

# Wortwell Parish Council

## Risk Management Implementation Strategy Policy

Adopted: 23.5.22

Reviewed: June 2023

Next Review Due: June 2025

### INTRODUCTION

#### Purpose of this Document

This document sets out the Council's Risk Management Implementation strategy and defines the framework for the Council's Risk Register. In all types of undertaking risks prevail. Risk management is a process by which potential risks are identified, evaluated, and addressed. Typically risk management includes avoidance, prevention, reduction, sharing, and retention; more simply perhaps considered as avoidance, mitigation, or acceptance. This section, Introduction, is used to define terminology used throughout the remainder of the document.

#### Definitions

- **Risk:** A risk is an event that 'may' occur. In the context of this document risks are assumed to be of detrimental effect. Risks are generally valued as the Likelihood % multiplied by the Impact £ (or other impact factor).
- **Likelihood: Or probability, of a risk occurring.** This can range anywhere from just above 0 percent to just below 100 percent. Note that likelihood can never be exactly 0 percent as it wouldn't be a risk; or exactly 100% as it would be a certainty.
- **Impact:** The size of the impact varies in terms of cost and impact on health, human life, or some other critical factor.

### GUIDANCE

#### 1. Standing Orders of the Council

- 1.1 The Council and its Officers shall comply with the Standing Orders.
- 1.2 The Council shall review the Standing Orders every year, no later than the July meeting.
- 1.3 Each member on signing his/her declaration of acceptance of office shall receive a copy of the Council's Standing Orders.
- 1.4 Each member is required to read and understand the Council's Standing Orders and this to be confirmed by way of an affirmation submitted to the Clerk.

#### 2. Code of Conduct & Register of Members Interests

- 2.1 Pursuant with the Council's Code of Conduct, members are responsible for submitting to the Clerk, on behalf of the Monitoring Officer a Register of Interests within 28 days of election or co-option to office.
- 2.2 Each member shall be responsible for notifying the Clerk of any changes to individual Register of Members Interests, Receipt of Hospitality or Gifts or any declarations of

interest.

2.3 The Clerk shall be responsible for recording, in the appropriate manner, all documents relating to items 2.1 and 2.2 above.

### **3. Risk Register**

3.1 The Council shall maintain and review the Risk Register every year no later than the July meeting.

3.2 The Clerk shall include a revised copy of the Risk Register with the September meeting papers that reflects the status of the review follow up actions.

### **4. Asset Register**

4.1 The Clerk shall be responsible for the administration/upkeep of the Council's Asset Register.

4.2 The Council shall review the Asset Register no later than June of each year in line with the annual audit process.

4.3 The Clerk shall arrange, in consultation with the Council, an inspection of each item recorded on the Asset Register, such inspection to be undertaken on a three yearly basis.

4.4 The Clerk shall record and retain records of all inspections undertaken.

4.5 Note that this inspection does not negate the need to inspect play equipment and play fields on a weekly basis for safety and repair and maintenance matters.

4.6 Procurement of repair, replacement or maintenance or any Council assets shall comply with the regulations set out in the Financial Regulations.

### **5. Insurance**

5.1 The Council and its officers shall comply with the regulations on insurance as set out in the Financial Regulations.

5.2 In conjunction with the Council's Asset Register, the Council shall annually review and approve the insurance schedule no later than May of each year or in line with Insurance renewal whichever is later.

5.3 The Council shall review the levels of Public Liability and Employers Liability insurance are consistent and adequate for planned activities for the year ahead as identified by its strategic plan.

### **6. Finance**

6.1 The Council and its officers shall comply with the Financial Regulations.

6.2 The Council shall review the Financial Regulations no later than the July meeting every year.

6.3 Any payment received shall be banked within one week of receipt.

6.4 Wortwell Parish Council does not accept cash payments.

6.5 In accordance with the Council's Financial Regulations reports from the Internal Auditor or the Auditor's appointed by the Audit Commission shall be presented to the Council and acted upon as necessary.

### **7. Contracts**

7.1 The Clerk, on behalf of the Council, shall request that all Contractors provide copies of their: Public Liability Insurance Certificate; two years filed accounts, and relevant operational policies including, but not limited to Health and Safety, and Environment.

7.2 The Council shall not let contracts where documents reasonably requested have not been provided.

## **8. Employees**

8.1 The Council shall be responsive to all training needs and requirements.

8.2 The Council shall be responsible for reviewing employee contracts, such review to be completed in October of each year.

8.3 Employees shall act as deemed necessary to safeguard their own personal safety while dealing with Council business.

8.4 Employees are responsible for ensuring that appropriate Personal Protective Equipment (PPE) is used where appropriate and as required by the Council's policies.

## **9. Lone Working**

9.1 The Council will not permit lone working after dark.

9.2 To minimise the risk of injury an assessment is required prior to undertaking a task to ascertain whether 2 or more persons are required.

9.3 Any person who is proposing to work alone on Council business musts notify at least one other person prior to being alone

## **10. Manual Handling & Working at Height**

10.1 Any person, on Council business, who is involved with manual handling to be provided with the HSE Manual Handling Guide (available from the Clerk or Chairman) prior to action.

10.2 Any person, on Council business, who is involved with working at height must not work alone and is to be provided with a copy the HSE Working at Height Guide (available from the Clerk or Chairman).

## **11. All Working**

11.1 Any person, on Council business, whether an Employee, Contractor, or Volunteer, who undertakes works or other activities must conduct a full risk assessment appropriate for the task. The Clerk will provide guidance as required in the form of the Council's existing risk assessments or in the form of new risk assessment templates.

11.2 And, on completion (or suspension as appropriate) of works or other activities, that person shall complete the required checklist, also available from the Clerk, that those tasks have been satisfactorily completed and that no hazardous situation has been left unattended.

## **12. Parish Office (at Clerk's home address)**

12.1 Damage to Council owned property shall be notified to the Council as soon as is practical (and no later than 3 days) and action taken if necessary.

12.2 All Computer Software used for the benefit of the Council's business shall be fully & legally licensed and all Computer Equipment used for the purpose of conducting said business shall be protected by anti-virus software, such updates being automatically enabled.

12.3 The Clerk shall ensure that a full offline backup of all computerised files is refreshed at least weekly onto a suitable device.

12.4 All paper records are to be kept secure in a locked fire and tamper resistant cabinet.

12.5 The Clerk shall change all passwords on a minimum 6 monthly basis and to keep the Chair advised of such changes.

### **13. Council Publications**

13.1 The Website and any similar Council publication shall contain a disclaimer. 13.2 Any inclusions for the website to be agreed by the Clerk or Chair (or vice Chair) before being submitted to the administrator of the website.

13.3 Any content for inclusion in the Wortwell Mardler or similar media are to be agreed by the Clerk or Chair (or vice Chair) before being released to the editor of the publications.

### **14. Playing Fields**

14.1 The Clerk shall ensure that the scheduled Parish Councillor's inspections are conducted in accordance with the agreed rota and that the inspection checklists are adequately completed.

14.2 The Council shall be advised at the first opportunity of any item requiring attention.

14.3 The Council appoints RoSPA to undertake an annual safety inspection of all Council play equipment. Such inspection shall be scheduled for June prior to the 'summer' season.

14.4 Any maintenance or new installations to be undertaken by an approved or equally suitable supplier for the works required excluding very minor repairs.

14.5 All trees and vegetation shall be inspected at least twice a year by the village tree warden and two Parish Councillors.

14.6 The Council shall have regard for all forthcoming maintenance requirements when setting the annual Precept.

### **15. Recycling at The Knoll**

15.1 A nominated Parish Councillor will carry out a weekly check using the check list provided and report any hazards or concerns to the Clerk.

15.2 The Clerk shall ensure that the facilities provided at The Knoll are safe and shall report any hazards to South Norfolk as operator.

15.3 The Clerk and thereafter the Council shall be advised at the first opportunity of any item requiring attention.

### **16. Allotments**

16.1 A nominated responsible person will carry out regular checks using the check list provided by the Clerk. These take place, typically monthly, between March and November, with a reduction in checks during the winter months.

16.2 The Clerk and thereafter the Council shall be advised at the first opportunity of any item requiring attention which may result in an improvement notice being sent to the tenant if necessary.

### **17. Bus Shelter**

17.1 A nominated responsible person will carry out a regular check throughout the year.

17.2 The Clerk and thereafter the Council shall be advised at the first opportunity of any item requiring attention.

## **18. Parish Owned Street Furniture**

18.1 A nominated responsible person will carry out a regular check throughout the year.

18.2 The Clerk and thereafter the Council shall be advised at the first opportunity of any item requiring attention.

## **19. Other**

19.1 Pursuant with the Financial Regulations any proposed new service or amenity shall undergo a Risk Assessment.

19.2 All trees and vegetation located on Council land/property shall be inspected for damage annually by a nominated Councillor, or the appointed tree warden, and will be reported back to the Clerk.

19.3 The Clerk and thereafter the Council shall be advised at the first opportunity of any item requiring attention.