

RISK MANAGEMENT

1. RECREATION GROUND

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Damage to the pavilion and damage/loss of contents	<ul style="list-style-type: none"> Loss of revenue Disruption for regular users 	L	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Review of security/locking up arrangements Use of CCTV Contract for servicing of fire extinguishers/blanket Contract for servicing of fire alarm Maintain key register 	M	Annually Annually Ongoing Annually Annually Ongoing	Clerk RGMC Caretaker Clerk Clerk Clerk
Faulty equipment (kitchen appliances and grounds machinery)	<ul style="list-style-type: none"> Danger to operative 	L	H	<ul style="list-style-type: none"> Check equipment for wear and tear Regular electrical inspection Regular servicing of mowers Undertake Health & Safety review 	L	Ongoing Annually Annually Annually	Caretaker Caretaker Caretaker RGMC
Damage/theft of grounds machinery	<ul style="list-style-type: none"> Caretaker unable to cut grass 	M	L	<ul style="list-style-type: none"> Ensure adequate insurance cover Locks on storage areas 	L	Annually	Clerk
Damage to tennis courts	<ul style="list-style-type: none"> Loss of revenue from Tennis Club and possible Club closure 	L	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Regular courts maintenance Contract maintenance Security of courts 	L	Annually Ongoing Annually Ongoing	Clerk Tennis Club Tennis Club Tennis Club
Damage to play equipment	<ul style="list-style-type: none"> Potential cause of injury Loss of facility 	M	H	<ul style="list-style-type: none"> Inspection of play equipment ROSPA inspection 	M	Weekly Annually	Caretaker Clerk
Damage to third party property and individuals		L	H	<ul style="list-style-type: none"> Public liability insurance cover Hirers Liability insurance as appropriate Issue hirers with hiring agreement Obtain copies of insurance cover for Tennis Club and Football Club ROSPA risk assessment of play equipment 	L	Annually Annually On-going Annually Change of equipment	Clerk Clerk Bookings official Clerk Clerk
Error with bookings	<ul style="list-style-type: none"> Double bookings Portrays council as inefficient 	L	L	<ul style="list-style-type: none"> Use of bookings diary Booking official to liaise with caretaker 	L	Ongoing	Booking official
Illness of caretaker	<ul style="list-style-type: none"> Gates not unlocked – inconvenience to users Cleaning not undertaken Difficulty with letting non-regular users into pavilion 	M	M	<ul style="list-style-type: none"> Use of standby caretaker Maintain key register 	L	Ongoing	RGMC
Gas or water leak, sewage pump failure	<ul style="list-style-type: none"> Loss of revenue Disruption for users 	L	M	<ul style="list-style-type: none"> Monitor invoices for change in consumption. Service gas appliances Service sewage pump 	L	Quarterly Annually Quarterly	Clerk Clerk Clerk

Health & Safety prosecution	<ul style="list-style-type: none"> Loss of amenity Loss of face 	L	L	<ul style="list-style-type: none"> Reaction to complaint 	L	Ongoing	RGMC
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2. ASSETS

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Damage or theft of assets (street lights, seats, bus shelters and village sign)	<ul style="list-style-type: none"> Inconvenience to residents 	L	L	<ul style="list-style-type: none"> Maintain an asset register Review insurance cover 	L	Annually Annually	Clerk Clerk
Damage to third party property and individuals		L	H	<ul style="list-style-type: none"> Public liability insurance cover 	L	Annually	Clerk

3. FINANCIAL

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Failure to maintain proper financial records	<ul style="list-style-type: none"> Unable to balance bank accounts, complete year end accounts and Annual Return 	L	H	<ul style="list-style-type: none"> Maintain financial records and balance monthly against statements. Independent /Councillor review 	L	Monthly	Clerk
Failure to control expenditure and ensuring it is within legal powers	<ul style="list-style-type: none"> Spending in excess of budget Making unauthorised payments 	L	M	<ul style="list-style-type: none"> Adequate internal control – invoices, cheque stubs and bank statements to be checked and initialled, cheques to be signed by two members. Quarterly review of spend against budget Chairmen of Committees to monitor their spending Authorise payments at council meetings Record spending power on invoice. 	L	ongoing Quarterly Ongoing Monthly Ongoing	Members Clerk Chairman of committees Members Clerk
Failing to maintain register of members' interests	<ul style="list-style-type: none"> Non-compliance with legislation 	L	L	<ul style="list-style-type: none"> Review of register and remind Cllrs of the need to update. Complete forms for new/co-opted Cllrs. 	L	Annually Ongoing	Clerk Clerk
Failure to meet VAT regulations	<ul style="list-style-type: none"> Incorrect VAT return VAT investigation 	L	H	<ul style="list-style-type: none"> Calculate VAT on all funds received for recreation ground. Maintain VAT records Submit quarterly return 	L	Ongoing Ongoing Quarterly	Clerk Clerk Clerk
RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Failure to meet requirements of employment law and HM Revenue & Customs	<ul style="list-style-type: none"> Loss of staff Employment tribunal HM Revenue & Customs investigation 	L	H	<ul style="list-style-type: none"> Personnel Committee to review conditions PAYE/NICs deducted monthly 	L	Annually Monthly	Members Clerk
Failure to prepare a budget	<ul style="list-style-type: none"> Inappropriate precept 	L	H	<ul style="list-style-type: none"> Committees to draw up budgets – full budget to be agreed by council 	L	Annually	Members/Clerk

Failure to collect funds for pavilion rentals/tennis including Pay & Play	<ul style="list-style-type: none"> Loss of revenue 	L	H	<ul style="list-style-type: none"> Maintain record of payments received Issue VAT invoices to regular clients Collect Pay & Play funds on a regular basis Ensure booking details are recorded 	L	Ongoing Monthly Quarterly Ongoing	Clerk Clerk Clerk Booking official
Theft/fraud of employees or members	<ul style="list-style-type: none"> Loss of revenue Loss of face 	L	M	<ul style="list-style-type: none"> Cheques to be signed by two members Internal control procedures Internal Audit 	L	Ongoing Ongoing At least annually	Clerk Members/Clerk Internal Auditor

4. GENERAL

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION		REVIEW FREQUENCY	RESPONSIBILITY
Loss of deeds and important documents	<ul style="list-style-type: none"> Difficult to replace Ownership could be questioned 	L	H	<ul style="list-style-type: none"> Important deeds and documents kept at Nat West Wadhurst or by archivist at ESCC 	L	On-going	Clerk
Inadequate record of meetings	<ul style="list-style-type: none"> Decisions questioned Actions not achieved 	L	M	<ul style="list-style-type: none"> Produce and distribute full council minutes within one week of a meeting. 	L	Monthly	Clerk
Cease grass cutting on land not owned by PC	<ul style="list-style-type: none"> ESCC will cut five times in growing season. Loss of amenity for residents Cost saving for WPC 	L	M	<ul style="list-style-type: none"> Review WPC grass cutting contract 	L	Annually	Environment, Highways and Transport Committee
Planning Committee inquorate	<ul style="list-style-type: none"> Unable to comment on applications 	M	L	<ul style="list-style-type: none"> Ensure quorum present 	L	Fortnightly	Chairman of Planning Committee
Overlooking personal and prejudicial interests	<ul style="list-style-type: none"> Adverse comments Possible judicial review 	L	L	<ul style="list-style-type: none"> Ensure culture of disclosure 	L	Monthly	Members
Passwords only known to clerk	<ul style="list-style-type: none"> Unable to access working documents/ processes Loss of face 	L	L	<ul style="list-style-type: none"> Ensure copies maintained as per policy 	L	Ongoing	Clerk

5. HOME WORK PLACE

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Unknown people in home	<ul style="list-style-type: none"> Danger to Clerk and possessions 	L	H	<ul style="list-style-type: none"> Arrange for second person to be present or meet in public place 	L	On-going	Clerk
Sickness/injury caused by Use of office equipment	<ul style="list-style-type: none"> Clerk unable to work Disruption to Cllrs and residents 	L	H	<ul style="list-style-type: none"> Ensure adequate light for VDU Encourage regular breaks Ensure office equipment positioned to allow free movement and comfort 	L	On-going	Clerk

6. JARDIN D'AUBERS

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Hammer pond 1 (by school) - falling into pond	<ul style="list-style-type: none"> Injury or death. Possible insurance claim. 	L	H	<ul style="list-style-type: none"> Keep area enclosed by maintaining gates and fence. 'deep water' notice on gates. Ensure adequate insurance cover. 	M	On-going Annually	Community Committee Clerk
Hammer pond 1 (by school) - trip hazard caused by obstruction on paths	<ul style="list-style-type: none"> Injury. Loss of amenity. Possible insurance claim. 	M	H	<ul style="list-style-type: none"> Cut grass on paths. Ensure adequate insurance cover. 	M	On-going Annually	Community Committee Clerk
Hammer pond 2 (Green Sq) - entering this overgrown area	<ul style="list-style-type: none"> Injury. Possible insurance claim. 	M	M	<ul style="list-style-type: none"> Keep area enclosed by maintaining fence. Ensure adequate insurance cover. 	L	On-going Clerk	Community Committee Clerk
Fallen branches/trees	<ul style="list-style-type: none"> Injury. Possible insurance claim. 	M	H	<ul style="list-style-type: none"> Tree warden to conduct annual tree audit. Ensure adequate insurance cover 	L	Annually Annually	Tree Warden Clerk
Non compliance with Licence of Land or sale of land	<ul style="list-style-type: none"> Licence revoked. Loss of amenity. Cost saving to WPC 	L	H	<ul style="list-style-type: none"> Observe requirements of Licence 	L	On-going	Community Committee
Broken/damaged benches/plaques, holes	<ul style="list-style-type: none"> Injury. Possible insurance claim. 	L	M	<ul style="list-style-type: none"> Review and inspect. Ensure adequate insurance cover. 	L	Annually	Community Committee
Cease grass cutting and other gardening works.	<ul style="list-style-type: none"> Loss of amenity. Cost saving to WPC 	L	L	<ul style="list-style-type: none"> Review grass cutting contract. Review casual gardening requirements 	L	Annually	Community Committee
Uneven ground, culverts, trip hazards at Jardin Aubers and any other unspecified WPC location	<ul style="list-style-type: none"> Injury. Possible insurance claim. 	L	H	<ul style="list-style-type: none"> Constant Vigilance Making appropriate responses 	L	Annually	Community Committee

7. ROUND OAK ALLOTMENTS

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Lack of Round Oak Allotment Association (ROAA)	<ul style="list-style-type: none"> Loss of revenue Possible disruption for users Water charges to be met Allotments to be managed 	L	L	<ul style="list-style-type: none"> Reports from ROAA 	L	Annually	Community Committee
Damage to individuals from wire, wood, glass, metal and garden type equipment.	<ul style="list-style-type: none"> Possible insurance claim 	L	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Repair/remove items of potential danger Conduct regular inspections 	L	Annually On-going On-going	ROAA ROAA ROAA
Malicious damage to crops	<ul style="list-style-type: none"> Loss of produce Plot holders leaving 	M L	L L	<ul style="list-style-type: none"> Review fencing/boundaries 	L	Annually	ROAA
Falling in to uncovered water containers	<ul style="list-style-type: none"> Injury or death Possible insurance claim 	L	H	<ul style="list-style-type: none"> Cover water containers Ensure adequate insurance cover 	L	On-going Annually	ROAA ROAA

Injury from holes in tracks and paths	<ul style="list-style-type: none"> Possible insurance claim Plot holder unable to continue working plot 	L L	H L	<ul style="list-style-type: none"> Ensure adequate insurance cover Monitor and repair paths 	L	Annually On-going	ROAA ROAA
Lack of water supply	<ul style="list-style-type: none"> Disruption for users Increased water payment if disruption due to a leak 	L L	L M	<ul style="list-style-type: none"> Monitor water consumption Check water containers Turn off supply in Winter 	L	Quarterly On-going Annually	ROAA ROAA ROAA
Loss of plot holders	<ul style="list-style-type: none"> Site not managed Overgrown plots 	L M	L L	<ul style="list-style-type: none"> Consider improvements to the site Encourage regular liaison with ROAA 	L	On-going On-going	ROAA Community Committee
Theft/damage of mowers and other garden equipment	<ul style="list-style-type: none"> Unable to cut grass Site becomes untidy 	L L	L L	<ul style="list-style-type: none"> Equipment to be kept in locked, alarmed sheds 	L	On-going	ROAA

8. COMMEMORATION HALL TOILETS

RISK	IMPACT	LIKELIHOOD	SEVERITY	CONTROL ACTION	RESIDUAL RISK	REVIEW FREQUENCY	RESPONSIBILITY
Damage to the toilets and damage/loss to/of contents	<ul style="list-style-type: none"> Loss of revenue Possible disruption for users 	L L	L M	<ul style="list-style-type: none"> Ensure adequate insurance cover Daily inspection. Close toilets if appropriate, adequate signage and effect repairs 	L L	Annually On-going	Comm Committee Clerk
				<ul style="list-style-type: none"> Review of security/locking up arrangements Locked overnight 	L L	Annually On-going	Comm Committee Clerk
Fire – electrical equipment	<ul style="list-style-type: none"> Loss of revenue Possible disruption for users 	L M	L M	<ul style="list-style-type: none"> Ensure adequate insurance cover Ensure landlord arranges fire inspection and safety checks 	L L	Annually Annually	Comm Committee Clerk/Landlord
Water temperature too hot	<ul style="list-style-type: none"> Harm/injury to users, cleaners and/or staff 	L	M	<ul style="list-style-type: none"> Ensure adequate insurance cover Carry out temperature tests Ensure appropriate signage in place 	L L L	Annually Weekly On-going	Comm Committee Clerk Clerk
Slips – wet floors	<ul style="list-style-type: none"> Harm/injury to users, cleaners and/or staff 	L	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Tiled floors only to be washed when toilets not in use by public 	L L	Annually On-going	Comm Committee Cleaners
				<ul style="list-style-type: none"> Spills to be wiped up immediately after notification with 'wet floor' notice in place 	L	On-going	Clerk/Cleaners
Hazardous substances	<ul style="list-style-type: none"> Harm/injury to users, cleaners and/or staff 	L	H	<ul style="list-style-type: none"> Ensure adequate insurance cover Compliance with C.O.S.H.H. regulations Cleaners cupboard to be locked when not in use 	L L L	Annually On-going On-going	Comm Committee Clerk/Cleaners Clerk/Cleaners
Damage to third party property and individuals	<ul style="list-style-type: none"> Harm/injury to users, cleaners and/or staff 	L	H	<ul style="list-style-type: none"> Public Liability insurance cover Cleaners Public Liability insurance as appropriate 	L L	Annually Annually	Clerk Clerk

Reviewed: November, 2012, 2013, 2014, 2015, 2016, 2017
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