

RISK ASSESSMENT

HEDGERLEY PARISH COUNCIL

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"> • Support district in promotion • Allow cost of election in budget • Allow for 50% cost of bye-election in budget
Breach of Freedom of Information & data protection Requirements	Low	High	<ul style="list-style-type: none"> • Council adopts publication scheme • Clerk understands requirements • Clerk & Council attend meetings • Clerk has necessary advice from BALC
Liability to public	Low	High	<ul style="list-style-type: none"> • Adequate public liability insurance

Asset Management

Hazard/Risk	Likelihood	Impact	Treatment Control Measure
Physical Assets unknown	Low	Low	<ul style="list-style-type: none"> • Develop and keep under review asset register
Liability to the public	low	High	<ul style="list-style-type: none"> • Public liability insurance
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"> • Ensure complete audit trail from decision and signed contract to payments • Ensure contract is water tight re work required and actions taken in the event of default •
Public injury	low	high	<ul style="list-style-type: none"> • Ensure contract is subject to risk assessments and public liability cover
Unauthorised direction to contractor/suppliers	low	med	<ul style="list-style-type: none"> • Direction must be made by Clerk

FINANCIAL MANAGEMENT RISK ASSESSMENT

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

**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"> • Ensure regular maintenance, grass cutting, brush cutting • Woodland management, tree inspection
Dog fouling	Med	Med	<ul style="list-style-type: none"> • Adequate number of dog bins provided
Inadequate maintenance	Low	Med	<ul style="list-style-type: none"> • Regular mowing schedule • Hedging maintenance • Fencing maintenance and repair
Village Pond	Low	Med	<ul style="list-style-type: none"> • Regular clearance of weed when required • Adequate fencing of perimeter
Football club	Low	Med	<ul style="list-style-type: none"> • Ensure adequate insurance in place • Regular review of annual lease
Rugby club	Low	Med	<ul style="list-style-type: none"> • Ensure adequate insurance in place • Regular review of annual lease

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"> • Regular inspections
Injury	Low	Med/high	<ul style="list-style-type: none"> • Public liability insurance

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

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