

Midhurst Town Council

**Risk Management Scheme**

**Introduction**

Midhurst Town Council recognises the importance of managing risk related to all aspects the Town Council’s work and services. This includes general day to day engagement with the work of the Town Council and the protection and use of monies received via the parish precept, grants and donations, and income from the Town Council’s Assets. This further includes ensuring that risks regarding the use of the Town 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 Town Council has insurance cover from a broker and insurance provider specialising in local councils. Insurance cover is recognised as a vital part of the Town Council’s operation and provides support and financial recompense (current excess £250) should any issues occur. The Clerk retains all policy details in 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 summary of the policy provision is included in the appendix.

**Risk Assessments**

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| **IDENTIFIED RISK** | **DETAIL OF RISK** | **RISK LEVEL** | **MITIGATION** | **REVIEW REQUIRED** |
| **Assets** (see Asset Register) | | | | |
| Town Council Offices, hall and Council Chamber | Damage, and general wear and tear may occur and the building become unsafe for use | Low | Building inspected on a regular basis | Weekly/monthly inspection |
| Fire could occur | Low | Appropriate variety of fire extinguisher placed around the building, and checked in accordance with regulations.  Fire alarm system inspected six monthly  Fire system checked weekly | Annual Inspections |
| Furniture may become unsafe over time | Low | Furniture inspected on a regular basis | Weekly/monthly inspection |
| Lack of hygiene particularly in the kitchenette and toilets and causing illness | Low | Building cleaned twice a week and daily cleaning of kitchen items. Appropriate sanitary bins in toilets which are regularly emptied. Soap and paper towels always available | Daily/weekly inspection |
| Cemetery | Paths may deteriorate and vegetation growth may cause issues for safe walking | Low | Maintenance carried out on a regular basis | Weekly/monthly inspection |
| Recreation Ground (Play and fitness equipment) | Play and fitness equipment may become unsafe over time | Medium | Checked at monthly inspection and full annual RoSPA inspection | Monthly and annual inspection |
| Recreation Ground (Skatepark) | Surface may become unsafe over time | Low | Condition checked on a monthly basis | Monthly Inspection |
| Public Benches/Picnic Benches (Recreation Ground, Cemetery, North Street, St Ann’s Hill) | May become unsafe over time or come lose from their bolts | Low | Checked at monthly inspection | Monthly Inspection |
| Notice Boards and Information Boards (St Ann’s Hill, The Grange [external wall of building and within the curtilage of the building] and North Street. | May become unsafe over time | Low | Checked each time they are used (fortnightly) | Regular Inspection |
| St Ann’s Hill | Steps and handrails may become unsafe over time | Low | Checked at monthly inspection | Monthly Inspection |
| Trees (Recreation Ground, Cemetery, North Street, St Ann’s Hill) | Tree may become unsafe over time | Medium | Trees are regularly inspected and tree surgery carried out as necessary | Monthly Inspection |
| Bus Shelter, (near Holmbush Store) | May become unsafe over time | Low | Inspected annually to assess condition, and maintenance or replacement undertaken as required | Annual Inspection |
| Telephone Box (North Street) | Telephone box may become unsafe over time | Low | Checked each time the notices are changed in the adjacent notice board although annually would be sufficient | Monthly Inspection |
| Bins (Recreation Ground, Cemetery, and St Ann’s Hill) | Decaying rubbish/broken glass could encourage vermin/could cause injury | Low | Regular emptying undertaken by MTC Groundman to ensure decaying/ dangerous rubbish is removed | Adverse bin condition reported to Clerk by Groundman as necessary |
| Planters, and Hanging Baskets (North Street, West Street, Rumbolds Hill, Church Hill, Red Lion Street, Knockhundred Row) | May become unsafe over time | Low | Checked when watered and periodically during the winter months | Regular Inspection |
| Salt Bins | 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 |
| **Finance** (see Financial Regulations) | | | | |
| Security of finances | Potential for funds to be misappropriated | Low | The Clerk and two authorised Councillors required for funds to be accessed  All bank statements and finance reports listing expenditure and income reviewed month by Finance, Assets, Community and Environment Committee 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) | | | | |
| 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 |
| Lost Children/lost vulnerable adults | Medium | Lost point for children and vulnerable adults established at each event | All risk assessments reviewed prior to task are part of planning and preparation |
| Volunteer Tasks (Events) | 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 |
| **Administration/Business Continuity** | | | | |
| Day to Day operation of the Town Council should Clerk leave unexpectedly | Certain aspects of the operation are only known by the Clerk (particularly in relation to finance) | Low | Deputy Clerk and Events Officer could undertake the operation of the Council | Notes to be prepared and reviewed regularly |
| Website Management should Events Officer leave unexpectedly | Currently the Events Officer is responsible for website maintenance | Low | In event of the Events Officer’s absence, the Clerk could take control and follow notes | Process to be reviewed as necessary |
| Maintenance of outside areas should Groundman leave unexpectedly | Currently the Groundman is responsible for maintenance of outside areas | Low | External contractor would be employed as necessary | Process to be reviewed as necessary |
| Allocation and marking of Graves/Ashes Plots should Groundman leave unexpectedly | Currently the Groundman is responsible for the allocation and marking of Graves/Ashes Plots | Low | In the event of the Groundman’s absence, the Clerk or Events Officer would allocate and mark Graves/Ashes Plots | Process to be reviewed 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 volunteer for the role of Vice-Chairman (and confirmed by vote) up until next Annual Parish Meeting | Process to be reviewed as necessary |
| 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 |
| **Lone Working** | | | | |
| Incident occurring whilst the Clerk or Councillors lone working | Clerk/Councillors more vulnerable when lone working | Low | *Lone-working Policy to be prepared* | *Policy reviewed annually* |

*This policy was reviewed by the Finance, Assets, Community and Environment Committee*

*on 9th October 2023 and will be further reviewed annually.*Appendix





