

## Honingham Parish Council Risk Management Policy

### **About the Council**

Honingham Parish Council is a small parish council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Zurich Municipal. The current Insurance Policy is for a term of 1 year, and is due for renewal on 1 June 2023.

The contact details for the insurers are:

Zurich Town, Parish and Community Council Team  
PO Box 726  
Chichester  
PO19 9PS

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2019'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

### **Main Actions in Relation to Risk Management**

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected regularly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

## Risk Assessment Matrix

In order to assess the level of risk the following Risk Assessment Matrix has been utilised. Risk rating = Likelihood x Impact.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		<b>Impact</b>		

Date agreed: 8<sup>th</sup> March 2023

Date to be reviewed: March 2024  
(1 year from date of agreement)

*\*Clerk to update details of renewed Insurance policy and provider after June 1<sup>st</sup> 2023*

## The Risks identified for the Council:

Aspect Affected Risks and/or Aims	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (Low, Medium, High) & Summary of Risks	Action Required to Reduce Risk	Person(s) Responsible for Action
<b>OPERATIONAL</b>					
Staff (Clerk)	2	2	Medium (4) <ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Long Term Sickness</li> <li>• Terminates employment</li> <li>• Lifting Heavy Equipment</li> <li>• Lone Working</li> <li>• Working from Home</li> </ul>	Employer's Liability in place (Insurance Policy - £10,000,000) Lone Worker's Policy Adequate budget to cover loss of Clerk Passwords available to Chairman for emergency use	Clerk/Council
Loss of Computer Records	2	3	High (6) <ul style="list-style-type: none"> <li>• Loss of historical records</li> <li>• Council unable to meet legal/regulatory requirements</li> </ul>	Regular backups of files taken Electronic files automatically backed up via One drive (the Cloud) Records Management Policy Key documents available on website Anti-virus software utilised	Clerk/Council
Loss of use of Village Hall for Meetings	1	2	Low (2) <ul style="list-style-type: none"> <li>• Unable to hold scheduled Council meetings</li> <li>• Council unable to meet legal/statutory requirements</li> </ul>	Alternative dates can be utilised or meetings can be postponed.  If Village Hall out of use for a long period of time (e.g. refurbishment) an alternative venue would be required (The Goat Shed has been offered for use to the Council).	Clerk

To ensure the safety of members of the public attending meetings and/or events organised by the Parish Council	1	2	<p>Low (2)</p> <ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> <li>• Illness</li> <li>• Fire in building</li> <li>• General</li> </ul>	<p>Public Liability Insurance (Insurance Policy - £10,000,000)</p> <p>Visual Inspection of building and/or furniture/equipment</p> <p>Standing Orders in place</p> <p>First Aider in place for larger events.</p> <p>Mobile phone accessible to contact emergency services.</p> <p>Ensure Fire Exits are clearly marked and accessible. Mobile phone accessible to contact emergency services.</p> <p>A separate Risk Assessment is completed for any larger events.</p>	<p>Clerk/Council/ Village Hall Management Committee/Event Organisers</p>
Playing Field including Play Area Equipment & Outdoor Table Tennis table	2	3	<p>High (6)</p> <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> <li>• Vandalism</li> </ul>	<p>Public Liability Insurance (Insurance Policy - £10,000,000)</p> <p>Bi-weekly visual inspection which is recorded, any defaults/damage dealt with immediately.</p> <p>Equipment complied with regulations at time of installation.</p> <p>Annual Professional Inspection undertaken (Inspection typically takes place in June)</p> <p>Warning signs displayed in area</p>	<p>Clerk/Council</p>
Bowling Green (site not currently used, gate locked to prevent access)	1	3	<p>Medium (4)</p> <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> <li>• Vandalism</li> </ul>	<p>Public Liability Insurance (Insurance Policy - £10,000,000)</p> <p>Monthly visual inspection of area.</p> <p>Monthly visual inspection of area.</p> <p>Gate to remain locked, no access to</p>	<p>Clerk/Council</p>

				public.	
Phone Box (owned by Parish Council and converted to Public Information Point)	1	2	Low (2) <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> <li>• Vandalism</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Inspection every 3 months, any damage reported to Clerk to be rectified.	Clerk
Dog Bins (owned by Broadland District Council, monitored regularly by the Parish Council for risks)	2	2	Medium (4) <ul style="list-style-type: none"> <li>• Injury from damaged dog bin</li> <li>• Handling hazardous waste</li> <li>• Vandalism</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Dog bin checked every 3 months, any damage reported to Clerk immediately to be rectified. Dog bin must have functioning lid, any damage reported to Clerk immediately to be rectified. Only approved contractors to empty waste from bin (Broadland District Council)	Clerk
Other Parish Council owned Assets (E.g. Village Sign/Grit Bin/Noticeboards/defibrillator)	1	2	Low (2) <ul style="list-style-type: none"> <li>• Accident on site (trips/falls/injury)</li> <li>• Vandalism</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Visual inspection of assets carried out every 3 months. Any damage reported to Clerk immediately to be rectified. Defibrillator battery and electrode pads replaced before expiry or if used.	Clerk
Contractors (including grass cutting contractor)	2	2	Medium (4) <ul style="list-style-type: none"> <li>• Public accident</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Contractors own Public Liability Insurance	Clerk

Volunteer Contractors (parishioners/councillors who assist with general village maintenance)	2	3	High (6) <ul style="list-style-type: none"> <li>Accident on site (trips/falls/injury)</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Safety equipment provided where required. Training provided where required. Risk assessments carried out.	Clerk
SAM2 Speed Signs (operational on a rota, for a max of 4 weeks at a time. Volunteers and Councillors)	2	3	High (6) <ul style="list-style-type: none"> <li>Roadside Accident (trips/falls/injury)</li> <li>Lifting Heavy Equipment</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) A minimum of 2 people to assist with installation/removal of SAM2 signs. High Vis jackets to be worn due to lack of suitable footpath at locations. Inspections to be carried out weekly when battery changed for any damage to sign and reported to Clerk immediately to be rectified.	Clerk/Council/ Volunteers
Litter Picking (Volunteer Councillors and parishioners)	2	2	Medium (4) <ul style="list-style-type: none"> <li>Roadside Accident</li> <li>Lifting Heavy Bin bags</li> <li>Accident (trips/falls/injury)</li> </ul>	All volunteers to wear High Vis jackets and work in pairs. Litter pick organiser to allocate locations to individuals and sign in/out. Where possible volunteers to have own mobile phones with them to contact emergency services if needed. Provision of suitable equipment to assist with carrying bin bags. Public Liability Insurance (Insurance Policy - £10,000,000) Advice and support available from District Council.	Clerk/Litter Picking Coordinator (nominated volunteer)

Village Hall, car park and drive. (Building is owned by the Parish Council and run and insured by the Village Hall Management Committee who have overall responsibility for all aspects of the building. The Parish Council are responsible for the drive)	2	2	Medium (4) <ul style="list-style-type: none"> <li>Roadside Accident</li> <li>Accident (trips/falls/injury)</li> </ul>	Public Liability Insurance (Insurance Policy - £10,000,000) Security lights on outside of building Warning signs installed on drive Visibility Mirror installed on drive Nominated Parish Councillor on Village Hall Management Committee	Village Hall Management Committee/Clerk/Council
<b>FINANCIAL</b>					
Cash flow and end of year balance	2	2	Medium (4)	Budget prepared Budget Monitoring document provided to members at mid-year Reserve funds allocated & recorded Fidelity Guarantee in place Internal Controls in place Policies reviewed annually	Clerk/RFO/Council
Handling of cash	2	2	Medium (4) <ul style="list-style-type: none"> <li>Loss of cash</li> <li>Risk to those carry large sums of money to bank</li> <li>Fraud</li> </ul>	Two people designated to count and bank significant amounts of cash Insurance cover for retention of cash Financial Regulations adopted Appropriate storage provided for temporary handling of cash (e.g. locked money tin) Fidelity Guarantee in place	Clerk/RFO/Councillor
Audit challenges	2	2	Medium (4) <ul style="list-style-type: none"> <li>Audit not completed successfully</li> </ul>	Audit control policies in place and reviewed Experienced and appropriate Internal Auditor appointed	Clerk/RFO/Council

				Regular training undertaken to ensure Clerk is up to date on changes to audit process (approx. every 2-3 years)	
Asset Register	2	2	Medium (4) <ul style="list-style-type: none"> <li>Incorrectly recorded assets not protected</li> </ul>	Asset register is regularly updated and all assets are checked at least annually and maintained. Insurance Company made aware of any changes.	Clerk/RFO
Insurance	2	2	Medium (4) <ul style="list-style-type: none"> <li>Council not holding appropriate cover</li> </ul>	Insurance is adequate for the Parish Council's needs and covers all items on Asset register as well as required liability insurance.	Clerk/RFO/Council
Data Protection	2	3	High (6) <ul style="list-style-type: none"> <li>Data Breach</li> </ul>	DPO appointed Clerk and Councillors trained Data Protection Policy adopted & associated supporting documents adopted	Clerk/RFO/Council