



RISK ASSESSMENT

Introduction

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment, the employer should then take all practical, reasonable 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 is a “living document” – to be reviewed and updated constantly.

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 plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

In conjunction with this document, please see also, Caister-On-Sea Parish Council’s Risk Management Policy and Financial Risk Assessment.

The likelihood and impact model used to assess the risk rating can be found at Appendix 1.

Risk Assessment

	Impact	Likelihood	Rating	Steps to mitigate risk	Owner & actions
Management					
Business Continuity - Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Major	Unlikely	8	All files and recent records are kept at the Parish Office. Parish Officers use a shared drive which regularly backs up to the cloud.	Parish Officers to continue to utilise the shared drive/cloud back up and consider additional hard drive back up options.
Loss of a staff member	Major	Moderate	12	Recruitment procedures in place ensure correct person chosen for the job. Grievance procedure. Training provided	Parish Clerk to review procedures as required and lead recruitment exercise as per Council regulations. Implementation of efficient staff management procedures including regular appraisals / training / support.
Legal Powers - Illegal Activity.	Severe	Unlikely	10	All activity within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Clerk to check Powers where this is not clear, or it is an unusual activity. Required training to be carried out and support systems in place.
Council records – paper (loss due to theft, fire, damage)	Major	Moderate	12	The Parish Council records are stored at the Parish Office. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. All documentation regarding Caister Parish Council Cemetery is held at the Council Hall in a fireproof safe.	Clerk to manage storage of papers securely including those that require fire proof room/safe. Deeds/leases stored in fire proof room. Cemetery records are the responsibility of the Burials Clerk.
Council records -	Severe	Unlikely	10	Parish Officers use a shared drive	Parish Officers to continue to utilise

electronic				which regularly backs up to the cloud.	the shared drive/cloud back up an consider additional hard drive back up options.
Property					
Damage/vandalism to playground equipment, bus shelters, benches, notice boards, war memorial, etc.	Moderate	Moderate	9	Insurance, regular inspections, independent annual inspection (play equipment), regular servicing, prompt action to repair/make safe.	Parish Clerk to manage insurance policies and inspection schedules including required training. Asset register reviewed regularly for insurance, budgeting and maintenance provisions.
Loss of value of assets	Moderate	Unlikely	6	Efficient asset management.	Parish Clerk to ensure assets are maintained, stored correctly, inspected regularly and the asset register is reviewed and updated annually or as required.
Loss of Office base due to damage/vandalism or other event	Major	Unlikely	8	Building maintained regularly. Inspection schedule in place. Burglar and fire alarm systems installed. Enabling a bility to work from home.	Clerk to ensure building inspections are carried out as per schedule. Home working policy in place and regularly updated.
Health and Safety					
Accidents at Work	Major	Moderate	12	Risk assessments carried out as required, accident book in use, maintenance schedule in place, supervision, training (manual handling etc)	Clerk to manage maintenance schedules and risk assessments. Relevant trainings carried out by staff.
Safe premises	Major	Unlikely	8	Maintenance and servicing schedule. Legal requirements adhered to with regards to public building.	Clerk to manage maintenance / inspection schedule. Legionella risk assessment / asbestos survey carried out and actions implemented as required.
Accidents of public on Council land/property	Major	Moderate	12	Proper signage, gates locked where required. Suitable insurance.	Clerk to ensure any signage in place is in good condition and legible. Adequate insurance cover including public liability.
Staff and councillor	Major	Moderate	12	Councillor and staff policies	Clerk to ensure HR policies are up to

wellbeing				for dealing with illness, stress and other HR matters in place.	date with current legislation and procedure and implemented as required.
Accident whilst driving on Council business	Major	Unlikely	8	Drivers to be insured for business use. Adequate time allowed for travel. Driving on Council business policy.	Clerk to manage and implement the Driving on Council business policy as necessary.
Liability					
Legal Powers	Major	Unlikely	8	All activity within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Clerk to check Powers where this is not clear, or it is an unusual activity. Required training to be carried out and support systems in place.
Meeting Requirements – Accuracy/legality and business conduct	Moderate	Unlikely	6	Adhere to standing orders and legal requirements of meeting notices, agendas and minutes. Business conducted at Council meetings managed by the Chair. Councillor induction and Chair training mandatory as per Standing Orders	Clerk to ensure meeting notices, agendas and minutes are produced with the prescribed method and adhere to legal requirements including public display requirements. Minutes are approved and signed at the next Council (or Committee) meeting. Clerk to ensure training is carried out as per Standing Orders.
Public Liability – risk of third party, property or individuals	Moderate	Moderate	9	Adequate public liability insurance cover. Risk assessment procedure.	Clerk to ensure public liability insurance is in place and adequate alongside any appropriate risk assessments.
Employer’s Liability – non compliance with employment law	Major	Unlikely	8	Training, policies, support processes.	Clerk to ensure all staff HR procedures are legally compliant. Regular review of HR policies and relevant legislation. Support available from Norfolk Parish Training and Support, Internal Auditor and SLCC.
Legal Liability – legality of activities	Major	Moderate	12	Clarifying legal position on activities. Minute approval as per Standing Orders.	Clerk to clarify legal position on proposals and seek advice as required. As per Standing Orders, all meeting minutes (including

					committees) are received by Full Council.
Councillor's Propriety					
Members Interests / Conflict of Interest	Moderate	Moderate	9	Declaration of interests and Registration of interest forms to be completed. Code of Conduct in place.	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors. Adherence to the Councillor's Code of Conduct.
Council Procedure					
Procedures not followed correctly	Major	Moderate	12	Training. Policies. Communication. Clear responsibilities. Adequate job descriptions. Feedback.	Clerk to ensure relevant trainings are in place for staff and councillors. Job descriptions are assessed and re-evaluated as necessary. Staff appraisal process in place. Communication amongst staff and councillors is clear and frequent. Policies are up to date and adhered to including Standing Orders and Financial Regulations.
Unacceptable behaviour – staff and councillors	Major	Moderate	12	Code of conduct. Monitoring Officer referral. Disciplinary procedures and policies	Clerk to ensure that as well as being in place, code of conduct and disciplinary policies are adhered to, referring to Monitoring Officer as appropriate.
Data					
Data Protection/GDPR	Major	Moderate	12	Data Protection Policy & Data Audit. ICO registration. Training.	Clerk to ensure annual ICO registration. Data protection policy to be adhered to by officers and councillors and kept up to date with relevant legislation by the Clerk. Clerk to ensure staff and councillors receive relevant training.
Freedom of Information	Moderate	Unlikely	6	Publication scheme in place. Training.	Clerk to manage publication scheme as per relevant legislation and ensure all FOI training requirements are met.

Data Retention	Moderate	Unlikely	6	Data retention policy.	Clerk to manage and implement data retention policy. Councillors to also be aware and are responsible for their own data retention.
Natural Catastrophe	Moderate	Unlikely	6	Shared drive - All data backed up to cloud.	Clerk to ensure shared drive is utilised and consider additional hard drive back up options.
Theft/Sabotage	Moderate	Unlikely	6	Insurance. Data held in cloud to be returned for use immediately.	Clerk to ensure adequate insurance for loss of data is in place. Shared drive to be utilised and consider additional hard drive back up options.
Cemetery					
Cemetery Management - undue distress to bereft family members. Loss of amenity. Damage to the reputation of the Council.	Severe	Unlikely	10	ICCM support. Training.	Burials Clerk to undergo all relevant training, review current policies and procedures and form connections with local undertakers / funeral directors etc.
Unstable headstones, gates, railings, grave monuments and surrounds.	Major	Moderate	12	ICCM regulations to be followed. Training undertaken. Inspection Scheduled created/followed. Burial Regulations in place.	Burials Clerk to carry out required health and safety assessments as per relevant guidance and legislation. Visual inspections to be carried out by Burials Clerk and contractors when visiting the cemetery. Thorough check of memorials at least every 4 years to ensure stability. Memorials that are unstable and deemed to be of a danger will be laid down. Burials Clerk to ensure Burials Regulations are reviewed and up to date in accordance with all relevant legislation. Parish Clerk to manage insurance policies and tree survey. Burials clerk to keep up to date with and implement ICCM regulations regarding inspections and maintenance of memorials.

Falling/tripping into open graves. Injury to grave diggers and users of the cemetery. Graves being dug in the wrong place. Open graves left in an untidy condition during funeral services.	Major	Unlikely	8	Council to ensure they employ reliable and competent contractors with their own risk assessments and public liability insurance in place. Burials Clerk to have direct contact with grave diggers, rather than through the funeral director. Lowering of coffin into grave space by trained staff only, not mourners	Burials Clerk to manage relevant procedures and maintain communication with relevant local contacts including funeral directors/grave diggers.
Wrong plots allocated, interment into incorrect plot, unlawful burials	Severe	Unlikely	10	Training. Policies and procedures followed including ICCM and Council Burial Regulations.	Burials Clerk - Robust maps and records to be kept. Burials Clerk to ensure that applicant always has the Exclusive Right of Burial or puts legal documents into place to indemnify the Council. No pre purchase of plots before death. Maximum number of 3 people to be named on Right of Burial. Burials Clerk to check nameplate on coffin before burial.
Users unable to locate appropriate personnel in case of emergency	Moderate	Unlikely	6	Name and Contact number of Parish Clerk on sign at entrance to Cemetery.	Parish Clerk and Council to consider signage dictating the cemetery's full address which is required when calling emergency services to site.
Loss of records due to fire, theft, flooding, etc.	Major	Moderate	12	Fire proof safe and online system for electronic records.	Burial records, including historical documents, are kept in a fireproof safe.
Unsafe trees, cemetery furniture	Major	Unlikely	8	Tree surveys and regular inspections of cemetery furniture. Insurance and prompt action to repair/make safe.	Parish Clerk - Tree survey to be carried out at least every 5 years. Cemetery groundskeeper to ensure benches are kept well maintained and secure. Parish Clerk to manage insurance policy.

Appendix 1

Likelihood and Impact Model

		Likelihood					
		Rare	Unlikely	Moderate	Likely	Almost Certain	
		1	2	3	4	5	
Impact	Severe	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5