

# Cogenhoe & Whiston Parish Council

---

## Risk Management Policy

### 1 Scope & Purpose

This document describes the Risks held by Cogenhoe & Whiston Parish, and managed by Cogenhoe & Whiston Parish Council.

### 2 Introduction

#### 2.1 Risk versus Hazard

It is a common mistake to confuse “Risk” and “Hazard”. A Risk Register should not be a list of Hazards, or potential Hazards. These definitions should help clarify the difference.

A **Hazard** is a specific thing or event which can cause harm to people or result in damage to property. All Hazards should be removed and negated in the interest of safety.

A **Risk** is the remaining probability of some adverse event that is left when all possible Hazards have been removed.

#### 2.2 Management of Risk

In Managing Risk and Hazard in the Parish, all parishioners, as part of their day-to-day life conscientiously pay attention to potential problems in the parish. In the normal course of events, parishioners notify the Parish Council or other responsible bodies as required or appropriate.

The purpose of this risk register is to list all remaining risks that we have identified, and their mitigation. This mitigation can be effected by;

-Careful monitoring

-Through the Public Liability Insurance held for this purpose by Cogenhoe & Whiston Parish Council.

### 3 Risk Register

#### 3.1 Risk Weighting

The Risk Weighting is a measure of the relative severity of each Risk. Each Risk is assigned an “Impact” and a “Probability of occurrence”.

The Impact is an indication of the severity of the effects if the Risk were to become material. This is described as being High, Medium or Low, and this is weighted as being 5, 3, and 1 respectively.

The Probability of occurrence is the estimated percentage chance of the event occurring over a period of time. The period of time chosen is 12 months because

- a) This relates to period of insurance (renewed on an annual basis)
- b) This relates to the period reporting of the Parish Council, where the Parish Council reports on an annual basis
- c) Also a 12 month period is a manageable period over which to assess and estimate the probability of any Risk occurrence.

So, if something “will happen” once per year, this is given a probability of 0.27% i.e.  $1/365 \text{ days} = 0.27\%$

### **3.2 Mitigation**

The mitigation column shows controls for the Risk. Ultimately all Risks are mitigated by the Public Liability Insurance held by Cogenhoe & Whiston Parish Council through Local Council Insurance.

### **3.3 Inclusion in the Risk Register**

Risks included in this register are only those identified as being the responsibilities of Cogenhoe & Whiston Parish Council.

### 3.4 The Risk Register

	<b>Impact</b> High, Medium or Low. Weighted 5, 3,1	<b>Probability of occurrence</b> estimated percentage chance of the event occurring over a 12 mth period	<b>Mitigation – controls to minimise the risk</b>
<b>Assets</b>			
Protection of physical assets	M	0.80%	All assets are insured: insurance values checked every year.
<b>Volunteers</b>			
Risk of injury whilst carrying out task for council.	M	0.80%	Record all volunteers. Risk Assess task. Cover under insurance policy.
<b>Street Lighting</b>			

Street light blowing over and hitting a passer by	L	0.27%	Maintenance by Electricity Company
Part of street light blowing off and hitting passer by	M	0.55%	Maintenance by Electricity Company
<b>Parish Clerk</b>			
Parish Clerk becoming injured from electrical equipment etc.	L	0.27%	Covered under insurance policy
Parish Clerk – lone working	L	0.54%	Clerk to take all reasonable precautions for own safety
<b>Other Risks</b>			
Pedestrian Seats including bus shelter seat	M	0.54%	The normal reporting process of parishioners should ensure all problems are promptly reported. Annual check completed.
<b>Financial Risks</b>			
Precept	H	0.27%	Precept insufficient to meet costs of council. Continue to present full budget proposal based on previous years costs and with contingency for rise in costs for full consideration by full council.
Precept spent before year end	H	0.27%	Clerk to continue to report budget-monitoring quarterly.
Illegal expenditure	H	0.27%	IFO to continue to check monthly bank statements and clerk to report all income & expenditure monthly with 1/4ly financial updates.  Fidelity Guarantee as part of Insurance Policy.
Accounting – non-standard or non-compliant records kept. Non-compliance with audit	H	0.27%	Continue to require adequate, complete and statutory financial records and accounts. Monitored by IFO in accordance with

requirements.			Financial Standing Orders. Appoint internal auditor.
<b>Liability</b>			
Risk to third party, property or individuals.	M	0.54%	Insurance in place, regular checks of hazards.
<b>Legal Liability</b>			
Ensuring council activities are within legal powers	M	0.27%	Clerk clarifies & advises on legal position and advice sought where necessary.
Proper document control	L	0.27%	Legal documents kept in secure filing cabinet in Clerk's home. Electronic records stored on password-protected Google drive & website with Chairman having access to passwords. All data stored in compliance with Data protection Act & council policies Historic records lodged with Records Office, Northampton.
Councillor propriety – register of interests	L	0.54%	All councillors complete register of interest and asked to disclose at every meeting. Reminder sheet available to clarify what is a prejudicial/pecuniary interest at every meeting. These are reviewed annually at the Annual Parish Council meeting.

This risk management paper was considered by Cogenhoe & Whiston Parish Council on 7/7/14 and will be reviewed again in 12 months.

Signed.....Jon Bailey, Chairman

Reviewed 1.6.15, 27.5.16, 5.6.17, 22.8.18