
	Volunteer groups	Civil action resulting from confusion over responsibilities of Council and Volunteer groups	Council Volunteers	Written agreement between Council and groups.	3	1	L	Agreement to be reviewed in July of each year
Property	Moveable property (mowing equipment, office equipment etc.)	Theft	Council	All Council property appears on the Assets Register which denotes its location All equipment is kept in locked buildings Only Members, Employees and Volunteers have access to equipment Adequate insurance cover	3	1	L	
		Damage by vandalism, fire or accident	Council	Only trained volunteers are permitted to use equipment The Clerk maintains office equipment Adequate insurance cover	3	1	L	
	Permanent Structures (sheds, fences, walls, bus shelters, Dendron War Memorial)	Damage by vandalism, fire or accident	Council	All sheds are kept locked Most are within villages and overlooked Structures are maintained as necessary. Adequate insurance cover	3	1	L	

	Semi-Permanent Structures (playground equipment, benches, picnic tables, noticeboards)	Damage by vandalism, fire or accident	Council	Most are within village and overlooked Checked regularly by Councillors, Volunteers or employees Adequate insurance cover	3	1	L	
	Computer equipment (Laptop, hard-drive)	Theft Damage by vandalism, fire or accident	Council	Stored securely at the Clerk's house Only used by Clerk Adequate insurance cover	3	1	L	
	Aldingham Community Toilets	Theft Damage by vandalism, fire or accident	Council Volunteers 3 rd Parties	Toilets are sublet to and maintained by the ACT group Toilets are locked at night Metal grates installed on windows Adequate insurance cover	3	3	M	
Data Protection	Electronic data on laptop and external hard-drive	Theft or misappropriation	Council	Laptop is password protected Data is regularly backed up Laptop is covered by anti-virus software Only the Clerk has access Privacy Policy in place.	3	1	L	
	'Hard' data (paper)	Theft or misappropriation	Council	All sensitive information is kept in a locked filing cabinet Only the Clerk has access Copies of deeds etc. held by the Council's solicitor	2	1	L	