

# Oakthorpe, Donisthorpe & Acresford Parish Council



## **Risk Management Policy Statement & Risk Assessment 2024-2025**

### **ODA Parish Council – Risk Management Policy Statement**

#### **Definition of 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.

#### **Risk Policy Statement**

ODA Parish Council, hereafter referred to as ODAPC recognises that it has a responsibility to manage risks effectively to protect its Councillors, assets, liabilities, and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

ODAPC is aware that some risks can never be eliminated fully, and we have tried to ensure we have a strategy that provides a structured, systematic, and focussed approach to managing risk.

#### **Approach to Risk Management**

ODAPC's approach to risk management is that we should try to identify and manage risks in the most cost-effective manner within overall resources available.

Each risk identified by ODAPC is recorded in ODAPC's risk assessment document. The impact is assessed; control measures we feel to be appropriate are put in place together with the frequency with which the risk should be reviewed.

### **Responsibility for Risk Management**

ODAPC recognises that it is the responsibility of all councillors and the Manager as an employee to have regard for risk in performing their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of ODAPC's objectives and community needs.

This policy has the full support of ODAPC which recognises that any reduction in the risk of injury, illness, loss, or damage benefits the whole community. From recent experience, we already know that Council responsibility cannot be taken lightly and areas like succession planning are critical.

The co-operation and commitment of all members of ODAPC and the Manager as employees is required to ensure that council resources are not wasted because of uncontrolled risk.

ODAPC is responsible for ensuring that this procedure is adhered to.

**This Policy and Risk Assessment will be reviewed annually in line with the Standing Orders.**

## **Purpose**

Risk management is aimed at reducing the 'gross level' of risk identified to a 'net level' of risk, in other words, the risk that remains after appropriate action is taken. This Risk Register has been produced as a practical way of recording how this reduction in level might be achieved by the Council. In essence, the risk is identified and rated as low, medium or high. After identifying the procedures for managing this risk, the net risk is rated. Councillors need to form a view as to the acceptability of the net risk that remains after this positive risk management.

## **How will risk be managed?**

Following identification of the risks, a decision will be made by the Council about how they can be most effectively managed. Councillors will establish a risk framework to help them make decisions about the levels of risk that can be accepted on a day to day basis and what matters need to be referred to them for decision.

There are four basic strategies that can be applied to manage an identified risk:

- Transferring the financial consequences to third parties or sharing it, usually through insurance or outsourcing;
- Avoiding the activity giving rise to the risk completely, for example by not taking up a contract or stopping a particular activity or service;
- Management or mitigation of risk;
- Accepting or assessing it as a risk that cannot be avoided if the activity is to continue. An example of this might be where Council takes out an insurance policy that carries a higher level of voluntary excess or where the Councillors recognise that a core activity carries a risk but take steps to mitigate it – public use of the Orchard would be such a risk.

## **Business Continuity Planning**

As a part of an effective risk management process, the Council should consider what needs to be done if a serious event does take place. This could range from a fire or flood to a serious computer malfunction. The Council should consider how its services to its parishioners would be affected as a result of a serious incident, including those with a major impact and a low likelihood, and plan to resume normal operations as far as and as soon as possible.

## Oakthorpe, Donisthorpe & Acresford Parish Council

This Business Continuity Plan and follows good practice procedures used in the public and private sector.

### Risk Grid-Impact v Likelihood

Risk impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1(Risk Likelihood)	2	3	4	5
	Risk Likelihood				

## Oakthorpe, Donisthorpe & Acresford Parish Council

FINANCIAL AND GOVERNANCE										
Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
1	Precept	In adequacy of precept	5	1	5	To determine the precept amount required, the parish council receives monthly budget update information. Monthly budget info goes to Finance Committee with and a verbal report from committee chair to Full Council. Budget info in report form goes to Council Quarterly The precept requirement is assessed at a finance meeting in Sept/October. Full Council approve the final budget in December/January meeting.	5	1	5	Existing procedure adequate.  Monitor cost of living.
		Requirements not submitted to North West Leicestershire District Council	5	1	5	North West District Council requests precept requirement providing a prompt for the Manager. The precept request form is submitted by the Manager in writing to NWLDC.  Manager keeps record of precept request.	5	1	5	Existing procedure adequate Manager to minute the precept amount
		Precept not received	5	3	15	ODAPC is a 'high risk' authority, having, 'low' reserves. Precept receipt is monitored by Manager who informs Council when the precept is received at the relevant meeting.	5	3	15	Reserves need to continue to be built up for asset protection.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
2	Budgeting	Budget not prepared for next financial year	5	1	5	With information on the previous budget and actual spend against budget heads, ODAPC maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings. Budget and precept setting are timetabled for meeting agenda annually in line with the Standing Orders	5	1	5	Existing procedure adequate
3	Financial Records	Inadequate records	5	1	5	ODAPC has Financial Regulations which set out the requirements. These Financial Regulations are reviewed annually in line with the Standing Orders.	5	1	5	Existing procedure adequate and will continue to seek external help as needed. Review the adequacy of internal audit and financial controls annually.
			2	2	4	The accounts are audited annually by an independent person (LRALC recommendation. External Company with contract with JPAG. . During the year financial reports are produced quarterly for parish council meetings by the Responsible Financial Officer (or Manager).	2	2	4	Quarterly reviews to be minuted and accounts sheet to be signed at meeting by the chair.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
4	Bank and Banking	Inadequate checks Bank mistakes Loss	2	1	2	ODAPC has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.	2	1	2	Existing procedure adequate. Review the Financial Regulations and bank signatory list annually in line with the Standing Orders and in the event of a change of Manager or any other extra ordinary change in circumstances, Monitor the bank statements monthly.  In line with amended Financial Regs 2024 Adequate
		Charges	2	1	2	Any bank errors are discovered when the Manager reconciles the bank accounts once a month when the statements arrive, and any errors are dealt with immediately by informing the bank and awaiting their correction.	2	1	2	
		Access	2	2	4	2 named councillors have access to bank account to approve payments made by RFO  A sealed & sign envelop is held for council in the Council Office Safe – containing the bank password & pin numbers, the credit card number & pin.  If/when needed this may only be opened by the chair in the presence of another council member.	2	2	4	

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
	Cash	Loss through theft or dishonesty	5	1	5	ODAPC has Financial Regulations which set out the requirements. No cash is received. There is no petty cash or float held by the Responsible Financial Officer (Manager).	5	1	5	Existing procedure adequate. Review the Financial Regulations as necessary. Amend if circumstances change.
	Reporting and Auditing	Information communication	5	1	5	<p>A monitoring statement is produced quarterly before the appropriate Council meeting and referred to all Cllrs for examination. It is then included on the agenda, discussed and approved at the meeting.</p> <p>This statement includes bank balance and budget concerns.</p> <p>Invoices are submitted monthly for approval for payments.</p>	5	1	5	Existing communication procedures adequate. Agendas circulated electronically; all Members have Email. On request paper copies are printed. Mid-year internal audit check when demanded by the internal auditor.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
5	All Costs & expenses Debts	Goods not supplied but billed	4	1	4	All goods to be ordered are confirmed at Council Meetings and checked by Manager who reports back.	4	1	4	Existing procedure adequate.
		Incorrect invoicing	5	1	5	Financial regulations set out requirement for Responsible Financial Officer checking for amounts against decisions/quotes etc.	5	1	5	Existing procedure adequate

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
6	Best Value Accountability	Work awarded incorrectly overspend on services	5	1	5	Parish Council practice is to seek, if possible, more than one quotation for any substantive work required to be undertaken or goods. For major contracts services, formal competitive tenders would be sought. If a problem is encountered with a contract the Manager would need to investigate the situation, check the quotation/tender, research the problem and report to council. This is covered in the Financial Regulations.  Council will be open & transparent in its business.	5	1	5	Existing procedure adequate. Include when reviewing Financial Regulations Annually.
		Unpaid invoices	4	1	4	Council Invoices are minimal. Unpaid invoices for Council goods or services are pursued and where possible, payment is obtained in advance.	4	1	4	Existing procedure adequate
			4	2	8	Received invoices go to council for approval/pre approval before being paid.  If Manager is absent- power to pay can be delegated short term to 2 councillors.	4	2	8	Ensure council are aware of procedure needed if situation occurs.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
7	Grants	Power to pay Authorisation of Council to pay	5	1	5	All such expenditure goes through the required Council process of budgeting, approval, are minuted and listed accordingly	5	1	5	In all cases, invoices or receipts will be submitted to ODAPC.
		Receipts of Grant	5	1	5	The Parish Council does not presently receive any regular grants apart from the annual precept. One-off grants would come with terms and conditions to be satisfied.	5	1	5	Financial Regulations and Standing Orders deal with authorisation for project expenditure and associated grant applications
8	Charges – rentals receivable	Receipt of rents/leases	5	1	5	Responsible Financial Officer sends out annual invoices for ground rent - with report of payment to council.  Payment requested via BACs	5	1	5	Existing procedure adequate. Review agreement and payable fees annually according to agreement.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
		Insurance implication	5	1	5	<p>ODAPC ensures fixtures and fittings of assets (including play equipment), are monitored (at least annually) for public safety/liability.</p> <p>The PC insures the play equipment. Part of the insurance arrangement includes an annual inspection takes place. At present this is quarterly.</p> <p>ODAPC is owner of Oakthorpe Leisure Centre Building and grounds.</p>	5	1	5	Responsible Financial Officer to ensure payment and copy of insurance document received.
9	Accountability	Work awarded	5	1	5	Financial regulations set out requirement for the awarding of contracts etc.	5	1	5	Responsible Financial Officer and Members have a duty to implement Standing Orders and Financial Regulations. Need reviewing annually.
		Overspend on services/depletion of reserves	5	1	5	Responsible Financial Officer to make recommendations on spending according to budget availability.	5	1	5	Members have a duty to consider budget and reserves requirements and operate within them (Financial Regulations sections 2 & 3).

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
10.	Salaries and associated cost	Salary paid incorrectly,  Wrong rate paid.  Wrong deductions of NI or Tax Unpaid Tax & NI contributions to  The Inland Revenue	3	1	3	<p>The Parish Council has one employee. Salary rates are assessed annually by the PC at budget setting and applied on/back to 1 April each year.</p> <p>Salary slips are produced by Manager using PAYE HMRC app monthly. A schedule of payments to the Inland Revenue (for Tax and NI) is paid by direct debit quarterly.</p> <p>The payments are approved at ODAPC meetings and signed off. The Tax and NI is worked out automatically by PAYE/HMRC All Tax and NI payments are submitted to the Inland Revenue monthly.</p> <p>The Manager/ RFO has a contract of employment and job description.</p>	3	1	3	<p>Existing payment systems are adequate.</p> <p>Manager being supported by RFO and training is needed to be able to produce tax and NI.</p> <p>A confidential session, at a nominated PC meeting needs to be held to carry out an annual review</p>
11	Work Place Pension	Lack of adequate provision	3	1	3	<p>The council uses NEST pension for employees. This is paid monthly by a councillor. If councillor is unable to authorise the Manager can access provider</p>	3	1	3	<p>Council must monitor and pay pension monthly. monitor</p>

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
12	Employees	Loss of key personnel/difficulty in retaining Proper Officer. Not enough hours for role.	5	1	5	Manager post would be advertised widely, with arrangements to temporarily cover Manager responsibilities until new Clerk/RFO/Manager is in place	5	1	5	Improve council reputation by good conduct at meetings. Consider specialist training / Intervention. Review Manager's terms and conditions, contract of Employment. (especially hours) if requirements
		Sudden/unexpected loss of key personnel	5	2	10	ODAPC have put measures in place to ensure that the Chairman and Vice-Chairman have access to all Parish records including email passwords, bank accounts and historical records. In the event of sudden loss of key personnel, they would take personal responsibility for day-to-day affairs.	5	1	5	Council would need to convene an extraordinary council meeting to organise the next steps. and immediately start a recruitment process for the replacement personnel.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
		Fraud by staff	5	1	5	No cash is handled by staff. BHIB Guarantee included in insurance.	5	1	5	Existing procedure adequate.
		Actions undertaken by staff	5	1	5	Bank balance, statements available for inspection, checked by full council and signed by chair. Proper Office to be provided with relevant training and access to assistance/legal advice for the role.	5	1	5	Council membership of LRALC and will continue to attend local meetings where possible. Monitor insurance, as necessary.
13	Councilor allowances	Councillors over-paid	5	1	5	A Full Council 'Chair' allowance is allocated. Chairman's annual allowance paid.	5	1	5	The amount awarded is approved by the council. The chairperson uses allowance as needed.
14	Election costs	Risk of an election cost	5	2	10	Known elections budgeted for through reserves. By-Elections have not been budgeted for. A contingency budget needs planning for in next budget.	5	1	5	Councillors to monitor budget and reserves throughout the year to ensure adequate funding available if required. Build reserves pot

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
15	VAT	Re-claiming/charging	5	1	5	ODAPC has Financial Regulations which set out the requirements. VAT claimed quarterly.	5	1	5	Existing procedure adequate
16	Annual Return	Submit within time limits	5	1	5	<p>The Annual Return is completed and signed by ODAPC, submitted to an internal auditor for completion and signing then checked and sent on to the External Auditor within the time limit.</p> <p>Accounts open for inspection – advertised on websites and noticeboards.</p>	5	1	5	External assistance in place to help

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
		AGAR Exception Report	3	5	15	<p>Exception report expected annually from external auditors. A combining of accounts annually with burial committee brings up annual issues.</p> <p>The accounts are prepared in accordance with the JPAG Practitioners Guide (Revised March 2022). The balances brought forward have had to be restated as the basis for share has changed in the financial year 2022-2023 (the number of Band D properties on which Council Tax is based)'. This will change every year as the number of Band D properties on which the share is determined changes.</p> <p>Moore Auditors requested a re-statement for accounts of last 3 years to reset figures with burial accounts being shared with AWTC</p>	5	3	15	<p>The 2024 accounts have been prepared in accordance with the JPAG Practitioners Guide &amp; Moore Auditors request.</p> <p>ODAPC &amp; AWTC burial committee to meet with both RFO/clerks in September after audit completed to see what next steps are needed.</p> <p>Concerns figures do not go back to the beginning of burial committee financial split.</p>

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
17	Legal Powers	Illegal activity or payments	5	1	5	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings.	5	1	5	Responsible Financial Officer and Members have a duty to implement Standing Orders and Financial regs.
18	Minutes / Agendas / Notices / Statutory Documents	Accuracy and legality	5	1	5	Minutes and agenda are produced in the prescribed method by the Manager and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	5	1	5	Existing procedure adequate.
		Business conduct	5	1	5	Business conducted at Council meetings is managed by the Chairperson.	5	1	5	Guidance/training to the Chairperson should be given (if required). Members to adhere to Code of Conduct.

## Oakthorpe, Donisthorpe & Acresford Parish Council

Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
19	Members interests	Conflict of interest	5	1	5	The declaring of interests by members at a meeting reminds Councillors of their duty and should remain on the agenda.	5	1	5	Existing procedure adequate
		Register of Members interests	5	1	5	There are criminal penalties now deterring non-completion of Registers or declarations	5	1	5	Members have a duty to update their individual Register of Interests. Manager arranges for forms to be re-signed. Annually
20	Insurance	Adequacy	5	2	10	<p>An annual review is undertaken of all insurance arrangements in place. Risk assessments completed as required.</p> <p>Clerk to write to insurance company before review to request amendments.</p> <p>These can be amended throughout the year depending on need.</p>	5	1	5	Insurance policy adequate. Risk assessment in progress

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
		Cost - increase	5	3	15	Employers and Employee liability insurance is a necessity and must be paid for. Financial Regulations set out the agreed process and requirements. Review needs and action plans to monitor assets.	5	3	15	Review insurance provision annually. 2024 council expecting increase as claims settled.
21	Data protection	Policy Provision	5	1	5	Councillors approve the Data Protection Policy. Policy being written. Councillors and Manager adhere to data protection principles and legislation	5	1	5	Data Protection Policy training for Manager and Councillors to be provided as necessary
22	Freedom of Information Act	Policy Provision	5	1	5	ODAPC is open in its provision of information when requested	5	1	5	Model Publication Scheme updated Freedom of Information Act training for Manager and Councillors provided where feasible.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
23	Councillors	Having more than four vacancies at any one time.	5	2	10	When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a council meeting then appointment. If there are more than three vacancies at any one time the council becomes inquorate. The legal process of North West Leicestershire District Council takes place.	5	2	10	Existing procedures adequate. Continue to raise the profile of the council. Be present at events
		Conflict of interest / Register of Members Interests.	5	1	5	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Registers of Members Interest forms should be reviewed regularly by councillors.	5	1	5	Members take responsibility to update their Register.

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PHYSICAL RISKS INCLUDING ASSETS AND EQUIPMENT										
Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
1	Assets General	Loss or Damage	5	2	10	Annual review of assets undertaken for insurance provision. Check security on benches and planters. Meet with OLC user to ensure security, heating and maintenance is being maintained.	5	2	10	Manager to ensure current asset list is provided to insurers. Annual verification and inspection of all equipment carried out by Manager and at least one councillor
		Risk to third parties/property	5	2	10	Assets fully insured (£10m) Public Liability Clear Councils. Annual inspection of play equipment carried out by Paid Contractor (Play Inspections). Additional inspection, monthly, by nominated Parish Councillor Certain equipment and ground mats raised by report	3	2	6	Existing procedure adequate Council acquired funding to address ground mats 2024
		Maintenance of assets	5	1	5	All assets owned by the PC are reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	5	1	5	All public amenities/land owned by ODAPC to be inspected monthly by nominated councillors who will provide a verbal report, noting any required actions required. Actions conducted/ recorded.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
2	Notice boards	Risk/damage/injury to third parties Roadside safety	5	1	5	Notice board locations approval by relevant parties, insurance cover. Any repairs/maintenance requirements are brought to the attention of the Parish Council.	5	1	5	Boards to be inspected regularly by the Manager/ council Replaced on rota.
3	Street furniture	Risk/damage/injury to third parties	5	2	10	The Parish Council is responsible for various items (i.e. shelter, seats, etc) around the parish and covered by insurance. Annual inspection is carried out but all reports of damage or faults are notified to ODAPC and/or dealt with.	5	1	5	Items should be inspected annually or upon reports of disrepair/damage by the Manager or Councillors and recorded on grounds report. Annual parish walk Sept/Oct
4	Meeting location	Adequacy Health & Safety	5	2	10	The Parish Council Meetings are held at OCLC aka ME Sports East Midlands Centre. The premises and the facilities are adequate under H&S. Meetings covered by insurance. Meeting re arrange to suitable location in certain circumstances.	5	1	5	Existing location adequate. Venue Public Liability be checked annually. Council offered new alternative location for Sept 2024.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
5	Council records	– paper Loss through theft Fire/water damage	4	3	12	The Parish Council records are stored at the Oakthorpe Leisure Centre. Records include correspondence, minute records and copies, records such as personnel, insurance, accounts salaries etc. From January 2022 copies of these will be stored electronically. Older historical records are stored in LCC archives.	4	2	8	Damage (apart from fire) and theft is unlikely, but lockable cupboard used for paperwork.
	Council records	- electronic Loss through: Theft, fire, water damage corruption of computer	5	2	10	The Parish Council's present electronic records are stored on the Managers' computer. Back-ups of the files are taken at regular intervals onto memory sticks.  Created documents are emailed to Cllrs so all documents are available to all. These are put into share point on the cloud. HR records should not be held by councillors and are only shared on a need-to-know basis.  EMP burst could destroy all electronic copies.	5	1	5	The council's present archived from the Manager Jan 2021 to present is stored on a portable hard drive and on the cloud- Microsoft Share point

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OLC Risks aka ME Sports East Midlands Centre										
Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
1	Assets	Loss or damage/ Maintenance of OLC building/land	5	2	10	Annual review of asset (building) is undertaken for insurance provision. The council meets with the tenant to discuss any issues with building/land.	5	2	10	To ensure the current asset list is provided to insurers. Annual verification and inspection conducted by Council, Manager & Tennant Manager
2	Litigation	Risk to third parties/property	5	1	5	Assets fully insured (£10m) Public Liability Clear Council. Annual Council's liability is for meetings/ Manager/ MOP seeking council business & councillors on council business.	5	1	5	Existing procedure adequate
		Potential risk of legal action being taken against the council	5	2	10	Public liability insurance covers general personal injury claims where the council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against	5	1	5	Insurance is adequate. Tenant has insurance in place. Sent to council annually.

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
3	Meeting location	Adequacy Health & Safety	5	1	5	The Parish Council Meetings are held at Oakthorpe Leisure Centre. The premises and the facilities are adequate under H&S. Meetings covered by insurance.	5	1	5	Existing location adequate. Venue Public Liability to be checked annually
4	Loss or part loss of building	Ground Subsidence/ mining works	5	2	10	Risk is low but must be listed due to history of area. Structural engineer to investigate. CISWO informed and involved. Establish extent of problem, call contractor. Decision to shut down if H&S risk and Inform users. Clean up plan put into place.	5	1	5	Existing procedure adequate Tennant responsible as of 14th Feb 2022
5	Tenant Ending tenancy	Centre to be closed	5	3	15	Review legal and financial situation. Take steps to protect parish asset. Extraordinary Council Meeting to be called to address issue.	5	3	15	Council to look at budget. Council to continue to build up reserves to support their building. Council to discuss alternative plans if needed.

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Oakthorpe Playground Risks										
Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
1	Falls from Climbing Apparatus	Falls Public/users of the equipment	5	2	10	Suitable grass matting for fall height is installed. Restrict and control numbers on apparatus at one time (specify the maximum number of parishioners) Ensure that the equipment is appropriate for the age of usage. (Age restriction sign in place, if appropriate.). Consider segregating age groups (Specify the age if appropriate) Clear rules about appropriate behaviour (for example no balls etc.)	5	2	10	Condition monitored monthly.  Playarea to be updated 2024
2	Playground Equipment	General injuries from using the equipment Injury from damaged equipment Trip hazards on the approach to equipment	5	2	10	Equipment complied with regulations at time of installation, equipment is inspected weekly. Equipment and seats inspected visually weekly and any faults dealt with/ reported to council.	5	2	10	ROSPA play inspection undertaken. Council action issues highlighted.
3	Litter and glass	Minor injuries, cuts / abrasions	5	2	10	Inspection of the area and litter pick as required	5	2	10	Bins emptied by NWLDC

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Risk Number	Description	Implication	Impact	Likelihood	Original risk	Controls in place	Impact	Likelihood	Current risk score	Further controls in place
4	Drug paraphernalia	Needle stick injury Blood borne viruses (HIV, Hepatitis B)	5	1	5	Inspection of the area and litter pick (identify measures for preventing needle stick injuries)	5	1	5	Existing procedure adequate
5	Dog faeces	Infection, Toxicariasis	5	1	5	Prevent dogs within play area by fences and gate. Provide signage for No Dogs Inspection of the area and remove faeces	5	1	5	Gates to be kept shut. Long term replacement of gate for one that self closes.- Happening 2024
6	Trees, poisonous or thorny plants	Minor injury, abrasion, allergic reaction	5	2	10	Grounds maintenance in place which includes a visual identify any foreseeable risks from falling branches etc. Identify any plants identified as being an irritant or a danger	5	1	5	Existing procedure adequate

## Oakthorpe, Donisthorpe & Acresford Parish Council

Oakthorpe, Donisthorpe & Acresford Parish Council			
Risk Management Policy Statement & Assessment			
Version 2020	Created 1/09/2020	Ratified  Nov 11 <sup>th</sup> , 2020 2183.4 RESOLVED: To adopt Risk Management Policy & Risk Assessments  Approved May 2021 052112.3 RESOLVED To approve ODPA Risk assessment 2021/2022	To be revised May 2022
		Approved May 2021 052212.2 RESOLVED To approve ODPA Risk assessment 2022/2023	To be revised May 2023
Version 2023	Created 04/23	Ratified May 2023	To be revised May 2024
Version 2024	Created 04/24	Ratified May 2024	