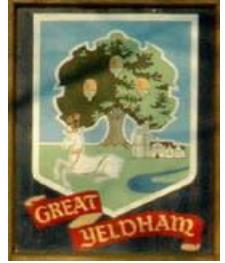


Great Yeldham Parish Council



Risk Management Policy and Risk Register

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DEFINITION

Great Yeldham Parish Council recognises its responsibilities as for providing a safe and healthy working environment for all its Councillors, employees, contractors, volunteers and others who may be affected by the activities of the Council.

Risk is an expression of the likelihood and impact of an event with the potential to influence the achievement of an organisation's objectives.

WHAT IS RISK MANAGEMENT?

"Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements." © Audit Commission

The Parish Council is more likely to achieve its objectives if it manages risk properly and risk management applies to every aspect of the Council's work and is not just about Health & Safety. Risks can be classified into various types but direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Not all these risks are insurable and for some the premiums would not be cost effective, so the emphasis should be on eliminating or reducing risk and should not be merely a defensive response.

The examples below are high profile but are not exhaustive:

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974 and other relevant health and safety legislation and codes of practice.

Strategic Risk - The long term adverse impacts from poor decision making or poor implementation. Damage to the reputation of the Parish Council, loss of public confidence, and in a worst case scenario Government Intervention.

Compliance Risk - The failure to comply with legislation, particularly Freedom of Information or Data Protection, as well as financial regulations or other adopted policies or the lack of documentation to prove compliance. Exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

Financial Risk - Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased council tax levels/impact on Parish Council reserves.

Operating Risk - Failure to deliver services effectively, hazards to users (playing field equipment), the general public, members or staff. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

WHY THE COUNCIL NEEDS A RISK MANAGEMENT POLICY

Risk management strengthens the ability of the Parish Council to achieve its objectives and enhance the value of services provided. It helps the Parish Council to have an understanding of 'risk' and to adopt a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage or financial loss. Therefore, the Parish Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

The Council will seek to identify, assess and manage risks.

AIMS OF THE RISK MANAGEMENT POLICY

The Council will:

- As far as is reasonably practicable, provide a safe place of work and a safe working environment,
- Use risk management to promote innovation as well as help secure existing objectives,
- Achieve a systematic and consistent approach to identifying and analysing risks which will be an integral part of all key management processes,
- Establish an effective and explicit system if risk identification, analysis and control,
- Embed risk management as an integral part of service, project planning and decision making
- Make arrangements for considering, reporting and reviewing matters that may be subject to risk, whether physical or administrative working activities.

The Parish Council will ensure that at least one Councillor or the Clerk will attain a level 2 Risk Assessment qualification.

ARRANGEMENTS AND RESPONSIBILITIES FOR RISK MANAGEMENT

The roles and responsibilities set out below, are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it.

Councillors

Risk management is seen as a key part of Councillors' role and there is an expectation that they will lead and monitor risk management.

This will include:

- Approval of the Risk Management Policy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of a Statement of Internal Control.
- Assessment of risks whilst setting the budget and agreeing annual audit.

Parish Clerk/Responsible Finance Officer

The Clerk/RFO will act as the lead officer on risk management and will:

- Keep informed of any changes to administrative processes that could be subject to risk and advise on any health and safety implications of the chosen or proposed arrangements for projects.
- Provide advice on the implications of potential service actions for the Parish Council's aims and objectives.
- Undertake an annual review of the Risk Register and advise members of any changes required.
- Publish the Risk Management Policy and Risk Register on the Council's website and update as necessary.
- Update Parish Council on the implications of new or revised legislation and advise the Council of any matters that may affect the Risk Management policy.
- Advise the Council immediately of any potential risk that needs to be reflected in the Council's insurance arrangements.
- Complete separate risk assessment annually to accompany the Annual Audit.
- Ensure that matters pertaining to risk management are discussed at meetings of the Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements and are made aware of any Risk Assessment that has been completed.
- Assess and implement the Parish Council's insurance requirements.
- Assess the financial implications of policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the budget monitoring documents allow effective budgetary control and informs financial decisions made by the Parish Council.

- Act as the contact and liaison point for any risk management matter.

The Role of Internal Audit

- The Independent Internal Auditor provides an important scrutiny role whilst carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant risks, both its financial and operational, are identified and being managed effectively.
- Internal Audit assists the Parish Council in implementing proper arrangements to manage risks, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.
- The Internal Audit Report, and any recommendations contained within it, will assist the Parish Council to achieve the status of a Quality Council through continuous service improvement and effective corporate governance and best practice.

Contractors and volunteers responsibilities:

- Co-operate fully with the aims and requirements of the Council's Risk Management Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Comply with any guidance provided following a Risk Assessment carried out in relation to any activity being undertaken.
- Report all accidents or incidents to the Parish Clerk, or as soon as is reasonably practicable and to assist with the investigation of such.

The Risk Management Process

Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification

Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Initial Identification of risks will be by individual Councillors, the Clerk, members of the public, contractors or volunteers.

Risk Analysis

Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation

An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored low, medium, or high. High scoring risks will be subject to detailed consideration and the preparation of an action plan to appropriately control the risk.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Options for control of Risks

Elimination - The circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction - Measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer - Where the financial impact or risk is passed to others, for example, by revising contractual terms.

Sharing - By sharing the risk with another party or parties.

Insuring - Insuring against some or all of the risk to mitigate financial impact. See *Appendix A*

Acceptance - Documenting a conscious decision after assessment of areas where the Council accepts or tolerates a particular risk.

Risk Monitoring - The risk management process does not finish with putting risk control procedures in place.

Reviewing this Policy

This policy will be reviewed on an annual basis as part of the Parish Council's continuing review of its policy documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Parish Council.

Risk management register will be reviewed as each new project or legislative change is introduced.

Great Yeldham Parish Council

Risk Register

Author	Parish Clerk/Responsible Financial Officer
Reviewed by	Parish Councillors
Adopted	5 th October 2017
Updated	10 th May 2018
Minute	18/076
Review date (Monthly):	May 2019

Subject	Risk(s) identified	H/M/L	Management / control of risk	Reference
Employees	Incapacity/absence of Clerk Resignation of Clerk Health & Safety Malpractice	L	Designate a person to temporarily act as Clerk in an emergency. A Locum Service is available through the EALC. All Parish Council business conducted on specific PC owned by council. Files available to members on request PC to adopt Health and Safety Policy by May 2020 Fidelity Insurance. Monthly inspection of bank statements	<ul style="list-style-type: none"> • Insurance • Financial Regulations • Health & Safety Policy • Employment Act 2002 • Equality & Diversity Policy • Equality Act 2010
Records	Loss of theft of/inability to access records Security of data (IT Systems) Freedom of Information Data Protection	L	Copies of minutes, burial records, financial records are deposited within the Fire Safe. All minutes/agenda since April 2012, policies and procedures are held on the Council's website. Daily Back up on Dropbox Confidential documents are stored in a locked filing/fire store cabinet. Computer is password protected. Anti virus protection installed and operating systems regularly updated. The Council has adopted the model scheme. Clerk attend Data Protection Briefing on 7 th November 2017	<ul style="list-style-type: none"> • Freedom of Information Policy • Freedom of Information Publication Scheme • Data Protection Policy • Standing Orders • Financial Regulations
Councillors	Failure to retain or secure the necessary number of members for Councillors	L	Clerk to maintain an up to date Councillor Attendance Register. Advertise or an election immediately if a vacancy exists. Co-opt Members where no election is held.	<ul style="list-style-type: none"> • Standing Orders • Co-Option of a new Parish Councillor Policy
Compliance	Lack of knowledge of regulations and codes	L	Ensure that all Councillors have access to available Acts, Code of Conduct, Standing Orders and Financial Regulations (all PC Policies are available on the website). Highlight essential parts and provide training where relevant	<ul style="list-style-type: none"> • Standing Orders • Code of Conduct • Financial Regulations
Compliance	Absence of Standing Orders	L	Ensure that Standing Orders are produced and adopted by the Council, understood by Councillors and reviewed annually. Next Review May 2019	<ul style="list-style-type: none"> • Standing Orders
Compliance	Action by the Parish Council outside its powers laid down by Parliament	L	Clerk to monitor legislation and report to Council. EALC and NALC produce regular bulletins which outline legislative changes	<ul style="list-style-type: none"> • EALC / NALC Bulletins
Precept	Adequacy of precept in order for the council to carry out its statutory duties Failure to ensure that the annual precept results from an adequate budgetary process	L	To determine the precept amount, the council receives monthly financial information. Effective budget process - Finance & General Purposes Working Group meet in October/November 2018 to prepare annual estimates for budget/precept for the forthcoming financial year in accordance with the annual plan. Submit to full council for approval (December 2018)	<ul style="list-style-type: none"> • Financial Regulations • Existing procedure adequate • Finance and General Purposes Working Group

Subject	Risk(s) identified	H/M/L	Management / control of risk	Reference
Budget	Unexpected expenditure Under-calculation of requirements	M	Prepared and discussed by all councillors (monthly Full Council) Due regard to previous year's expenditure Finance & General Purposes Working Group prepare annual estimates.	<ul style="list-style-type: none"> • Financial Regulations • Annual accounts/cash book • Finance and General Purposes Working Group
Financial records	Inaccurate or inadequate records Financial irregularities	L	Monthly financial reporting to council Adherence to Financial Regulations. Bank Statements checked monthly by nominated Cllr Annual Internal Audit	<ul style="list-style-type: none"> • Financial Regulations • Annual Internal Audit
Payments	Invalid invoices Wrong amount paid	L	All payments presented to council as part of monthly reporting process – Accounts for Payment - signed by the Chairman and 1 other authorised signatory All cheques signed by two authorised signatories All invoices, including direct debit payments checked by RFO, Bank Statements checked monthly by nominated Cllr. Annual Internal Audit	<ul style="list-style-type: none"> • Financial Regulations • Annual Internal Audit
Bank and banking	Bank mistakes	L	Monthly reconciliation presented to council, signed by two authorised signatories Bank Statements checked monthly by nominated Cllr	<ul style="list-style-type: none"> • Financial Regulations • Weekly Bank Statements
Income / Reserves	Loss of Income Reserves too high/low	L	Council has established a general reserve of 50% of precept. Auditor advises reserve balance must not exceed twice the precept. Ear marked reserves for 2018 Cemetery Car Park, Burial Grounds (operational and maintenance), Play Park Re-surface, Post Office Lay by, Zip Wire, Glades Boundary Fence, Local Services Grant (Handyman), Elections (Future)	<ul style="list-style-type: none"> • Financial Regulations • External Auditor
Reporting and auditing	Information communication	L	Financial information standing agenda item, financial reports received monthly by council, reports discussed, reviewed and approved at each meeting	<ul style="list-style-type: none"> • Financial Regulations • Council minutes
Grants - in	Grants included within budget but not received	M	Council receives ad-hoc grant payments. Applications for grants are not included in budget unless confirmed and used solely for purpose requested	<ul style="list-style-type: none"> • Financial Regulations • Council minutes
Grants – out	Grant funding not available Power to pay Authorisation of council to pay	L	Small Grants Budget allocated annually (£400). Grants awarded in line with the PC's Grant and Donation Making Policy adopted February 2017. Majority Votes at Council meeting	<ul style="list-style-type: none"> • Financial Regulations • Grant and Donation Making Policy Council minutes • S.137 grants recorded separately • Council Minutes
Best value accountability	Work awarded incorrectly. Overspend on services	L	Strive to obtain 3 quotes for work over £100. Work exceeding £1,000 3 written quotes. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations")	<ul style="list-style-type: none"> • Financial Regulations • Procurement policy • Council minutes

Subject	Risk(s) identified	H/M/L	Management / control of risk	Reference
			which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations	
Salaries and associated costs	Salary paid incorrectly Inland Revenue deadlines missed Unpaid tax to Inland Revenue Incorrect LGPS contributions Failure to ensure that employees are paid in accordance with Council regulations and are adequately monitored	L	Parish Council employees an external Payroll Service Saffron Accounting Services to calculate PAYE and LGPS contributions Salary levels set according to NJC and approved by Council A contract of Employment and Job Description is agreed for the Parish Clerk. Terms and Conditions are agreed in Minutes. Ensure employee regulations are available and understood by the Clerk. No additional payment to the Clerk without Council approval.	<ul style="list-style-type: none"> • Financial Regulations • Council Minutes • NJC Guidelines • Job Description
VAT	Reclaim. VAT not properly accounted for, resulting in overclaims from HMRC	L	Part of Annual Account/Annual Return procedure VAT amounts due for repayment recorded as part of monthly financial reporting. Quarterly/Annual Returns Submitted. Ensure Clerk has good knowledge of the VAT regulations and provide training where relevant.	<ul style="list-style-type: none"> • Financial Regulations • HMRC rules • Internal Audit
Annual Return	Accurate completion Year-end account balances Submission within time limits	L	Accounts, governance statements and Annual Return submitted to Internal Auditor for report and signing. Governance statements and Annual Return signed at annual meeting, sent to External Auditor within timescales	<ul style="list-style-type: none"> • Financial Regulations • LGA 1972 • Accounts & Audit Regulations 2011 • Audit Commission Act 1998
Legal Power	Illegal activity or payments	L	All activities and payments made are within powers of the Parish Council and agreed/ resolved at council meetings	<ul style="list-style-type: none"> • Financial Regulations • Code of Conduct • Localism Act 2011 • Standing Orders (LGA 1972 Sch12, Para 42)
Minutes and Agenda Statutory Notices Documents Meetings	Accuracy and legality Unruly or inappropriate behaviour or business conduct by members or public	L	Minutes and agenda produced in the prescribed format and adhere to legal requirements and placed on website and notice board giving the required notice of each meeting. Publish the draft minutes from all formal meetings not later than one month after the meeting has taken place. Minutes displayed according to legal requirements and approved at the next Parish Council meeting and signed by the Chairman. Business conducted at meeting managed by Chairman	<ul style="list-style-type: none"> • Standing Orders (LGA 1972 Sch12, Para 42) • Code of Conduct • Localism Act 2011 • LGA 1972 Sch 12 • Public Bodies (Admission to Meetings) Act 1960 • Transparency Code • LGA 1972 S 228
Members' interests	Conflict of interest Register of Members' Interests incomplete or inaccurate	M	Declarations of interest called for at every meeting and recorded in the Minutes. Regularly reviewed. Register updated at annual meeting Published by Monitoring Officer on Braintree District Council website – link from Parish Council website.	<ul style="list-style-type: none"> • Standing Orders (LGA 1972 Sch12, Para 42) • Code of Conduct • Localism Act 2011 • Agenda and Minutes

Subject	Risk(s) identified	H/M/L	Management / control of risk	Reference
				<ul style="list-style-type: none"> • Annual meeting Agenda and Minutes
Insurance	Adequacy Cost Compliance Fidelity Guarantee	M	Annual review of cover undertaken, to include Employer's and Employee's liability Premium review/comparison Assets valuation Reviewed annually at Annual Parish Council Meeting (Policy Renewed 1st June 2018)	<ul style="list-style-type: none"> • Financial Regulations • Asset Register
Data protection and Freedom of Information	Non-compliance with policies Personal information made available to unauthorised parties	L	Registration with Information Commissioner's Office/Data Protection Agency (Clerk attended training on November 2017) Personal data protected Compliance with internal policies	<ul style="list-style-type: none"> • Freedom of Information Act 2000 S1,12,19 • Freedom of Information and Publication Scheme Policy • Data Protection Policy • Retention of Documents and Records Policy
Meeting locations	Suitable premises Health & safety Lone worker	L	Village Hall used. Moving of equipment subject to informal risk assessment Health & Safety Policy to be adopted by May 2020	<ul style="list-style-type: none"> • Standing orders (LGA 1972) • Risk Management Policy
Assets	Failure to identify, value and maintain all assets of the Parish Council and ensure that asset registers are complete Inadequate Insurance Cover Loss or damage Risk to third parties	M	Asset Register kept recording and maintaining all assets for which the Parish Council is responsible. Ensure all new assets are added to the Asset Register and appropriate insurance cover implemented. Reviewed annually to ensure adequate insurance. Asset Register updated 1st April 2018	<ul style="list-style-type: none"> • Financial Regulations • Asset Register • Insurance Schedule
Notice Board	Risk of damage Misuse	M	Notice boards inspected as part of process for displaying minutes and agenda, twice per month Only approved items displayed Keys held by Clerk.	<ul style="list-style-type: none"> • Procedure adequate
Engagement	Engagement by Councillors in the operation and activities of the Council	L	Take every opportunity to publicise the role of the Parish Council through the 4 Villages Magazine, website, face book posts and notice board. Annual Report and Meeting to raise profile of Parish Council and to gain parishioners views. Publish Councillors contact details on the website, 4VM and notice board.	<ul style="list-style-type: none"> • 4 Villages Magazine – Hot Topics • Website • Facebook • Notice Board • Annual Parish Meeting • Annual Report
	Lack of engagement by Councillors and residents on major items of public interest.	L	Ensure publicity through the 4 Villages Magazine, website, face book posts and notice board. Leaflet drop for public consultations i.e. Broadband, Neighbourhood Plan, Development Plans, etc	<ul style="list-style-type: none"> • As above

Subject	Risk(s) identified	H/M/L	Management / control of risk	Reference
	Lack of knowledge by Councillors on their role, responsibility and accountability	L	Chairman/Vice Chairman will assist new Councillors in learning how to manage their role. Attend training course. Issue Good Councillors Guide to new Councillors. EALC Training Programme emailed weekly	<ul style="list-style-type: none"> • Code of Conduct • Good Councillors Guide • EALC Training
	Lack of engagement/knowledge of residents' concerns and views	L	Public Participation Session are held as part of each Council meeting. Use of 4 Villages Magazine, facebook, notice board and website.	<ul style="list-style-type: none"> • 4 Villages Magazine – Hot Topics • Website • Facebook • Notice Board
Assets	Loss or damage of Parish equipment and assets Damage or injury to third parties	L	Property damage, all-risk insurance. Regular inspections undertaken by Councillor who has obtained Level 2 Risk Assessment qualification. Regular maintenance of equipment, faults reported to PC. Any damage reported attended to immediately and restored. All equipment compliant with RoSPA requirements (May 2018 Inspection) Compliance to BS EN standards for both equipment and surfaces	<ul style="list-style-type: none"> • Play Equipment/assets Inspected bi-monthly • RoSPA Annual Inspection • Insurance Schedule
Fetes/ Events	Damage or injury to third parties	L	Public Liability Insurance with annual check on level of cover in place. Undertake risk assessment before each event – Risk Assessment for Christmas Tree Service/Village Tidy Up Days/and other Events	<ul style="list-style-type: none"> • Insurance Schedule • Risk Assessments Adopted see Appendix B C D E

Appendix A

Insurance schedule – Zurich Municipal, Policy no. YLL-2720436413

Section	Limit of Indemnity	Amount
Material Damage		
Sports Pavilion	Buildings Contents Business Interruption	£93,493.53 £19,196.26 £ 500.00
Assets (Contents)	Brick Store (cemetery) Office Contents Parish Sign, Noticeboard, Cemetery Noticeboard and sign. 11 litter bins, 8 Dogs bins & 5 Salt/grit bins Bus Shelter 15 benches 2 Planters Gates, Fences, walls, parking barriers, speed bumps (Sports Ground) Play Equipment & Surfaces (Bowtell's) Skateboard Park (Sports Ground) Concrete Shed (Pavilion) Fire Store Cupboard (Reading Room) Sign Posts for Glades Boundary Fencing to ashes plot Roadside Range Electrical Cabinet (Whitlock) Printer (Office) Display boards (Reading Room) Salt Spreader Christmas lights	£19,073.41 £3,956.41 £13,460.92 £5,698.59 £5,540.03 £8,434.16 £2,633.73 £13,028.45 £83,984.11 £49,059.31 £5,304.50 £1,324.38 £572.19 £642.91 £1,247.24 £1,060.90 £212.18 £424.36 £1273.08
Money	Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii): 2. Loss of other money: (a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe (b) in the private residence of any member or employee (c) in the premises (i) in the custody of or under the actual supervision of any member or employee (ii) in locked safes or strongrooms (iii) in locked receptacles other than safes or strongrooms	£250,000 £5,000 £250 £5,000 £5,000 £250
Public Liability		£12,000,000

Employer's Liability		£10,000,000
Libel and slander	Any one claim	£250,000
Fidelity Guarantee	All Members and Employees Any one occurrence	£250,000
Personal accident	Persons Insured: Employees Cover Sections 2 and 3 - Accident and Assault Cover Volunteers Cover Sections 2 and 3 - Accident and Assault Cover Directors/Councillors Cover Sections 2 and 3 - Accident and Assault Cover	Cover is limited to £500,000 any one person and £2,000,000 any one incident. Capital Sum £50,000.00 Weekly Sum £200.00 Capital Sum £50,000.00 Weekly Sum £200.00 Capital Sum £50,000.00 Weekly Sum £200.00
Legal expenses		£200,000

Appendix B

Risk Assessment for Village Tidy Up Day

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	RISK H/L/M
Highways vehicles, bicycles, plant and machinery	Collision with moving traffic	<ul style="list-style-type: none"> • Children should not work roadside • Children to remain under supervision and in sight of a responsible adult at all times • If accompanied by a dog, the dogs must be kept under close restraint and not allowed to run loose • At all times be mindful of your environment and the traffic conditions, pedestrian and vehicular, in which you are working. • Work facing traffic • Avoid close proximity to traffic if possible • Stay off the carriageway. Do not approach within 0.5m of the roadside if the speed limit is 40mph or over on a single carriageway • Be alert to the potential presence of agricultural machinery • Wear high visibility clothing of the relevant standard if on or near the highway. The highway includes footpaths and verges • Be aware of the vehicles around you during the litter pick • Keep a look out 	Seek medical attention in the event of injury	
Needles, sharps and syringes	Cuts and infections	Do not touch, leave alone and report to event organiser to dispose of in sharps container using litter grabber, or report to council for removal	Any accidental piercing by syringe must be treated immediately, either by first aider or Accident & Emergency service. Seek medical attention where appropriate	
Broken glass, sharp/rusty edges	Cuts and infections	<ul style="list-style-type: none"> • Suitable gloves to be worn at all times • Use litter grabbers to pick up sharp litter • Broken glass or other sharp objects should be swept onto a shovel or picked up with a scoop or litter picker. 	Seek medical attention where appropriate. Thoroughly wash any cuts or abrasions as soon as possible, however minor	

Heavy/awkward to handle rubbish/items	Pulled muscles and strains	<ul style="list-style-type: none"> Assess the weight of any load before handing. Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council Do not leave sacks of litter or sweepings where they will be a danger 	Stop immediately if suffering any pain or discomfort Seek medical attention if the ill effects persist	
Batteries, asbestos and miscellaneous chemicals	Potentially dangerous depending on condition	<ul style="list-style-type: none"> Do not approach or remove any potentially hazardous waste Report to the council for disposal Hazardous chemicals, suspicious drums, materials or containers with contents not identifiable to be left untouched and reported to Environment Agency Pollution Hotline (0800 731 2453) 	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details	
Ground conditions	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> Avoid dangerous areas and choose the safest possible route over difficult ground Instruct volunteers to wear suitable footwear. Be wary of uneven ground and trip hazards, including trailing vegetation 	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains	
People, lone working	Physical or verbal assault	<ul style="list-style-type: none"> Be aware of aggressive and difficult people Withdraw rather than face conflict Do not work out of sight of others in the group Organiser/section leader to have mobile phone Keep together and stay off private property 	Seek medical attention following any assault/injury	
Animals – Domestic, wild and farm	Lymes Disease carried by animal ticks and bites/scratches from animals	<ul style="list-style-type: none"> Wear appropriate clothing Beware of loose dogs Avoid contact with animals. Avoid contact with animal faeces <p>Children to remain under supervision of responsible adult at all times</p>	Seek medical attention as soon as possible after being bitten or scratched. Wash hands immediately after contact with faeces. Avoid touching eyes or mouth	
Waterborne diseases	Weil's Disease from rat's urine	<ul style="list-style-type: none"> Do not touch dead animals Cover any cuts or sores with a waterproof plaster before carrying out a litter pick Avoid getting hands wet in rivers, ponds or canals 	Seek medical attention where appropriate Thoroughly wash any cuts or abrasions as soon as possible, however minor	
Dog fouling	Toxocara canis	<ul style="list-style-type: none"> Do not touch dog faeces Always wear gloves and use a shovel when removing dog faeces Be watchful of ground surface and do not step into dog faeces 	Do not touch dog faeces Always wear gloves and use a shovel when removing dog faeces	
Adverse weather E.g. Thunder storms	Various health issues	<ul style="list-style-type: none"> Cease work in inappropriate conditions Avoid working in extreme conditions. 	Seek medical attention where appropriate	

		<ul style="list-style-type: none"> • Dress for conditions and carry additional clothing • In the event of extreme weather conditions the litter pick should be postponed or abandoned 		
Electric fences	Electrocution	<ul style="list-style-type: none"> • Always assume electric fences are live • Warn volunteers not to touch electric fences 	Seek medical attention where appropriate	
Water, marshes, bogs	Hypothermia, drowning	<ul style="list-style-type: none"> • Avoid banks, especially if they appear unstable. Always work in pairs if close to water • Shower and change into warm dry clothing if immersed • Never allow children to work in these areas • Adults should be cautious and any non-swimmer must not litter pick near water 	Seek medical attention where appropriate	
Hedges, fences, walls, ditches		<ul style="list-style-type: none"> • Take care when climbing stiles particularly in wet weather • Avoid climbing walls, ditches and fences • Stay within the nominated location 		
Tools, equipment		<ul style="list-style-type: none"> • Team to be shown how to use equipment if appropriate • Allow sufficient working area for the correct and safe use of the tool • Use appropriate protection • First aid training • Have first aid kit available • Volunteers must use the equipment provided and as instructed 	Obtain medical attention in the event of injury	
Trees, shrubs	Trips, cuts and eye injuries	<ul style="list-style-type: none"> • Be alert to the risks and keep a look out for hazards • Be aware of low hanging branches and exposed tree and shrub roots 	Obtain medical attention in the event of injury	
Irritants, dangerous plants	Poisoning, skin irritations or allergic reactions	<ul style="list-style-type: none"> • Wear the gloves provided • Beware of dangerous plants and possible adverse reactions • Wash thoroughly on completion of such operations 	Seek medical attention for unusual or suspicious symptoms after contact with vegetation	
Nettle/insect stings		<ul style="list-style-type: none"> • Wear suitable clothing and footwear: long sleeves and trousers, sturdy boots, gloves at all times. 		
Sunburn		<ul style="list-style-type: none"> • In hot weather, wear a hat and use sunblock when needed. • Have bottled water accessible – ensure top is removed with clean hands and is not touched with gloves or dirty hands. 		
Safeguarding children and vulnerable adults		<ul style="list-style-type: none"> • All children and any vulnerable adults to be accompanied by responsible adult (parent or carer) • Children to remain within sight of a responsible adult at all times • All volunteers to maintain vigilance where members of the public not participating are using the same public space • All volunteers to register with organiser prior to start of litter pick 		

On Completion of the Litter Pick Ensure:

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water
- Volunteers carry out a personal inspection for cuts, grazes, etc.
- That the area covered is inspected to see if there is any hazardous material still present. If so record for reporting to the Council
- All volunteers have reported back and all equipment is collected back in
- All rubbish for collection has been left in the arranged pick up site
- Any bags containing sharp material, e.g. broken glass, have been marked using the spray can

Appendix C

BASIC GUIDANCE FOR VOLUNTEER LITTER PICKERS

DO NOT ENTER INTO PRIVATE LAND, GARDENS OR PROHIBITED AREAS

Protective Clothing and Equipment

- Reflective hi-visibility waistcoats to be worn at all times.
- Use litter pickers to avoid direct contact with litter and repetitive bending.
- Wear gloves to minimise contact with any noxious or dangerous materials.
- Wear suitable footwear/clothing

Noxious and Dangerous Materials - The following materials may be encountered during litter picks and should be treated with caution:

Broken Glass and nails – remove using litter picker, avoid contact by hand, and dispose of in a sturdy container.

Drug Related Litter/Hypodermics – these must not be picked or touched under any circumstances. Note the location and report to the Parish Clerk.

Suspect Materials and Fly Tipping – items that are possibly dangerous such as unknown liquids in containers, batteries, chemicals, building materials or asbestos should not be moved. Note the location and report to the Parish Clerk to arrange for specialist removal.

**If there is any doubt about an item, leave it, and let the Parish Clerk know
(Only items on publicly accessible land)**

Avoid reaching into hedges or undergrowth in such a way as to expose the face, eyes and skin to scratches from thorns or branches. If an item of litter cannot be safely reached with a litter picker, leave it and report its location to the Parish Clerk.

Avoid working close to rivers or on steep slopes, as there is an increased risk of slips and falls. When working close to ditches, avoid reaching into the ditch to remove litter, unless it can be safely reached with a litter picker.

If you can't reach the litter with your litter picker then leave it.

Be mindful of wildlife, there are still young birds around and be wary of wasp and bee nests.

Volunteers have a duty towards themselves, fellow volunteers and the public to work safely. If there is any doubt about the safety of a site or material, then it should be avoided.

Lifting and Handling Materials – do not attempt to lift and carry heavy materials.

To avoid injury, the following basic principles of manual handling should be applied: Use litter pickers to prevent constant bending and stretching. Make sure an item is safe to handle with no sharp edges or noxious contents. Decide if an item can be safely moved either by one or two people. Only try to move an item if this can be done so without straining. When lifting an item, bend the legs and keep the back straight.

Young Volunteers - A parent/guardian must supervise those taking part under the age of 18.

Hygiene

- Wear gloves at all times
- Cover any cuts or grazes with surgical tape or waterproof plasters
- Avoid rubbing the mouth and eyes whilst working
- Wash hands and forearms before eating, drinking, smoking or going to the toilet.

Carrying out a volunteer litter pick is at your own risk. Great Yeldham Parish Council do not take responsibility for any accidents or injuries caused during the litter pick.

Christmas Tree and Carol Service Event

Erection and dismantling of Christmas tree

Status	Risk Description	Likelihood	Measures taken	Review/Assess/Revise/Recommend
Safety and Legal	Personnel may injure themselves whilst erecting or dismantling the tree.	Medium	Councillors are covered by personal accident insurance. Volunteers are also covered for personal accident insurance provided they act at the sole request and under control of the Council.	<ul style="list-style-type: none"> Volunteers to be provided with copy of this risk assessment in advance and asked to comply. Volunteers should advise Council of any pre-existing medical conditions. Council to supervise and allocate tasks accordingly. Review annually.
Safety And Legal	Personnel may be injured whilst attaching top lights	Medium	Top lights to be attached to tree before putting into ground bracket.	As above.
Safety And Legal	Personnel/parishioners may get injury/electric shock from lights	Medium	<p>Lights must be specifically for outside use and manufactured to appropriate British Standard.</p> <p>Sockets must be inside lockable weatherproof locker</p>	Circuit breaker and lights to be inspected and checked annually by a qualified electrician.
Safety And Legal	Personnel may trip over equipment and debris associated with erection or dismantling of the tree.	Medium	<p>Personnel should work in organised and tidy fashion.</p> <p>All equipment and debris must be removed when work completed.</p>	Review annually

Christmas tree lighting event

Status	Risk Description	Likelihood	Measures taken	Review/Assess/Revise/Recommend
Safety and Legal	Large number of people attend event leading to blockage of road to Whitlock Drive green.	Medium	<p>Control the number of people invited.</p> <p>Send leaflet to villagers.</p> <p>Advise Essex Police of event.</p> <p>Observe crowd and control.</p> <p>Mark out road edges if possible.</p>	Review annually.

Status	Risk Description	Likelihood	Measures taken	Review/Assess/Revise/Recommend
Safety And Legal	Insufficient light from street lights to illuminate village green and road	High	Key people to act as marshals carrying torches and wearing high visibility vests if available.	Review annually. Ask attendees to bring torches. Considered budgeting for additional safety items.
Safety And Legal	People injured while walking from Whitlock green to village hall	Medium	Route to be lit by marshals with torches wearing high-vis vests.	
Safety And Legal	People injure themselves during the event.	Medium	Ensure parents supervise children adequately. Identify Councillor/Volunteer to undertake basic first aid training	Review annually.
Safety And Legal	People slip on food and/or liquid in village hall.	Medium	Limit food distribution to kitchen serving area and clean-up any spillage immediately	Review for each event.
Safety And Legal	Food poisoning	Low	Ensure food prepared in hygienic conditions and refrigerated and/or heated as required.	Review annually.
Safety And Legal	Intoxication.	Low	Ensure alcohol made available to over 18s only. Anyone at risk of intoxication to be refused further drinks.	Review annually.

Christmas tree while in situ

Status	Risk Description	Likelihood	Measures taken	Review/Assess/Revise/Recommend
Safety and Legal	Tree may fall down in high winds and possibly injure members of the public	Medium	Tree is to be firmly supported by steel tube securely fixed into green. Extra wooden wedges and supports will be used to secure as necessary. Public liability insurance in place.	Review annually.

Status	Risk Description	Likelihood	Measures taken	Review/Assess/Revise/Recommend
Safety And Legal	Lights may fall off of tree and cause injury	Medium	<p>Lights to be attached to branches at regular intervals and secured by cable ties.</p> <p>Public liability insurance in place.</p>	Review annually.
Safety And Legal	Members of the public may get burns from lights or shocks and cuts from damaged bulbs.	Medium	<p>Use strings of LED lights. Lights must be specifically for outside use and manufactured to appropriate British Standard.</p> <p>Replace individual strings if damaged.</p>	<p>Revise as necessary.</p> <p>Life expectancy of LED lights 5+ years (new lights purchased 2018)</p>
Financial	Strings of lights may be stolen or damaged.	Medium	<p>Lights included in "all risk" category of insurance policy.</p> <p>Regular checks to be made to ensure lights are in place and working.</p>	Added to Insurance Policy/Asset Register.

Community Events – Risk Assessment

Name of event:	Event Organiser:
Event Date:	Name of Risk Assessor:
Venue Address:	Date of Risk Assessment:

This risk assessment is generic and has been produced as a guideline only. Please add any other risks identified.

Hazard and Effect	To Whom: Event Staff Venue Staff Public	Current risk rating (high, medium, low)	Minimise risk by	Further action needed
Slips, trips and falls	All employees, Councillors, Volunteers and public	Medium	Keeping access areas clear at all times	Event organiser to walk site prior to event to ensure all areas are clear of hazards
Physical hazards e.g. busy road	All employees, Councillors, Volunteers and public	Medium	Identifying hazards before event	Marshals placed at hazards and hazards cordoned off
Back injuries from heavy lifting	All employees, Councillors, Volunteers and public	Medium	Identifying objects which will be heavy to lift e.g. boxes of equipment	Staff to carry in pairs. Only lift item if comfortable in doing so
Weather e.g. high winds, strong sun	All employees, Councillors, Volunteers and public	Medium	Ensuring adequate supply of water to prevent dehydration All equipment is secure	Staff and public advised to bring suitable clothing to event Event organiser to walk site during event to ensure equipment is safe
Equipment & electrical failure	All employees, Councillors, Volunteers and public	Medium	Ensuring all electrical equipment is in good state of repair	Visually inspect equipment on site
First aid arrangements	All employees, Councillors, Volunteers and public	Medium	Ensuring the first aid post is clearly visible at the event	Assess what first aid is required in consultation with venue owner and Red Cross/St Johns Ambulance/First Response
Children and young people	All employees, Councillors, Volunteers and public	Medium	Assessing the site suitability for children and young people	Advise parents to be responsible for their children at all times
Fire safety	All employees, Councillors, Volunteers and public	Hire	High Identifying any fire risks e.g. barbecues	Notify all staff and public of venue's evacuation procedure

Please add any further hazards / risks identified