

CHERINGTON PARISH COUNCIL Risk Assessment Policy

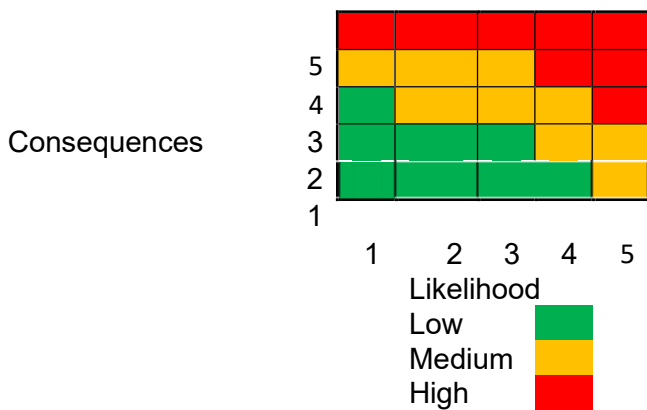
The Parish Council is responsible for putting in place arrangements for the management of risk. The risk assessment is a live document and should be regularly reviewed.

When considering any new activity, this should be added to the risk assessment document. Where necessary, a separate risk assessment may be required for a specific activity e.g. the organisation of a community event. Reference to this assessment would be added to the original policy.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable Cherington Parish Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following main points have been followed and the register constructed accordingly:

- Subject**
- Hazard**
- Who is affected?**
- Current Mitigations**
- Likelihood**
- Consequences Risk Rating**
- Notes/Actions**
- Insurance manages risk?**



Subject	Hazard	Who	Current mitigations	Likelihood 1 low 5 very high	Consequence	Risk Rating	Notes/ Action	Insurance manages risk?
Reputation	Councillor or officer acts outside code of conduct - fraud	PC	Recruitment process - references taken. Two officers reduces risk of fraud - payments checked independently and authorised by two councillors. Amount that could be misappropriated without authorisations is nil.. Councillors have no access to payment systems.	1	1	L		
	Councillor or clerk/officer acts outside code of conduct: -bribery, etc	PC	Multiple councillors guards against this: financial regulations require multiple quotations, specify tender opening processes, and require group decision- making.	1	2	L		
	Unpopular decisions, adverse press or social media, e.g. from disgruntled ex-officer or councillor	PC	Where possible, potentially controversial or major decisions are subject to public consultation. Group decision-making provides a range of perspectives and thus balance.	3	1	L		

“Office”	Incident such as an electrical equipment shock injures officer or councillor	Officers, councillors	PAT testing, area inspection, Public liability insurance, employer's liability insurance - personal insurance.	1	3	L	Inspection. Financial exposure is limited by insurance	Yes
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Office equipment - away from office	Theft of portable equipment (laptop) while travelling or home working, or at meetings.	Clerk	General practice is to keep laptop in locked boot if travelling by car, or in laptop case if on foot etc. Home working, laptop is inside locked property. Insurance covers theft.	1	2	L	Consider whether formal policy or guidance is required.	Yes
Telephone Box	Vandalism: Risk to public from broken glass Theft of Contents	Members of the Public N/A	The phone box is located in the heart of the village in a low crime area where it is in full view of residents. It is currently empty without glass fitted.	1	2	L	Councillors living nearby Neighbourhood Watch Area	Yes

EVENTS which may require assessment:

- Litter Picks – generally held in June

Please note: Cherington Show – Risk management is the responsibility of the Show Committee not the Parish Council.