

GLAPWELL PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

Activity: **General Issues**

Risk	Risk Effect	Severity	Probability	Risk Level	Control Measures	Residual Risk	Further Action & Comments
Damage to Community Centre.	Loss of Community facility. Loss of income. Adverse impact on annual budget.	Serious	Likely	H	Weekly inspections undertaken by Centre Manager. Introduce Planned Maintenance Programme. Take out insurance for damage to building, Public Liability and loss of income.	H	Insurance cover reviewed regularly. Assets and Investments register to be regularly updated.
Damage to Multi Sports Pitch.	Non availability. Loss of income. Under insured.	Moderate	Possible	M	Weekly inspection undertaken.	M	Insurance cover reviewed regularly including valuation by professional valuer. Assets and Investments register to be regularly updated.
Central heating and hot water systems defects or failure.	Loss of or restricted use of Community Facility. Loss of income.	Moderate	Possible	M	Ensure availability of suitable specialist contractor. Staff to be aware of location of stop cocks, isolation valves and the like.	L	Ensure full operation instructions for boilers and heating systems are available on site.
Damage to Peace Gardens.	Inconvenience to the public. Loss of local amenity. Adverse impact on annual budget.	Minor	Possible	L	Inspect weekly. Liase with local police to regularly patrol the area.	L	Assets and Investments register to be regularly updated.
Damage to bus shelters	Inconvenience to the public. Adverse impact on annual budget.	Moderate	Probable	H	Inspect annually. Liase with local police to regularly patrol the area	M	Insurance cover reviewed regularly. Assets and Investments register to be regularly updated.

Damage to playing fields and children's play areas.	Inconvenience to the public. Loss of local amenity. Adverse impact on annual budget. Potential for insurance claim from injured parties.	Serious	Likely	H	Annual inspections by independent safety adviser. Monthly contract for inspection and repairs Any damage reported to Clerk for urgent repairs. All vandalism reported to police Ensure public liability insurance is in place.	M	Insurance cover reviewed regularly. Assets and Investments register to be regularly updated.
Security for Council buildings.	Damage of local amenity and assets. Adverse impact on annual budget.	Minor	Possible	L	Ensure security alarm is operational. Test alarm on a weekly basis. All keyholders to be identified.	L	Insurance cover to be reviewed regularly. All Leases to be reviewed to check security cover.
Damaged or stolen equipment.	Inconvenience to the public. Loss of local amenity. Adverse impact on annual budget.	Minor	Possible	M	Ensure insurance cover is provided and maintained on a rolling programme for damage and theft.	M	Insurance cover reviewed regularly. Assets and Investments register to be regularly updated.
Fluctuations in Community Centre bookings.	Loss of income.	Negligible	Likely	L	Review charges annually. Publicise facilities. Involve users and local community.	L	Income to be reviewed against previous years and reported to Finance Sub Committee.
Lack of insurance cover.	Exposes Parish Council to potential litigation and financial costs.	Major	Possible	H	Ensure cover is in place for :- a) Public Liability (Statutory) b) Employers' Liability (Statutory) c) Property and Buildings d) Money e) Fidelity Guarantee f) Personal Accident g) Loss of Revenue h) Official indemnity i) Contents j) Legal Expense (Mandatory)	L	All insurance cover to be reviewed annually. All policies to be entered onto an Approved brought forward system to avoid expiry of cover.

Hanging Baskets.	Potential to cause injury to the general public. Potential for insurance claim from injured parties.	Moderate	Possible	M	Lamp standards, mounting points and hanging brackets to be inspected and audited to ensure compliance with DCC safety requirements.	L	Item to be included on Agenda for Parish Council meeting in April/May each year.
Unsafe Memorials.	Potential to cause injury to the general public. Adverse impact on annual budget.	Moderate	Possible	M	Regular safety check to be undertaken by suitable expert. Ensure insurance cover for damage and personal injury.	L	Insurance cover reviewed regularly. Assets and Investments register to be regularly updated.
Play Areas and MUGA	Injury to users. Potential for insurance claim from injured parties.	Serious	Likely	H	Display appropriate notices for users in prominent locations at all times. Ensure users are covered by Public Liability Insurance. Regular safety checks undertaken by suitable expert. Regular inspections to be undertaken by a member of staff.	M	MUGA to be added to Register of Assets and Investments. Ensure staff inspections are included in Job Descriptions.
CCTV Installation	Incorrect and inappropriate use of images.	Serious	Possible	M	Ensure all Codes of Practice, regulations and standards are fully adhered to. Ensure maintenance is undertaken in accordance with the contract agreement.	L	Ensure all users are made aware of required protocol and Codes of Practice.
Use of Grit Bins.	Potential for disruption and/or injury if bins are not kept charged.	Minor	Possible	L	Weekly inspection of all bins to be undertaken by caretaker.	L	Ensure bins are installed as per manufacturers instructions and in suitable location to avoid causing an obstruction.
Dog waste Bins.	Potential for causing nuisance smells, illness and disease to the general public if not regularly emptied.	Minor	Possible	L	BDC to be advised of installation of any new bins for inclusion on emptying schedule.	L	Record instances of vandalism and review location of any bins regularly affected.

Sports hall injuries	Injury from over enthusiastic/unmonitored participation	Minor	Possible	L	Coaches/designated activity leader to discourage inappropriate, over enthusiastic activity that could potentially injure	L	Ensure all users are made aware of required protocol and Codes of Practice at time of booking.
Closure of facilities due to unforeseen natural disaster or Act of God	Loss of Community facility. Loss of income. Adverse impact on annual budget.	Serious	Possible	M	Implement an emergency response policy comprising: Readiness assessment Risk management plan Business impact analysis Policy management Incident management	H	Review existing emergency response provision and review in light of known and new risks.
Final Assessment By Ensuring all Control Measures are implemented the Overall Risk impacting on the General Issues affecting the Parish Council can safely be considered as:-						Low	

Name: Nicki Senior
Position: Clerk
Date 04/03/21

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