Wreningham Parish Council

Consolidated Risk Assessment

Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Council to identify potential risks when undertaking or commissioning activities. The Council will undertake or cause to be undertaken, recorded assessment and then take practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The results of the risk assessment will be made available to those involved in the activity.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This Risk Assessment shall be reviewed

- Annually
- When significant changes in activities or risks occur
- As required by appropriate outside bodies

The Risks assessments in this document are:

1. General
2. Play Area
3. Footpath Warden
4. Tree(s) (on Parish Council land only)
5. Phone Box
6. Litter Bin Emptying

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1. General Risk

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty Precept request not submitted by due date VAT not reclaimed HMRC responsibilities not maintained Theft or loss of cash	Public Council Clerk	Financial Regulations	Tolerable with no further action needed.
2	Lack of proper communications Lack of proper communications	Breach of LGA 1972 Breach of Audit Regulations Breach of Transparency Code for Smaller Authorities Failure to deal with FOI requests	Public Council	• Noticeboard regularly updated • Mardle newsletter article by Chair • Website regularly updated • Clerks contact details available on the noticeboard and website • Clerk uses e-mail distribution list • All Councillors have full contact details for each other • Clerk maintains annual calendar of events and alerts Councillors about of actions that need to be taken.	Tolerable with no further action needed. Tolerable with no further action needed.
3	Personal Accident to Councillor, clerk or voluntary worker Libel and Slander claim Legal Expenses accrued	Legal Action by Employee, Public or Volunteer	Public Council Clerk	Comprehensive Insurance purchased Risk assessments maintained Media relations policy in force to guide Councillors and Clerk in dealing with the public and media.	Tolerable with no further action needed.
4	Loss or damage to assets	Assets stolen or missing Assets damaged	Public Council	Asset register maintained Regular visual inspections maintained Play area inspection records maintained	Tolerable with no further action needed.

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	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
		Council records lost or damaged through fire / theft etc.		All damaged assets made safe and repaired at earliest opportunity Loss or stolen assets reported to police and Council meeting All archive paperwork held outside the Clerk's house E-mails and electronic records backed up to the cloud.	
5	Clerk or Councillor acts ultra vires	Council brought into disrepute	Council Clerk	Councillors and Clerk offered regular training sessions. Policies and advice available from Clerk NALC advisory service available to all	Tolerable with no further action needed.
6	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	Council Clerk	Shared access to back up of electronic data Clerk informs District Council immediately of the vacancy so that an advertisement can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council.	Tolerable with no further action needed.
7	Council Inquorate	Unable to conduct official business	Public Councillor Clerk	If resignation leaves the council inquorate Clerk to seek advice from District Council	Tolerable with no further action needed
8	Inability to meet	Loss of physical meeting space	Public Councillor Clerk	Identify alternative physical venues Establish on-line meeting capability	Tolerable with no further action needed

2 Play Area

	Hazardous Event	Consequence	Affected	Management controls	Residual risk & further measures
1	Equipment which is dangerous is not identified	Play area condition deteriorates	Public	Inspections will be undertaken to identify any problems/hazards that have been created by use, abuse, weather and age. ROUTINE INSPECTIONS: An inspection will to be carried out by a person nominated by the Parish Council. ANNUAL INSPECTIONS: An inspection will be undertaken on a Yearly basis by an accredited independent Inspector.	Tolerable No Further Action needed
2	Equipment which is damaged is not dealt with correctly	People are injured whilst using the play equipment	Public	All items shown on the Play Equipment Plan will be inspected. All inspection reports will be retained by the Clerk within the Parish Council records. They will be available for inspection by request. Any issues raised by any inspection will be brought immediately to the Parish Council's attention. Any questions will be raised with the Annual Inspecting body, and in the event of immediate remedial action needing to be taken the Chair or Vice Chair of the Council will have delegated powers to close any piece of play equipment by either its removal, isolation or rendering harmless any dangers found.	Tolerable No Further Action needed

3 Footpath Warden

	Hazardous Event	Consequence	Affected	Management controls	Residual risk & further measures
1	Injury - falling or slipping on route	Varies, depends on weather and conditions underfoot	Warden	Wear appropriate footwear with firm gripping soles. Hiking sticks can be used for additional support.	Low
2	Traffic accident from walking on roads	High/Medium - Personal injury	Warden	Maintain general awareness Avoid walking in low light conditions. Wear a hi-viz vest. Carry a torch if anticipating twilight/night. Walk on the right hand side of the road to see & be seen by oncoming traffic.	Low
3	Lone working	Medium - Difficulty of calling for assistance	Warden	Inform a friend / colleague / family member of their route and schedule before setting out. Carry a working mobile phone at all times.	Low
4	Obstructed paths	Medium - impact on walking public	Warden Public	Do not attempt to remove obstacles. All obstacles should be reported to NCC Highways. Only attempt to climb over an obstacle if it is safe to do so.	Low
5	Damaged stiles and bridges	Low – impact on walking public	Warden Public	Do not attempt to cross bridges / stiles if they are broken. Maintenance issues should be reported to NCC Highways.	Low

	Hazardous Event	Consequence	Affected	Management controls	Residual risk & further measures
6	Extremes of temperature	Low	Warden	Check weather reports prior to going out Wear suitable clothing appropriate to the weather conditions and carry sufficient water.	Low
7	Plants cause irritation	Medium	Warden	Wear long trousers and long sleeved shirts. Carry a small first aid kit with antihistamine cream / tablets.	Low
8	Bites, stings, attacks by animals	Low	Warden	Maintain vigilance, wear long trousers and long sleeved shirts. Carry a small first aid kit with plasters and antihistamine cream / tablets.	Low

4 Trees

The Tree Management Risk Assessment is formulated in accordance with HSE Guidance INDG 163 'Five Steps to Risk Assessment' and guidance from Aviva Insurance Company. The purpose is to:

- Assess the risks relating to tree management
- Provide a formal way for WPC to identify and be notified of dangerous trees within their boundary
- Ensure WPC has sufficient information to make decisions on tree management
- Ensure that tree damage can be detected in a reasonable time
- Ensure that hazardous trees are properly dealt with and appropriate action taken.

	Risk	Consequence	Affected	Management controls	Residual risk & further measures
1	Trees that need to be managed are not identified	Unidentified hazardous trees Unidentified hazard to public and property No remedial action planned/assessed	Public Property	1. Appoint a Tree Warden 2. Regular (4 or 5 yearly) professional Tree survey 3. Work in conjunction with the South Norfolk District Council (SNC)	
2	Vulnerable trees are not managed	On going hazard to public On going hazard to property	Public Property	1. requesting parishioners to report damage to trees 2. informal review of trees on Parish land after adverse weather 3. take advice from qualified Arboriculturalist 4. Install guarding items around tree(s)	

5 **Phone Box** (used for free lending of materials – books, CDs etc.)

Risks occur when the box is being painted, or, when the box is being accessed by the public.

	Risk	Consequence	Affected	Management controls	Residual risk & further measures
1	Wet Paint	Public clothing affected by paint Painter affected by paint	Public Painter	Post signage Provide protective clothing / mask	low
2	Fumes from paint or cleaning materials	Contact with the person – touch & fumes	Painter	Mask, gloves and eye protection to be used. Information sheet and technical specification supplied Paint to be kept in original tin – not decanted	low
3	Storage and disposal	Flammable Harmful to the environment	Painter	Painting – ensure air flow inside box by keeping door open On completion - secure storage and disposal of paint and brushes as hazardous waste.	Low
4	Contact with skin or inhalation	Irritant - May cause allergic reaction Symptoms listed on Material Safety Data Sheet	Painter	Seek medical advice Carry mobile phone to call for help Understand first aid measures on Material safety data sheet.	Low
5	Harm during use	Damaged structure, door or glazing	public	Ad hoc inspection / reporting to WPC	Low

6 **Litter bin emptying**

Assess the risks relating to litter bin emptying
Ensure that damage to the bin can be detected in a reasonable time
Ensure that dangerous waste is properly dealt with and appropriate action taken

Control measures are then applied to the significant risks and the remaining residual risks are re-scored to ensure all risks are suitably managed and controlled.

	Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Physical contact with waste and dog faeces	Disease / Infection	Volunteer	Provide protective gloves for volunteer's use. Ensure broken skin is adequately covered / protected. Do not put hands near eyes / mouth Wash hands after emptying bin	Tolerable No Further Action needed
2	Poor disposal of faecal matter (e.g. dog mess)	Disease / infection	Public Volunteer	Notice that litter bins are not for dog faeces and similar waste. A dog waste bin is provided at the main entrance of the playing field.	Tolerable No Further Action needed

				If found South Norfolk Council direct that such waste is double bagged and disposed of in the general (black) refuse bin	
3	Physical contact with hazardous, infected or sharp materials (e.g. glass, hypodermic needles, condoms, bloodied dressings)	Disease / infection	Volunteer	Protective gloves to be provided. If the skin is cut or pierced accidentally by potentially infected material, wash thoroughly with clean water and seek medical advice immediately. All sharps to be safely retained and reported to the Council Clerk for disposal by incineration at an approved place	Tolerable No further action needed
4	Damaged litter bin	Waste on the surrounding ground	Public	Inform the Parish Council so that the bin can be repaired / replaced	Tolerable No further action needed

5	Bin overflowing	Waste on the surrounding ground	Public	Volunteer maintains routine inspection of site Inform the Parish Council so volunteer is advised	Tolerable No further action needed