

Bisham Parish Council
Risk Management Strategy 2018-19

Description of Organisation

Bisham Parish Council is a Local Council operating within the Royal Borough of Windsor and Maidenhead. The Council has a turnover of less than £25,000 per annum and employs a part-time Clerk who acts as the Responsible Financial Officer. The Council own three open space areas that are accessible to the public as detailed below.

Areas of Liability

Assets – “Parish Land” comprising of; The Orchard, The Playground and The Slipway; two adopted Phone Kiosks

Financial – Accounting, Cash Control, Audit.

The Public – See Assets.

Legal – Standing Orders, Financial Regulations, Records of the Council.

Members – Declarations of Interest, Receipt of Gifts, Bribery.

Employees – Conditions of Employment, Compliance with Employment Law

Parish Land

The Parish Land is divided into three distinct areas; The Orchard, The Slipway and The Playground.



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Position - Clerk	Date of Review – 31/03/2019

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The Orchard (Green Area) is a 0.93ha, semi-landscaped area with public access. The site features seating areas, a small bridge across a stream and a dog waste bin.

The Playground (Purple Area) is a 0.07 ha children’s recreation area featuring several items of outdoor play equipment.

The Slipway (Blue Area) is a 0.08ha semi-landscaped area immediately adjacent to the River Thames, featuring seating and access to the water.

Site Visitors

- Members of the General Public (inc, Runners, Fishermen etc) – Daily
- Council Staff – Occasionally
- Maintenance Staff – Monthly

Permitted Activities

Below is a description of the activities typically undertaken on the site;

- Public
 - Walking (Hiking, Dog-Walking etc.)
 - Cycling (Off road etc.)
 - Ball Sports
 - Fishing
- Staff
 - Repairing Structures (Fences, Seating, Gates etc)

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- Cutting back vegetation (with Flails, Chainsaws etc)
- Wood Chipping

Equipment

Below is a description of temporary and permanent equipment and substances to be found on the site.

- Permanent
 - Fencing
 - Gates
 - Signage
 - Play Equipment
 - Seating - Picnic tables, wooden benches and “Informal Seating”

- Temporary
 - Vehicles – (e.g. Maintenance Vans)
 - Agricultural Cutting equipment – (e.g. Flails and Chainsaws)
 - Fuel Products – (e.g. Petrol for Chainsaws etc.)
 - Herbicides and Pesticides

Legal Governance

It is the responsibility of the Council to ensure that it is acting according to the law.

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Financial Conduct

The Council has an obligation to conduct its finances in a responsible and transparent manner.

Members

Members are obliged to follow the Council’s Code of Conduct, and to declare any interest in matters brought before them.

Employees

The Council are responsible for ensuring that employees are protected by the relevant legal obligations of an employer.

Risks and Controls

High Risk 11-16	Medium Risk 6-10	Low Risk 1-5
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Assets					
Hazard	Description	People Affected*	Risk (out of 16)	Control	Residual Risk
The wooden fencing surrounding The Orchard	The wooden fence surrounding The Orchard provides a safety barrier between users of the space and the Public Highway.	Members of the public using the Orchard	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4	Routine visual checks on the condition of the fencing by Maintenance Staff	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4

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Uneven surfaces	There is a potential for trips and falls for pedestrians, horse riders and cyclists, with the potential for injury.	Members of the public. Members of Maintenance Staff	Likelihood = 2 Consequence =2 Risk = 2 X 2 Risk = 4	Routine visual checks on the condition of the surfaces by Maintenance Staff	Likelihood = 2 Consequence =2 Risk = 2 X 2 Risk = 4
Maintenance Vehicles. (Temporary)	Vehicles operate in open areas, accessible to the general public	Members of the general public Members of staff conducting task (Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	All machine operations are to be carefully controlled with safe systems of work in place and adhered to (including appropriately trained and supervised staff; appropriate personal protection equipment). The area being worked on should be visibly out of bounds to members of the public and non-essential staff.	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4
Chainsaws, Agricultural Cutting Machinery (Temporary)	In the wooded areas of the site, staff have to perform cutting duties using chainsaws. As well as the risks to the operator, the general public has access to this arer. Contact with the moving blades can result in very serious injury or death.	Members of the general public Members of staff conducting task	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	All machine operations are to be carefully controlled with safe systems of work in place and adhered to (including appropriately trained and supervised staff; appropriate personal protection equipment). The area being worked on should be visibly out of bounds to members of the public and non-essential staff.	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4

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Herbicides (Temporary)	At certain intervals throughout the year, staff members may spray the area with Weedkiller. Members of the public have access to the site during these operations and may come into contact with the chemicals on the footpath. Contact with the chemicals can cause illness.	Members of the General Public Members of staff conducting task	Likelihood = 2 Consequence =3 Risk = 2 X 3 Risk = 6	Staff using herbicides to be appropriately trained and using the correct personal protection equipment.. Chemicals to conform to COSHH regulations. Areas being sprayed to be visibly signed to warn the public and non-essential staff.	Likelihood = 1 Consequence =2 Risk = 1 X 2 Risk = 2
Fouling and Litter	Incidences of dog/horse fouling on the site. May cause disease on contact. Incidences of litter or fly tipping may contain harmful substances or dangerous objects	Members of the public	Likelihood = 2 Consequence =3 Risk = 2 X 3 Risk = 6	Fouling and litter removed as part of Maintenance.	Likelihood = 1 Consequence =3 Risk = 1 X 3 Risk = 3
River Access	The Slipway area has unrestricted access to a relatively fast-flowing section of the River Thames. As the area is used unsupervised, there is a potential risk to members of the public falling into the water.	Members of the Public. Maintenance Staff	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Safety information displayed at the entrance to the site, with relevant emergency contact numbers.	Likelihood = 2 Consequence =3 Risk = 2 X 3 Risk = 6

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Play Equipment	The play equipment is unsupervised and could lead to misuse. Also, any damage to the equipment may render it unsafe.	Members of the Public.	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Safety information displayed at the entrance to the site, with relevant emergency contact numbers. Annual Safety Check of equipment.	Likelihood = 1 Consequence =3 Risk = 1 X 3 Risk = 3
General Risk of Injury on Parish Land	There is a general risk of injury from users of Parish Land that would fall under the Liability of the Council.	Members of the Public.	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Appropriate Public Liability Insurance in Place. Annual Safety Inspections. Appropriate Methodologies and Insurance supplied by contractors.	Likelihood = 2 Consequence =2 Risk = 2 X 2 Risk = 4
Phone Kiosks	There is a risk of Injury from broken glass, particularly on the KX 100 type, near to The Orchard.	Members of the Public	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Glass installed to highly specific specifications with is toughened and shatter-proof.	Likelihood = 1 Consequence =1 Risk = 1 X 1 Risk = 1
Phone Kiosks	The Kiosks also have a maintained electricity supply	Members of the Public	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	The Electricity supply is maintained by BT to strict specifications for on-street electrical appliances	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4

Finance

Hazard	Description	People Affected*	Risk (out of 16)	Control	Residual Risk
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Cash Loss control	There is a risk associated with financial mismanagement or misconduct	Members.	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Insurance cover. Financial oversight (monthly Updates to the Members). Observance of Regulations. Robust Account Keeping. Multiple signatories for all transactions.	Likelihood = 1 Consequence =2 Risk = 1 X 2 Risk = 2
Emergency Payments	There is a risk associated with the need for potential unforeseen costs, such as legal fees, that could not be met within the annual budget	Members.	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	A surplus to be maintained of approximately £20,000 annually	Likelihood = 2 Consequence =2 Risk = 2 X 2 Risk = 4
GDPR	The Council acts as a Data Controller for personal data	Members	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Adoption of Policy to restrict personal Data held and safeguards against data loss	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4

Legal Liability					
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The Council has a duty to act within the law	The activities of the Council need to adhere to strict legislative guidelines. There is a potential for the actions of the Council to be considered unlawful, regardless of intention.	Members.	Likelihood = 2 Consequence =4 Risk = 2 X 4 Risk = 8	Clerk to advise where appropriate. External advice when necessary. Robust meeting Minutes kept, etc. Ongoing training.	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4
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Members Liability					
Hazard	Description	People Affected*	Risk (out of 16)	Control	Residual Risk
Members may act inappropriately or unlawfully	Council Members must act impartially and without prejudice. Receipt of gifts or other enticements could be construed as unlawful	Members.	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4	Declaration of Interests featured on each agenda. Gifts over the value of £25 to be declared.	Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4

Employers Liability					
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<p>The Council employs a part-time member of staff and must follow the necessary employment guidelines.</p>	<p>The terms of employment must be commensurate with the legal guidelines, ensuring that all necessary obligations are met. If not, there is potential that the Council could be acting unlawfully</p>	<p>Members. Staff.</p>	<p>Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4</p>	<p>Clerk to ensure compliance with employment law. External guidance sought when necessary. Issue and work within contracts of employment. One Member to act as HR Committee</p>	<p>Likelihood = 1 Consequence =4 Risk = 1 X 4 Risk = 4</p>
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