

Risk Assessment – Non Financial

BAWDSEY PARISH COUNCIL

Tina Hughes
CLERK, BAWDSEY PARISH COUNCIL

Contents

1. Scope and Objectives.....	2
2. Introduction	2
3. Risk Analysis	3

1. Scope and Objectives

The purpose of this document is to identify potential non-financial risks facing Bawdsey Parish Council ('the Council') and how those risks can be managed to ensure the Council is able to deliver the services expected of it.

This document will be reviewed by the Council annually (preferably at the February or March meeting), enabling the Council to:

- a) To carry out an appraisal of identified risks
- b) Agree appropriate actions to minimise the impact of the risks
- c) To identify new risks and appropriate measures to manage them
- d) To ensure the Council's insurance is adequate for the forthcoming year

2. Introduction

Risk management is NOT just about financial management, but about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation, reputation and the ability to deliver the expected services.

The new approach to local Council audit seeks to address these issues by placing emphasis on local Council's strengthening their own corporate governance arrangements, improving their stewardship of public funds and improving assurances to taxpayers. In other words, 'the buck' stops with you, the Councillors!

Members are ultimately responsible for risk management because risk threatens achieving the objectives of the Council. As a minimum, members should at least annually formally:

- a) Take steps to identify key risks facing the Council
- b) Evaluate the potential consequences to the Council in the event of an identified risk occurring
- c) Agree upon appropriate measures to avoid, reduce or control the risk or its consequences

All of the above objectives should be served by this document. If they are not, then it is up to the Council to determine how they should be met and to put in place appropriate measures.

This document should be read in conjunction with the current Insurance Policy in force for the Council.

3. Risk Analysis

The following table attempts to identify all non-financial risks and to assign a probability ('Prob') of that risk occurring, and should it occur, its impact ('Imp') on the Council. Both the 'Probability' and 'Impact' of a risk are scored on a 1 – 5 scale; 1 being the lowest score (i.e. very improbable or very low risk) and 5 the highest (i.e. highly probable and very high impact). Both these scores are multiplied to give an Overall Risk Rating (ORR). Any risks over ORR 20 will be reviewed on a monthly basis.

The 'Managed by' column details how the risk is managed, either by protecting the Council from its impact (typically by way of insurance) or by reducing the probability of that risk occurring. All Councillors should be aware of the importance of keeping their register up to date and declaring any interests at meetings as and when appropriate. The below list is not exhaustive and items can be added, amended or removed as and when appropriate.

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken
1	Damage or loss to Litter/Dog/Tetrapak bins from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
2	Damage or loss to Notice Boards from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
3	Damage or loss to Bird/Bat Boxes from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> Removed from asset register March 23 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism No longer on asset register March 2023
4	Damage to third party property or individuals resulting from the Council	3	1	3	<ul style="list-style-type: none"> Insurance - public liability cover of £10,000,000 Councillors are required to ensure that any service, product or amenity 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken
	providing services or amenities to the public				the Parish Council supplies to the public is in accordance with the requirements of the Council's insurers		
5	Liability claims against assets owned by the Council	3	2	6	<ul style="list-style-type: none"> Insurance - public liability cover of £10,000,000 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines
6	Libel and Slander	1	1	1	<ul style="list-style-type: none"> Insurance – however Councillors must take appropriate steps to ensure they act in line with the National Code of Conduct 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines
7	Failure to meet the regulations of employment law and inland Revenue protocols	1	2	2	<ul style="list-style-type: none"> Appropriate training for the Clerk/RFO Retained membership and salary services of SALC 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines
8	Preservation of records and documents	1	2	2	<ul style="list-style-type: none"> All important Parish Council documentation held securely Clerk to keep electronic records of all Parish Council business and to back up once a month Annual check to see if use of cloud storage is appropriate 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines
9	Issues when SID is moved and/or battery is changed	2	4	8	<ul style="list-style-type: none"> Training for all SID operators Yellow fluorescent jackets can be provided SID to be relocated as per the SCC Guidelines 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken
10	Abuse towards volunteers on Speedwatch	3	2	6	<ul style="list-style-type: none"> • Appropriate training • Three adults in attendance at each session 	• March 25	<ul style="list-style-type: none"> • Strict adherence to guidelines provided by Suffolk Police
11	Defibrillator not in working order	2	5	10	<ul style="list-style-type: none"> • Weekly check • Accessories purchased in advance 	• March 25	<ul style="list-style-type: none"> • Clerk to arrange monthly inspections
12	Incident when volunteers are undertaking highways maintenance (e.g. sign cleaning)	3	5	15	<ul style="list-style-type: none"> • Appropriate safety equipment to be available (warning signs, high vis jackets, cones, etc.) • Guidance from SCC Highways 	• March 25	<ul style="list-style-type: none"> • Strict adherence to guidelines • Guidelines/Policy to be drawn up and signed by each Volunteer
13	Incident when volunteers are undertaking litter picking	3	5	15	<ul style="list-style-type: none"> • Risk Assessment to be carried out prior to litter pick and volunteers to be briefed before litter picking activity. • Appropriate safety equipment to be available (Hi Vis Jackets) 	• March 25	<ul style="list-style-type: none"> • Strict adherence to guidelines
14	Damage or loss to Benches from vandalism or poor maintenance	1	1	1	<ul style="list-style-type: none"> • Insurance and its annual review • Annual review of assets identified in Council's Asset Register 	• March 25	<ul style="list-style-type: none"> • Review asset annually or after any reported damage/vandalism
15	Damage or loss to Weather Station from vandalism or poor maintenance	1	1	1	<ul style="list-style-type: none"> • Insurance and its annual review • Annual review of assets identified in Council's Asset Register 	• March 25	<ul style="list-style-type: none"> • Review asset annually or after any reported damage/vandalism
16	Damage or loss to Personal Rescue Equipment from vandalism or poor maintenance	2	3	6	<ul style="list-style-type: none"> • Insurance and its annual review • Annual review of assets identified in Council's Asset Register 	• March 25	<ul style="list-style-type: none"> • Shingle Street Residents to check weekly and report any issues to council. • Council to Review asset bi-annually or after any

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken
							reported damage/vandalism
17	Damage or loss to Photo Posts from vandalism or poor maintenance	1	1	1	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
18	Damage or loss to Display Equipment at Deben Marine Centre from vandalism, theft or poor maintenance	2	1	2	<ul style="list-style-type: none"> Valuable IT Equipment locked in secure cabinet or removed. DMC Building to be locked after use. Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/theft or vandalism
18	Damage or loss to Grit Bin from vandalism or poor maintenance	1	2	2	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> March 25 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/theft or vandalism

Adopted by Bawdsey Parish Council at a meeting on: *Thursday 21st March 2024*

Signed:

Tina Hughes

Tina Hughes
Clerk

Rob Thurkettle

ClIr Rob Thurkettle
Vice Chairman