



Easebourne Parish Council

Risk Management Scheme

Introduction

Easebourne Parish Council recognises the importance of managing risk related to all aspects the Parish Council's work and services. This includes general day to day engagement with the work of the Parish Council and the protection and use of monies received via the parish precept, grants and donations. This further includes ensuring that risks regarding the presence and use of the Parish Council's assets remain at an acceptable level and that any remedial action required is taken at the earliest opportunity.

In order to limit risk, assessment of potential risks, are reviewed regularly and relevant information recorded, together with actions necessary to mitigate risk in so far as is possible.

The Clerk and Responsible Financial Officer will ensure regular reviews take place including identifying newly acquired risk, and any actions either completed or to be considered are reported to Members who take ultimate responsibility for risk.

Insurance

The Parish Council has insurance cover from a broker and insurance provider specialising in local councils. Insurance cover is recognised as a vital part of the Parish Council's operation and provides support and financial recompense (current excess £250) should any issues occur. The Clerk retains all policy details in hard copy and electronic form, keeps the insurance broker updated regarding any newly acquired assets and contacts the broker for advice as required in connection with insurance related matters. The details of the policy provision are included in the appendix.

Risk Assessments

IDENTIFIED RISK	DETAIL OF RISK	RISK LEVEL	MITIGATION	REVIEW REQUIRED
Assets (see Asset Register)				
Village Gates, providing a reminder to drivers that they are entering a populated residential area and to observe the speed limit	Sited on the edge of the carriageway and passing vehicles could collide with the Village Gates	Medium	Constructed of WSCC approved materials to cause minimal harm to persons and damage to vehicle in the event of a collision, positioned in accordance with WSCC, guidance white in colour to aid visibility, and regularly cleaned	If a collision occurred, a new risk assessment would be undertaken
Vehicle Activated Signs (VAS) to remind drivers to reduce speed or maintain a speed up to the speed limit	Sited on the edge of the carriageway and may distract drivers	Low	Positioned in accordance with WSCC guidance	If a collision occurred potentially related to the VAS, a new risk assessment would be undertaken
Bus Shelters, seven in total	May become unsafe over time	Low	Inspected annually to assess condition, and maintenance or replacement undertaken as required	Annual Inspection
	Defibrillators may become unusable	High	Inspected monthly to ensure they are in full working order	Monthly Inspection

Telephone boxes with Defibrillators (Dodsley Lane and Henley)	Telephone boxes may become unsafe over time	Low	Checked as part of monthly defibrillator inspection, although annually would be sufficient	Monthly Inspection
Public Benches/Picnic Benches	May become unsafe over time or come lose from their bolts	Low	Checked at monthly inspection	Monthly Inspection
Barbeque	Could cause burns or a fire to be set	Medium	Designed for maximum safety and checked at monthly inspection	Monthly Inspection
The Roundhouse and toilets in Easebourne Park	May become unsafe over time	Low	Both structures checked at monthly inspection and internal condition of toilets checked twice a day by contractor	Regular Inspection
Park Play Equipment	May become unsafe over time	Medium	Checked at monthly inspection and full annual Rospa inspection	Monthly and annual inspection
Notice Boards (Dodsley Lane, Easebourne Shop, Easebourne Park, and Henley)	May become unsafe over time	Low	Checked each time they are used (fortnightly)	Regular Inspection
Bin on Dodsley Lane (near to Health Centre), bins in bus shelters (near Conifers and St Mary's Church)	Decaying rubbish/broken glass could encourage vermin/could cause injury	Low	Kept locked and regular emptying contracted to ensure decaying/ dangerous rubbish is removed	Bin checked from time to time to ensure contract is operating efficiently
Planters, three on bend by St Mary's Church, one near Health Centre and three at junction of Hollist Lane and A286	May become unsafe over time	Low	Checked when watered and periodically during the winter months	Regular Inspection
Salt Bins, Kings Drive, and Henley	May become unsafe over time and are on the edge of the carriageway	Medium	Checked periodically and positioned in the safest locations for use	Regular Inspection
Defibrillators (Dodley Lane, King Edward Estate and Henley)	May become ineffective or damaged	Low	Checked at monthly inspection, and items replaced as required	Monthly Inspection
Finance (see Financial Regulations)				
Security of finances	Potential for funds to be misappropriated	Low	Two authorised Clerk/ Councillors required for funds to be accessed as agreed by Finance Committee or full Parish Council	Financial Regulations, reviewed annually
Management of finances	Funds spent inappropriately	Low	Sums allocated for spend are agreed by full Council and invoices paid by agreement of Finance Committee. Finance file available for inspection at all full Parish Council meetings.	Full records of all income and expenditure kept, Annual Audit completed. Financial Regulations reviewed annually
General Health and Safety (Clerk/Councillors/Members of the Public)				
Various risks of injury associated with the work of the Parish Council	Risk of injury	Low	The Health and Safety Policy covers all aspects of potential risks associated with engagement with the work of the Parish Council.	Policy reviewed annually
Volunteer Events (see Health and Safety Policy)				

Volunteer Tasks	Risk of injury	Medium	All volunteer tasks are planned in advance, have specific risk assessments, correct PPE, First Aider present with first aid kit, availability of drinking water and bacteria wipes as a minimum.	All risk assessments reviewed prior to task are part of planning and preparation
Public Events	Risk of injury	Low	All public events are planned in advance, have specific risk assessments, correct PPE, First Aider present with first aid kit, availability of drinking water and bacteria wipes as a minimum.	All risk assessments reviewed prior to task are part of planning and preparation
Administration/Business Continuity				
Clerk leaves unexpectedly	Clerk holds all current electronic files on personal laptop	Low	Majority of documents/files shared with all or individual Councillors, or on Parish Council Website, all files would be uploaded to a memory stick and passed to Chairman or Vice-Chairman.	Process to be reviewed as necessary
	Clerk holds all current, physical files at home	Low	All files would be delivered to or collected by the Chairman or Vice-Chairman.	Process to be reviewed as necessary
Day to Day operation of the Parish Council should Clerk leave unexpectedly	Currently only the Clerk has full knowledge regarding regular and vital administration	Low	Clerk to maintain and add to notes produced by previous Clerks to enable a locum Clerk to bridge the gap prior to employment of new Clerk.	Notes to be prepared and reviewed regularly
Website Management (should Clerk or responsible Councillor leave unexpectedly)	Currently the Clerk is undertaking some aspects of website maintenance	Low	In event of the Clerks absence, Councillor could take full control, and train a new Clerk.	Process to be reviewed as necessary
	More complex website maintenance undertaken by a single Councillor with specialist knowledge	Medium	Councillor has prepared some notes to support maintenance in the event of Councillor absence. The Clerk could continue to maintain the simpler aspects of the website. There are plans to make maintenance easier. Clerk to develop an improved understanding of website maintenance. The company which developed the website could be engaged for support if necessary.	On-going work to reviewed as necessary
Access to funds	Clerk and one Councillor have bank cards and card readers allocated to them as named persons, three further Councillors are signatories to the bank accounts	Low/Medium	If neither the Clerk or Councillor was available, remaining signatories could prepare and provide cheques until further card readers could be obtained.	Signatories to be updated (added or removed) on the bank account as necessary
Chairman leaves unexpectedly	Chairman has specific duties and responsibilities	Medium	Vice-Chairman to take this role up and another Councillor will be required to	Process to be reviewed as necessary

			volunteer for the role of Vice-Chairman (and confirmed by vote) up until next Annual Parish Meeting	
Vice-Chairman leaves unexpectedly	Vice-Chairman supports the Chairman	Medium	Another Councillor will be required to volunteer for this role (and confirmed by vote) up until next Annual Parish Meeting	Process to be reviewed as necessary
Easebourne CE Primary School - venue for Parish Council Meetings				
Loss of venue for Council Meetings	Limited available venues in the Parish	Low	Cowdray Estate to be approached if an alternative venue was required	N/A
Preparation of room for meetings and locking of venue	Risk of injury in moving large tables and returning them to storage, and issue of lone-working	Low	At least two persons (Clerk/Councillors) required to prepare the room and be present when locking the venue	Process to be reviewed as necessary
Lone Working				
Incident occurring whilst the Clerk or Councillors lone working	Clerk/Councillors more vulnerable when lone working	Low	<i>Lone-working Policy provides detailed guidance to lone-working</i>	<i>Policy reviewed annually</i>

Insurance Cover

To note: Current level of Public Liability is up to £10m. Parish Council Assets are not required to be itemised and the current level of cover is £80,800.

Information provided by the broker:

Public Liability - Any socially responsible Council should have this indemnity during times of increasing litigation. This will provide protection against your legal liability for bodily injury to third parties or property damage occurring on property for which the Council is legally responsible - as a direct result of the Council's negligence.

Employers' Liability - This covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees, then Employers' Liability is a legal requirement.

Hirers' Indemnity - If the Council insures a building this covers legal liability for hirers (small groups or individuals - non-commercial) of Council premises, should injury or damage to the property occur during the period of the hire.

Officials' Indemnity - This provides cover for legal liability claims arising from any negligent act, error or omission committed in good faith by any employee or official of the Council.

Libel and Slander - This cover provides protection against a verbal or written comment, made by the Council, which a member of the public considers to be incorrect or damaging and as a result seeks financial compensation.

Fidelity Guarantee - This provides cover against acts of fraud or dishonesty by any official of the Council, or a number of officials in collusion, and any subsequent loss of property.

Personal Accident - The Personal Accident section covers Employees, Councillors and Volunteers up to the age of 90 as standard.

Money cover is included - Money cover provides for loss of money up to £1,000 to the Council when carried by Employees, for example to and from the bank, together with personal accident assault cover for persons aged between 16-90.

Property is covered on an all-risk's basis. Theft and Accidental Damage is included as standard.

Increased Cost of Working - We automatically provide cover up to £10,000 for a period of 12 months, reducing the financial impact for the Council, should the Council incur additional expenditure as the result of an insured event.

Loss of Revenue - We automatically provide cover up to £10,000 a period of 12 months, reducing the financial impact for the Council, should the Council incur a Loss of Revenue as the result of an insured event.

Commercial Legal Expenses - This cover provides protection for the Councillors and Clerk acting in their capacity as officials for the Council, against the cost of potential commercial legal disputes, legal advice and representation, including employment, tax and contract disputes.

Risk Management Scheme approved and adopted by Easebourne Parish Council on 14th March 2018 and will be reviewed annually or sooner if necessary. Last reviewed on 10th May 2023.

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