

# RISK ASSESSMENT

## HEDGERLEY PARISH COUNCIL

### 2023/2024

#### Democratic Process and Public Engagement

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
4 yearly election By –election	High Low	High High	<ul style="list-style-type: none"> <li>• Support district in promotion</li> <li>• Allow cost of election in budget</li> <li>• Allow for 50% cost of bye-election in budget</li> </ul>
Breach of Freedom of Information & data protection Requirements	Low	High	<ul style="list-style-type: none"> <li>• Council adopts publication scheme</li> <li>• Clerk understands requirements</li> <li>• Clerk &amp; Council attend meetings</li> <li>• Clerk has necessary advice from BALC</li> </ul>
Liability to public	Low	High	<ul style="list-style-type: none"> <li>• Adequate public liability insurance</li> </ul>

#### Asset Management

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Physical Assets unknown	Low	Low	<ul style="list-style-type: none"> <li>• Develop and keep under review asset register</li> </ul>
Liability to the public	low	High	<ul style="list-style-type: none"> <li>• Public liability insurance</li> </ul>
Accidental damage	low	low	

## Contracts for services & supplies

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Contractor defaults and/or low quality of work	low	med	<ul style="list-style-type: none"> <li>• Ensure complete audit trail from decision and signed contract to payments</li> <li>• Ensure contract is water tight re work required and actions taken in the event of default</li> <li>• </li> </ul>
Public injury	low	high	<ul style="list-style-type: none"> <li>• Ensure contract is subject to risk assessments and public liability cover</li> </ul>
Unauthorised direction to contractor/suppliers	low	med	<ul style="list-style-type: none"> <li>• Direction must be made by Clerk</li> </ul>

## FINANCIAL MANAGEMENT RISK ASSESSMENT

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Inadequate internal audit	Low	Low	<ul style="list-style-type: none"> <li>• Appointment of independent and competent professional person for IA</li> <li>• Review appointment annually</li> <li>• Annual review of effectiveness</li> <li>• Implement internal audit recommendations</li> </ul>
Lack of financial control	Low	Low	<ul style="list-style-type: none"> <li>• Stay up to date with financial regulations</li> <li>• Regular accounts and bank reconciliations</li> <li>• Implement any recommendations from Mazars</li> </ul>
Poor contractual arrangements	Low	Med	<ul style="list-style-type: none"> <li>• Review contractual arrangements annually</li> </ul>

**Amenity Land/Kiln and Kemsley wood, the Green,  
Old Village Green, Glebe Field**

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Trip hazards on footpaths, from branches and weeds	Low	Med	<ul style="list-style-type: none"> <li>• Ensure regular maintenance, grass cutting, brush cutting</li> <li>• Woodland management, tree inspection</li> </ul>
Dog fouling	Med	Med	<ul style="list-style-type: none"> <li>• Adequate number of dog bins provided</li> </ul>
Inadequate maintenance	Low	Med	<ul style="list-style-type: none"> <li>• Regular mowing schedule</li> <li>• Hedging maintenance</li> <li>• Fencing maintenance and repair</li> </ul>
Village Pond	Low	Med	<ul style="list-style-type: none"> <li>• Regular clearance of weed when required</li> <li>• Adequate fencing of perimeter</li> </ul>
Football club	Low	Med	<ul style="list-style-type: none"> <li>• Ensure adequate insurance in place</li> <li>• Regular review of annual lease</li> </ul>
Rugby club	Low	Med	<ul style="list-style-type: none"> <li>• Ensure adequate insurance in place</li> <li>• Regular review of annual lease</li> </ul>

**Children's play area**

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Damage to equipment, safety surface and fencing	Low	Med	<ul style="list-style-type: none"> <li>• Regular inspections</li> </ul>
Injury	Low	Med/high	<ul style="list-style-type: none"> <li>• Public liability insurance</li> </ul>

**Parish Council office, at Owl's Hoot Farm, Slade Oak Lane, Gerrards Cross**

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Break in, burglary	Low	High	<ul style="list-style-type: none"> <li>• Covered by HPC insurance</li> <li>• Independently alarmed</li> <li>• Gated and locked property when unattended</li> <li>• Flock of geese on property</li> <li>• Dogs on property</li> </ul>
Fire	Low	High	<ul style="list-style-type: none"> <li>• Regularly inspected fire extinguishers</li> </ul>