

GREAT MAPLESTEAD PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2023-24

(Reviewed July 2023)

SUBJECT	RISK IDENTIFIED	RISK LEVEL	CONTROL OF RISK	REVIEW
OPERATIONAL RISKS				
Business Continuity	Clerk incapacitated/unavailable for a period of time Personal accident to Clerk, councillors or voluntary worker	Low	Files records held by Clerk. If Clerk unable to attend meeting, these will be accessed by a Councillor. Reciprocal informal arrangements in place with Castle Hedingham PC to act as emergency deputy Clerk. Personal accident covered by parish council insurance	Annually
Business Continuity	Loss of power or internet service	Low	Clerk to make use of village hall or church, subject to suitable confidentiality arrangements.	Annually
Meeting Location	Adequacy, health and safety	Low	Great Maplestead Village Hall adequate & complies with health & safety (managed by Trustees of Great Maplestead Village Hall).	Annually
FINANCIAL RISKS				
Non-negotiable Money & Cash/Uncrossed cheques	Petty cash (if held) stored in secure locked tin.	Low	Clerk/RFO has delegated responsibility. Adherence to Financial Regulations, with items of expenditure backed up by receipts. Cash and cheques stored in secure metal, locked cabinets. Covered by Parish Council insurance policy	Annually
Council Paper Records	Loss through fire, theft or damage	Low	Papers stored by Clerk in secured metal cabinets in brick built secured building	Annually
Precept	Adequacy	Medium	Agenda item each January, set against budget requirements for year. Progress against budget reviewed quarterly.	Quarterly

Risk Key – Low Medium Medium/High High

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Cash/Goods	Loss caused by theft of employee ie fraud or dishonesty	Low	Cheques require three signatories Council responsibility to oversee management of finances, adhering to proper practices detailed in the council's Financial Regulations. Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor and the Clerk up to £250k.	Annually
Banking	Loss of funds through erroneous entries or dishonesty	Low	Cheques require three signatories Council responsibility to oversee management of finances, adhering to proper practices detailed in the council's Financial Regulations. Bank reconciliations checked and signed by councillor on bi-monthly basis.	Bi-monthly
Electronic Records	Loss through fire, damage or data corruption	Medium	Back up hard-drive updated daily to the OneDrive and weekly to a flash-stick which is stored separately in metal, locked cabinet. Financial files backed up to Rialtas accounting bi-monthly. Anti-virus programme in place.	Annually
LEGAL RISKS				
Employers Liability	Non-compliance with Employment Law	Low	Ensure Councillors undertake relevant training. Covered by Parish Council insurance	Annually
Public Liability	Risk to third party property or individuals	Low	Risk assessments of individual activities or events undertaken. Covered by Parish Council insurance	Annually
Members Interests	Conflict of interest	Medium	Councillors required to declare interests at start of each meeting. Register of interest forms reviewed annually	Bi-monthly meetings & Annual review

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Libel and Slander	Risk to Councillors & personnel	Low	Code of Conduct adopted. Ensure relevant councillor training undertaken Covered by Parish Council insurance policy up to £250k	Annually
Legal Documents	Loss or damage due to fire or theft	Low	Kept in metal safe. Retention of documents policy in place	Annually
Data Protection	Failure to adhere to legislation	Low	Council registered with Information Commissioner and adheres to guidance & procedures. Renewed annually	Annually
Freedom of Information	Failure to adhere to legislation	Low	Model publication policy held by council & published on website	Annually
EQUIPMENT RISKS				
Village Playing Field Children's Play Equipment	Risk of accident/injury due to use of equipment or poor maintenance of equipment	Medium/High	Equipment designed and installed complies with health & safety regulations & covered by ROSPA inspection prior to commissioning for use. Monthly assessments by Clerk/Councillors Annual ROSPA inspection. Insurance, including Public Liability Cover, arranged by Parish Council.	Monthly & Annually
Village Playing Field, Playground Area Fencing	Risk of accident/injury due to poor maintenance of equipment	Medium	Ensure fencing and gates are in safe, working order. Annual ROSPA safety inspection. Covered by Parish Council insurance	Annually
Goal Posts & Supports	Risk of injury from unstable fixings.	Medium	Posts to be removed and replaced with alternative facility in 2024. Annual ROSPA safety inspection. Covered by Parish Council insurance	Annually
Village Playing Field, Children's Play Area Ground Surface	Ensure surface complies with health and safety requirements and is maintained.	Medium	Council to conduct periodic reviews. Annual ROSPA inspection. Covered by council insurance	Annually

Risk Key – Low □ Medium ■ Medium/High ■ High ■

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Village Playing Field Pathway	Risk of trip hazard from damage surface	Low	Regular reviews to ensure stability of surface and no cracks/movement. Covered by Parish Council insurance	Quarterly
Boules Court	Damage or deterioration in playing surface or wooden sills of court.	Low	Regular maintenance reviews Annual ROSPA inspection Covered by Parish Council Insurance	Quarterly
Parish Notice Boards x 3	Risk of injury from falling boards should they become unstable or fixings deteriorate	Low	Inspection bi-monthly, by Clerk who would report any defects. Church Street noticeboard to be replaced, wooden supports deteriorating. Board and doors beginning to warp. Covered by council insurance	Bi-monthly
Laptop & Printer	Risk of damage from fire, theft or data corruption. (see Electronic Records)	Low	Clerk to ensure security of laptop and printer together with associated passwords. Passwords controlled by Clerk, with sealed passwords maintained by Chairman. Clerk to undertake regular back-ups. Laptop to be retained by Chairman when Clerk on holiday. Covered by council insurance.	Annually
Dog Waste Bins	Health and safety	Low	District council to empty and clean fortnightly. Clerk to ensure cleaning schedule met and request additional visits if necessary.	Fortnightly
Security Bollards around playing field car park	Risk of deterioration in wooden structure	Low	Regular maintenance reviews Covered by council insurance	Quarterly
Security 5 bar metal gate at playing field car park	Risk of injury or potential damage to vehicles in car park, if gate and posts not secure. Risk of playing field incursion if gate left unlocked/open.	Low	Regular maintenance reviews Clerk to ensure secure coded, padlock is in place when gate is not in use.	Quarterly & Fortnightly

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Retractable security pole at village playing field	Risk of injury if not maintained Risk of playing field incursion if security pole not in place.	Low	Clerk to hold key and ensure security pole is locked in place when gate not in use. Covered by council insurance.	Fortnightly
2 x Street lights	Risk from damage or deterioration in fixings and fittings.	Low	Annual maintenance and repair contract in place – 5 year agreement. Maintenance visit undertaken July annually. Covered by council insurance	Annually
Playing Field Car Park	Risk of injury from uneven car park surface after heavy/long term use.	Low	Council to ensure regular maintenance – filling in emerging dips and replacing planings – annually. Covered by Parish Council Insurance	Quarterly
ACTIVITY RISKS				
Litter Picking	Risk of injury from passing traffic – use hi-viz jackets and roadside warning triangle. Risk of injury from items/litter retrieved. Ensure operators use council litter pickers and gloves. Heavy items to be reported to district council for recovery. Councillors covered by Parish Council personal accident insurance.	Medium	Councillor led activity. Ensure safety equipment distributed to all volunteers and utilised at all litter picking activities. Councillor lead.	Annually
HIGHWAYS/FOOTPATHS RISKS				
Trees neighbouring/near to highways or footpaths	Risk of disease and/or degeneration of older trees. Risk from falling branches or trees.	Low	Checked and maintained on a regular basis by volunteer Tree Warden Council to contact landowners, when appropriate, to address potentially dangerous trees.	Annually

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Grass Verges/Vegetation Overgrowth	Ensure highways visibility at dangerous junctions	Medium	Council to organise twice yearly verge cuts with external contractor. Ad-hoc smaller cuts to be managed via councillors/village volunteers (Task Force). Council to ensure appropriate risk assessment undertaken with Task Force	Annually
Playing Field Grass Cutting	Risk of injury to contractor or users of field	Low	Grass cutting arranged via St Giles CofE school contractor - with their own risk assessments in place. Council to ensure school has undertaken adequate checks	Annually

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