

SEER GREEN PARISH COUNCIL

ANNUAL RISK ASSESSMENT – FEBRUARY 2024

ITEM AND EXISTING CONTROL MEASURES

1. FINANCIAL & ASSET MANAGEMENT

1.1 Embezzlement / Fraud (Low Risk)

Budget set annually and actuals reviewed twice a year
Annual internal and external audit of accounts
Two bank accounts maintained
Transfers from Deposit A/C instructed by both Financial Officer and Clerk
Payments reviewed at monthly PC meetings
Majority of invoices paid online. Payment setup by Responsible Financial Officer and authorised by a Councillor who signs the original invoice.
All cheques countersigned by two authorised signatories against relevant invoice
Accounts available for public inspection

1.2 Conflict of Interest (Low Risk)

Declaration of Councillors interests
Financial regulations require 3 quotes for contracts >£5000
Revised Code of Conduct signed by all Councillors
Quotations obtained by Clerk/Councillor (if requested) on basis of a defined work specification

1.3 Failure to obtain best value (Low Risk)

Financial regulations require three quotes for contracts >£5000
Quotations obtained by Clerk/Councillor (if requested) on basis of a defined work specification

1.4 Asset damage / theft of property (Low Risk)

Maintain Asset Register
Insurance cover reviewed annually

1.5 Failure to budget adequately / set adequate precept (Low Risk)

Review actuals twice a year
Maintain a list of planned expenditure for earmarked reserves
Long Term Plan updated annually
Maintain financial reserve at minimum of £30,000

1.6 Improper use of grants, donations, etc. (Low Risk)

Monitored by Council

1.7 Incorrect invoicing / goods not supplied (Low Risk)

Both Clerk and cheque signatory check and sign invoices
Monitored by Financial Officer

2. LEGAL COMPLIANCE

2.1 Failure to record financial transactions (Low Risk)

Monitored by Council
Payments reviewed at monthly PC meetings

2.2 Failure to keep minutes & records (Low Risk)

Monitored by Council
Approval and publication of minutes

2.3 Loss of minutes & records (Low Risk)

Computer record backups kept off Clerk's premises
Back up account files

2.4 Failure to comply with employment laws (Low Risk)

Monitored by Chairman with legal advice if necessary

2.5 Failure to comply with data protection laws (Medium Risk)

Records kept by Clerk
GDPR Policy reviewed annually

2.6 Failure to comply with VAT rules (Low Risk)

Monitored by Clerk

3. COUNCILLORS AND CONTRACTORS

3.1 Injury to Councillor, Council Employees or Contractors (Low risk)

Use of preferred contractors
No Councillor should undertake a task without the approval of the Council
No Councillor should put themselves in harm's way at any time.
Job risk assessment & relevant safety training

Use of protective equipment (gloves, goggles, litter pickers etc.)

Preferred contractors insurance details on file

Insurance cover in place

3.2 Litigation by SGPC Service Providers (e.g. damages, non-payment of invoices) (Low Risk)

Invoices paid within 30 days

Justification provided for holding back any funds

Preferred contractors liability insurance details kept on file

Insurance cover in place

3.3 Loss of key personnel (e.g. Parish Clerk, Chair, F.O.) (Low Risk)

Appointment of Financial Officer (F.O.)

Computer record backups kept off Clerk's premises

Full complement of councillors allows wider choice

4. ALLOTMENTS

4.1 Injury to allotment holders as result of accident etc. (Low Risk)

Allotment rules

4.2 Damage to property of council or holders (Low Risk)

SGPC Byelaws and Hire Terms

Insurance

Police patrols

4.3 Public health impact from rats attracted to compost / animal waste (Low Risk)

Allotment rules (including keeping of livestock)

4.4 Debris falling from overhanging trees causing injury (Low Risk)

Annual arboriculture inspection

Monthly inspection by Allotment Association (report filed in risk assessment book)

Inspections recorded in PC Meeting records

Insurance cover in place

5. CEMETERY

5.1 Injury to public from unsafe head stones (Low Risk)

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspection results recorded in PC Meeting minutes

5.2 Debris falling from overhanging trees causes injury (Low Risk)

Annual arboriculture inspection

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspections recorded in PC Meeting records

5.3 Damage / vandalism to graves / vandalism in other areas (Low Risk)

Police patrols

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspections recorded in PC Meeting records

Insurance cover in place

6. PAVILION

6.1 Domestic gas explosion / fire from faulty electrics (Low Risk)

Annual inspection/service, gas, electrical appliances, etc.

Inspections recorded in PC Meeting records

Annual fire risk assessment

Insurance cover in place

6.2 Injury to school staff / children / other users from any other internal faults (Low Risk)

Annual risk inspection of building and grounds

Inspections by the Pavilion Sub Committee recorded in PC Meeting records

Insurance cover in place

6.3 Vandalism / break-in / deliberate fire to pavilion / theft of property from pavilion (Low Risk)

Police liaison and Police patrols

Insurance cover in place

Monthly external Inspection by Parish Councillor

CCTV in place

6.4 Risk of flooding due to burst pipes (Low Risk)

Annual inspection of all internal system.

Inspections recorded in PC Meeting records

Heating kept on low temperature throughout winter to prevent pipes from freezing.

Insurance cover in place

6.5 Disruption/Closure Due To Covid 19/Other Pandemic

Follow Government guidelines

Maintain minimum reserves

7. PLAYGROUND EQUIPMENT

7.1 Injury to children / public as result of badly maintained equipment (Low Risk)

Annual safety inspection/ROSPA or Wicksteed.
Barriers installed by swings
Fortnightly inspections by village handyman
Monthly inspection by Parish Councillor (report logged in risk assessment book)
Inspections recorded in PC Meeting records
Insurance cover in place
Annual arboriculture survey carried out

7.2 Vandalism, graffiti etc. (Low Risk)

Routine inspection and maintenance by village handyman
Insurance cover in place

8. RECREATION GROUND CAR PARK

8.1 Damage to cars / pedestrians etc. resulting from poor surface(Low Risk)

Insurance
Maintain resurfaced car park

8.2 Injury to pedestrian users from vehicle impact (Low Risk)

Pedestrian signs
Insurance cover in place

8.3 Public health impact from bins (Low Risk)

Bucks Council regular emptying of litter bins
Biffa regular emptying of waste bin for Little Ducklings Nursery

8.4 Icy surface leads to vehicle accident or pedestrian injury (Low Risk)

Insurance in place

9. STREET LIGHTS

9.1 Poorly maintained lights (e.g. lights do not work or fall down) / inadequate lighting causing accident / public safety incident (Low Risk)

Maintenance contract
Programme of street lamp replacement
Include provision for street lamp replacement in Long Term Plan
6 year electrical inspection
2 year Enerveo Contracting visual inspection
Cleaning bases and lanterns
Twice yearly Councillor Inspection

10. GREEN WOOD

10.1 Debris falling from overhanging trees causes injury (Low Risk)

Annual arboriculture inspection
Monthly inspection by Parish Councillor (report logged in risk assessment book)
Inspections recorded in PC Meeting records
Insurance cover in place

10.2 Damage to wood by storm / fire (Low Risk)

Insurance cover in place

11. RECREATION GROUND

11.1 Injury to sports players / public as result of uneven ground surface (Low Risk)

Regular grass cutting
Players contract to inspect ground surface
Maintenance, hole filling and 'rest' periods as necessary following inspection
Insurance cover in place

11.2 Injury to sports players / public (Low Risk)

New goal posts supplied
Temporary goal posts to be removed from pitch after game
Goals inspected by teams before use
Insurance cover in place

11.3 Dangerous rubbish (needles / drugs / dog faeces / glass) causing injury / disease (Low Risk)

Provision of dog waste bins
Fortnightly litter pick
Police liaison
Insurance cover in place

11.4 Injury to public through inappropriate use of public space (e.g. playing golf) (Low Risk)

Byelaws
Signs forbidding inappropriate sports

Insurance cover in place

11.5 Debris falling from overhanging trees causes injury (Low Risk)

Annual arboriculture inspection

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspections recorded in PC Meeting records

Insurance cover in place

11.6 Injury to person using the Outdoor Fitness Equipment (Low Risk)

Notices available on nearby noticeboard of exercises to do with the equipment.

Notice also available on liability of those using the equipment.

Fortnightly inspections by village handyman – Clerk notified of any defect found.

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspection of ground surface

Regular grass cutting around equipment

Insurance cover in place

12. OTHER OPEN SPACES (e.g. JUBILEE WALK)

12.1 Dangerous rubbish (needles / drugs / dog faeces / glass) causing injury / disease (Low Risk)

Fortnightly litter pick

Police liaison

Insurance cover in place

12.2 Debris falling from overhanging trees causes injury (Low Risk)

Monthly SGPC inspection

Inspections recorded in PC Meeting records

Insurance cover in place

13. GREEN MEADOW

13.1 Danger to adjacent road traffic from user activities within or entering / exiting (Low Risk)

Gated entrances and exit barrier

SGPC Byelaws prohibit ball games

Signs forbidding ball games

Insurance cover in place

13.2 Dangerous rubbish (needles / drugs / dog faeces / glass) causing injury / disease (Low Risk)

Regular litter pick

Signs forbidding dogs

Police liaison

Insurance cover in place

13.3 Debris falling from overhanging trees causes injury (Low Risk)

Annual arboriculture inspection

Monthly inspection by Parish Councillor (report logged in risk assessment book)

Inspections recorded in PC Meeting records

Insurance cover in place

14. FOOTPATHS

14.1 Badly maintained / overgrown footpaths leading to injury (Low Risk)

Visual inspection & reports to Bucks Council – Rights of Way Dept. & Landowner

Inspections recorded in PC Meeting records

14.2 Debris falling from overhanging trees causes injury (Low Risk)

Visual inspection & reports to Bucks Council & Landowner

Requests to Bucks Council to formally inform landowners

Newsletter articles for public awareness

15. PAVEMENTS (Bucks Council Accountability)

15.1 Badly maintained pavements leading to injury (Low Risk)

Report defects to Bucks Council

Request Bucks Council take action

Bucks Council Community Board funding

15.2 Icy pavements leading to slips and injuries (Low Risk)

Report key risk areas to Bucks Council

16. ROAD TRAFFIC (BCC Accountability)

16.1 Injury from traffic accident (Low Risk)

Police liaison

School liaison (Safer route to schools)

Periodic use of Mobile SID/requests for Police speed check

Vehicle Activated Sign (VAS) installed on School Lane and Chalfont Road and an additional MVAS on School Lane which can be moved to Long Bottom Lane

17. ROAD CONDITIONS (BCC Accountability)

17.1 Damage to vehicles or injury to pedestrians through vehicles hitting/manoeuvring to avoid potholes (Low Risk)

Report potholes to Bucks Council
Request Bucks Council take action
Encourage public reporting of potholes

17.2 Icy roads lead to vehicle accident and injuries (Low Risk)

Request Bucks Council take action
Salt bins installed at Bayne Hill & Gurnells Road

18. JUBILEE HALL (Jubilee Hall Management Committee Accountability)

18.1 Building and Occupancy Risks (Low Risk)

Annual risk inspection
Separate Risk Register maintained

18.2 Domestic gas explosion / fire from faulty electrics (Low Risk)

Annual inspection/service, gas, electrical appliances, etc.
5 year wiring check
Inspections recorded in Jubilee Hall Committee records kept by Clerk
Annual fire risk assessment
Insurance cover in place

18.3 Injury to school staff / children / other users from any other internal faults (Low Risk)

Inspections recorded in Jubilee Hall Committee records
Insurance cover in place

18.4 Vandalism / break-in / deliberate fire to Jubilee Hall / theft of property from Jubilee Hall (Low Risk)

Police liaison and Police patrols
Insurance cover in place

18.5 Risk of flooding due to burst pipes (Low Risk)

Annual inspection of all internal system.
Inspections recorded in PC Meeting records
Heating kept on low temperature throughout winter to prevent pipes from freezing.
Insurance cover in place

18.6 Disruption/Closure Due To Covid 19/Other Pandemic

Follow Government guidelines
Maintain minimum reserves

19. Bus Shelter

To be inspected annually. Contractor clears litter and leaves on a regular basis.

REGULATORY AND/OR IMPORTANT INSPECTIONS

Annual arboriculture inspection at Recreation Ground/Allotments	September	by Professional Arboriculturist
Annual arboriculture inspection at Cemetery	September	by Professional Arboriculturist
Annual arboriculture inspection at Green Wood	September	by Professional Arboriculturist
Annual arboriculture inspection at Green Meadow	September	by Professional Arboriculturist
Annual arboriculture inspection at Jubilee Walk	September	by Professional Arboriculturist
Annual Pavilion Fire Risk Assessment	September	by Pavilion Sub Committee and Holder Fire and Safety (if changes to the building)
Annual Pavilion Gas Inspection	August	by Heat Industrial or similar professional/qualified company
Pavilion Electrical Inspection (inc. PAT)		Clerk to arrange inspections – Fixed wiring every 5 years PAT testing every other year.
Jubilee Hall Fire Risk Assessment	December	by Jubilee Hall Committee
Annual Jubilee Hall Gas Inspection	August	by Heat Industrial or similar
Jubilee Hall Electrical Inspection (inc. PAT)		Clerk to arrange inspections – Fixed wiring every 5 years PAT testing every other year by School.
Playground Inspection	May	Annually by Wicksteed or ROSPA. Fortnightly by contractor
All Parish Council land/properties	Monthly	Each month one councillor is delegated to carry out visual inspection.

Survey Provider Reports to be presented to SGPC, noted in Minutes and held on file