

## **Risk Register**

### **Definition of Risk**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus; structures and processes, standards of conduct and service delivery arrangements.

Risks have been graded as high, medium or low depending on both the likelihood of an event occurring and the possible consequences of such an occurrence. Hence although an event may have a low probability of occurrence it may have a high value for a negative consequence, so it could be evaluated as high risk.

The Risk Register is an important document with respect to our insurance as it shows that we have properly considered and mitigated the areas of risk. Failure to show that we have done so may result in difficulties, at a later date, when making an insurance claim.

### **Summary of Actions**

#### **Items from the Risk Register**

1. Allotments – ensure sheds are properly insured and maintained by allotment holders.
2. Trees – ensure we have sufficient professional assurance that all trees for which we are responsible are safe.
3. Memorial – when was it last professionally assessed for stability? Consider an appropriate time lapse for another inspection.
4. Business recovery – ensure the RFO and Clerk keep all PC records on a memory stick and that from time to time a master copy be updated and stored separately e.g. with Chair or Vice Chair. Purchase and distribute 4 memory sticks.
5. Health and Safety – ensure professional assessment of Clerk's home working location.
6. Record keeping – ensure all correspondence and other records and documents are kept for 6 years – either in paper form or electronically.
7. Employment – ensure the Clerk's contract of employment complies with best practice guidance.
8. Employment – in case of prolonged illness, ensure one or more of the councillors has a working knowledge of the Clerk's duties and can act as a temporary stand in.
9. Neville Hall Trust – ensure there is a professional valuation of property for insurance purposes.
10. Neville Hall Trust – ensure that the MT prepares a similar Risk Register and implements the actions.

11. Neville Hall - ensure MT complies with its terms of reference. Note Item 4, list of cheques issued and copies of bank statements to be emailed to the PC on a monthly basis has not been implemented as stated.
12. Pond at Shurlock Rd. This land is not owned by us, it is not on our asset register, and hence we have no responsibility for it. However by placing our notice board on it and cutting the grass do we take on liability? If so we need to urgently obtain professional advice on Health and Safety re the risks from the pond. Discuss and determine.

#### Items from the Visual Inspection.

1. Burial Ground paths are cracked and may present a trip hazard. We need to make a decision on what to do – are they safe enough for now, a watching brief or what?
2. Burial Ground – the trees by the car park look very precarious. It is suggested that professional assessment is urgently sought re safety.
3. Benches – most could do with a scrub and a preserving treatment. In addition the hard standing under the bench at Shurlock Row bus stop is cracked. This may be a trip hazard. We need to decide if it is sufficiently OK to keep a watching brief or if action needs to be taken now.
4. PROW notice board outside Neville Hall. The PROW dept at RBWM have been informed of the wear and tear at the base and of the protruding bolt in the framework.
5. Light fitting cement pole outside Neville Hall is not upright. We need to decide if this requires further attention or not.
6. The Pound requires urgent attention and quotes are being procured. Should it be taped off until it has been repaired/replaced?
7. Milley Rd playing field fencing has several issues. The top wire is collapsing. There is a gap in fencing on the road side. The old unused concrete fencing posts have long protruding bolts. We need to decide what actions we will take, if any.