Cratfield Parish Council

PARISH COUNCIL GENERAL RISK ASSESSMENT

Bell Green Play Area

Item	Potential Outcome	Number of Persons Affected	Likely hood of contact with the Hazard	Frequency of Contact	Severity of Outcome	Risk Grade	Control Measures/Action required to Minimise Risk	Final Risk
		A	B	C	D	AxBxCxD		
Access Gate	Finger Trapping	1	5	0.2			Child Proof Gate Fitted	very low
Bus Shelter	Child /Adult hit by vehicle whilst waiting	1	0.2	0.2			No Buses in Village	very low
Box Climber	Fall From Unit	1 to 4	5	0.2	0.2			Medium
Goal Posts	Collision	1 to 2	5	0.2				Medium
Picnic Table	Fall on grass	1	5	0.2				very low
Rotanet	Fall from unit	1 to 4	5	0.4	0.2	0.8		Low
Slide	Fall From Unit	1 to 2	5	0.2				Low
Swing 2 Bay	Fall from Swing	2	5		Bruises/ Sprain	10	New Unit	Medium

Village

Item	Potential Outcome	Number of Persons Affected	Likely hood of contact with the Hazard	Frequency of Contact	Severity of Outcome	Risk Grade	Control Measures/Action required to Minimise Risk	Final Risk
Agricultural Allotments							Rented Out	very low
Defibrillator	In Locked Alarmed box on side of the village hall							very low
Dog Waste Bins								very low
Garden Allotments							Rented Out	very low
Hand Bells	Hitting adult /child when in use						Cratfield St. Mary's Church Vestry	very low
Litter Bins								very low
Noticeboard Bell Green	Adult Struck by door in high winds	1	0.1	0.1	Light Bodily Bruising			Low
Noticeboard Silverleys Green	Adult Struck by door in High Winds	1			Light Bodily bruising			low
Party Tent	Adult Struck by frame/panels in High Winds	numerous	5		Head Injury & Bodily bruising		Visual checks and no use in unpredictable weather	Medium
Village Signs	Collapse in High Winds				Head Injury			
Water Bowser								very low

Notes

All the playground Equipment is subject to an Annual Inspection and immediate action is taken by Council in the event of the equipment found to be sub-standard. This Assessment is based on items in the Asset Register, provided the Risk Assessment has been made annually and are all covered by the Public Liability Insurance.

Physical Losses	
Loss of Records / Documents	Documents relating to allotments, playing field, village pump are in the filing cabinet.
Theft of Funds	Two Councillor Signatories required on each cheque. Invoices are countersigned by those signatories Expenditure by Cheque only Employee Dishonesty Cover as per current insurance policy Employee Personal Accident Cover as per current insurance policy
Liabilities	Public Liability Insurance as per current insurance policy Employers Liability as per current insurance policy

Performance Failures	Risk	Control Measures
Individual Failure by Councillors /Clerk	1	Meeting Minuted with Action points for Individuals
Failure to Budget /Precept Adequately	2	Financial Statements presented at each meeting- Finance Committee to set Budget & Precept Annually
Failure to ensure proper use of grants	2	All use of grants minuted Grants made to charities likewise resolved and minuted
Failure to respond to planning applications/consultation documents	3	Clerk contacts Chairman, or other Councillor if return date of application is prior to next meeting All applications logged in book kept by Clerk
Failure to respond to public right of Inspection	3	Notices displaced as per legal requirement

Compliance Failures	Risk	Control Measures
Failure to record financial transactions	3	Monitoring by Annual Internal and External Audit
Failure to keep Minutes , Records, and document control	2	Back up of Minutes kept as well as Minute File Asset Register Maintained Annually Record keeping requirements covered by FOI Act & Clerk's Contract
Breach of VAT Rules	2	Monitoring by Internal & External Auditors Records to be kept 6 Years
Breach of members Interest Legislation	2	Monitoring by Clerk, Councillors, County Council

Risk Scale   **1= Low**   **2 = Medium**   **3 = High**

This Risk Assessment covers all known Assets and Liabilities of the Parish Council and is reviewed, agreed and minuted annually.

Risk Assessment

Adopted: 14th March 2017

Reviewed: 12th March 2024