

Risk Register - Humbleton Parish Council

Risks Management Summary Information

Number of risks raised	27	Number of Open Risks	0
		Number of high scoring (RED) open risks	0
Open risks not reviewed in the last 4 weeks	0	Percentage of open risks that are RED	0%

Baseline Risk Information

Risk Action Information

Risk Ref No	Risk Description	Date Identified	Impact (1-4)	Like-likelihood (1-4)	Risk Score	Date of Last Review	Risk Treatment Action(s)	Date Action Due	Action Status	Impact After Action	Likely-hood After Action	Risk Score After Action	Risk Status (Open, Closed, Controlled)	Action Owner	Comments/ Progress
1	Burial Ground - risk of personal injury	17-Nov-08	1	1	1	19-Nov-23	Acceptance - no immediate problems		complete	1	1	1	controlled	Deg Burton	JB usually cuts the grass and will be asked to report any issues as they occur
2	Bus shelters - risk of vandalism and damage	27-Nov-08	1	1	1	19-Nov-23	Acceptance - based on history never really been an issue		complete	1	1	1	controlled	All Parish Councillors	All Parish Councillors to carry out visual assessments when passing
3	Clock - risk of injury to maintenance operatives	27-Nov-08	3	1	3	19-Nov-23	Acceptance - only competent operatives to be asked to carry out maintenance		complete	3	1	3	controlled	Clerk	Orders for maintenance only to be issued to competent operatives
4	Code of conduct of councillors – risk of compromising independence i.e. not declaring conflicts of interest;	27-Nov-08	3	1	3	19-Nov-23	Prevention - to be added as a standard item on the agenda for each meeting		complete	2	1	2	controlled	Clerk	Agenda for meetings to be adjusted to include as declaration of interests
5	Council meetings – risk of council not being managed properly by failure to hold meetings and conduct in proper manner	27-Nov-08	3	1	3	19-Nov-23	Reduction - Clerk & Cllrs. to be offered training through ERYC when available		complete	2	1	2	controlled	Chair	Chair to encourage take up of training opportunities
6	Council property – risk of loss	27-Nov-08	4	2	8	19-Nov-23	Acceptance - a asset register to be produced and assets checked annually for condition etc		complete	2	1	2	controlled	Clerk	Asset register maintained and is reviewed as part of internal and external audit annually
7	Council documents - risk of loss	27-Nov-08	4	2	8	19-Nov-23	Reduction - Clerk to be provided with means of safe storage		complete	2	1	2	controlled	Clerk	With the use of the cloud storage is less of an issue
8	Drainage – risk of flood, failure to maintain proper defences/management of drainage issues	27-Nov-08	4	1	4	19-Nov-23	Reduction - drains to be inspected annually		complete	2	1	2	controlled	All Parish Councillors	Sludging of drain at South end of village performed annually
9	Financial management – risk of fraud; risk of mismanagement of funds	27-Nov-08	4	1	4	19-Nov-23	Reduction - accounts to be audited annually, bank statements available to inspect at Council meetings		complete	3	1	3	controlled	Clerk	Clerk to arrange for statements at each meeting and for accounts to be annually audited for internal purposes only
10	Land management – risk of poor management i.e. failure to consider sufficient insurance	27-Nov-08	4	3	12	19-Nov-23	Reduction - advice to be obtained on insurance		complete	3	2	6	controlled		Use of experienced parish council broker to arrange insurance

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11	Litter – risk of being overcome by litter resulting in increase in vermin	27-Nov-08	3	1	3	19-Nov-23	Acceptance - bins have been placed in main housing area		complete	1	1	1	controlled	All Parish Councillors	All Parish Councillors to monitor and advise ERYC of any build up of litter and fly tipping
12	Dog fouling – risk of injury/illness to public by fouling	27-Nov-08	3	1	3	19-Nov-23	Transfer - ERYC anti social behaviour team has responsibility to monitor and take necessary action		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to keep watchful eye and report any build up to ERYC. To arrange also for stencilling on paths if necessary
13	Play areas – risk of injury in public areas (village green)	27-Nov-08	4	1	4	19-Nov-23	Transfer - ERYC land and responsibility for safety issues		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to keep watchful eye for damage to the area and report to ERYC
14	Public seats – risk of injury to public	27-Nov-08	2	1	2	19-Nov-23	Acceptance - seats maintained in good order		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to carry out visual assessments when passing
15	Street lighting – risk of failure resulting in injury	27-Nov-08	3	1	3	19-Nov-23	Transfer - ERYC have responsibility for maintenance		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to carry out visual assessments when passing & report defects to ERYC
16	Village signs – risk of damage resulting in injury	27-Nov-08	2	1	2	19-Nov-23	Transfer - ERYC have responsibility for maintenance		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to carry out visual assessments when passing & report defects to ERYC
17	Brick village planter signs - risk of damage resulting in injury and planting not attended to	13-Aug-09	3	2	6	19-Nov-23	Acceptance - Friends of Humbleton have had each planter adopted for maintenance by a resident and will monitor for damage		complete	2	1	2	controlled	All Parish Councillors	All Parish Councillors to have watching brief and report any concerns to Clerk
18	Failure to comply with standing orders & financial regulations	07-Apr-10	3	2	6	19-Nov-23	Acceptance - Clerk to draft a set of the standing orders & financial regulations for approval at the next meeting		complete	2	1	2	controlled	Clerk	Standing Orders & Financial Regulations approved and in place

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19	Risk to children from traffic	02-Jun-11	3	3	9	19-Nov-23	Acceptance - short term PCSO's to be requested to do community engagement and education to the young people. ERYCC to be contacted re highway improvements and or speed reduction schemes	11-Jul	complete	3	2	6	controlled	Clerk	Councillors to keep an eye out for potential issues in the future. ERYC carried out speed tests with 85% vehicles under the speed limit hence no additional signage. Police to be advised if any further problems
20	Loss of data on Clerk's personal PC / laptop	30-Apr-14	3	1	3	19-Nov-23	Acceptance - back up of data on regular basis to separate source		complete	2	1	2	controlled	Clerk	All electronic files now stored in the cloud
21	Loss of services of employee (Clerk)	30-Apr-14	3	1	3	19-Nov-23	Acceptance - immediately advertise locally if permanent vacancy arises		complete	3	1	3	controlled	All Parish Councillors	
22	Annual precept not set correctly	30-Apr-14	3	1	3	19-Nov-23	Acceptance - Clerk experienced accountant, budget prepared annually and discussed at November meeting		complete	3	1	3	controlled	All Parish Councillors	Finance report presented at each Parish Council meeting, annual budget prepared and reviewed
23	Injury to children near bus stop by approaching vehicles	20-Nov-14	3	2	6	19-Nov-23	Acceptance - parish to monitor and feedback to ERYC		complete	3	2	6	controlled	All Parish Councillors	Raised with ERYC for action 21/11/14, rejected by ERYC, parish to monitor and feedback to ERYC as issues arise
24	Damage / demolition to bus shelters	21-Nov-19	2	4	8	19-Nov-23	Acceptance - as reliant on drivers being responsible		complete	2	4	8	controlled	All Parish Councillors	All Parish Councillors to carry out visual assessments when passing
25	Drains near Humbleton bus shelter (west) overflow	06-Feb-20	2	4	8	19-Nov-23	Acceptance - state of drain / beck to be reviewed and prompt reporting to ERYC		complete	2	4	8	controlled	All Parish Councillors	Watching brief by Parish Councillors when passing
26	Damage to phone kiosks	06-Feb-20	1	2	2	19-Nov-23	Acceptance - any issues to be reported to clerk promptly		complete	1	2	2	controlled	All Parish Councillors	Watching brief by Parish Councillors when passing & report to Clerk
27	Reinstatement of public bridlepath from Humbleton to Elstronwick	06-Feb-20	1	1	1	19-Nov-23	Acceptance		complete	1	1	1	controlled	All Parish Councillors	No action to date - watching brief by all Councillors