

## WYCK RISSINGTON PARISH COUNCIL: RISK MANAGEMENT PLAN: 30 Nov 2020

Risk	Likelihood <sup>1</sup>	Impact <sup>2</sup>	Score <sup>3</sup>	Measures (or mitigations) to manage risk	Notes
<p><b>Cutting the green:</b> death, injury, vehicular collision, other damage arising from use of large plant (see risk below)</p>	L	M	M	<ul style="list-style-type: none"> <li>• Use experienced contractors</li> <li>• Obtain risk and method statement (RAMS), or in lieu of this, assurance that the cut will be carried out by a named individual with the necessary experience and expertise</li> <li>• Check contractor has public liability insurance</li> <li>• Obtain advance notice of cut</li> </ul>	<p>The Council has adopted a management plan for the green based on lifting the 1<sup>st</sup> cut. Normal landscape companies are not able to do this and historically we have been reliant on a single ‘agricultural’ contractor who uses relatively large plant. While the contractor has PLI, we have not historically been able to obtain RAMS or advance notice of when the cut will take place</p> <p>NB: implications of damage to inspection covers noted elsewhere</p>
<p><b>Lifting the first cut:</b> the current maintenance regime cannot be maintained due to supplier limitations (see risk above)</p>	H	L	M	<ul style="list-style-type: none"> <li>• Carefully manage existing supplier relationship</li> <li>• Waive WRPC financial procedures requiring competition in recognition of single source supply</li> </ul>	<p>The Council has adopted a management plan for the green based on lifting the 1<sup>st</sup> cut. Normal landscape companies are not able to do this this making us reliant on a single ‘agricultural’ contractor whose long term commitment is unclear due to the uneconomic nature of the contract</p>

<sup>1</sup> The likelihood of the risk materialising

<sup>2</sup> The impact solely on WRPC, whether actual or reputational loss etc

<sup>3</sup> Combined score factoring in likelihood and impact (i.e. low(L) ‘likelihood’ combined with ‘high’(H) impact will give rise to a ‘medium’(M) score (and vice versa). All scores assume reasonable efforts to mitigate risks in accordance with the plan

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<b>Large trees:</b> death, injury arising from collapse of trees	L	M	M	<ul style="list-style-type: none"> <li>Carry out tree condition surveys every 3 years &amp; address actions arising</li> </ul>	The last tree survey was carried out in 2017 and one is planned for 2021
<b>Pond:</b> death by drowning	L	M	M	<ul style="list-style-type: none"> <li>Maintain existing fence to large pond</li> </ul>	The pond is not deep enough to warrant installation of a life belt. There is a 2 <sup>nd</sup> small pond that fills during wet weather. This pond has bollards to keep vehicles away from the edge but it is not currently proposed to install fencing due to minimal risk
<b>Inspection chambers:</b> injury arising from loose/damaged inspection chamber covers	L	M	M	<ul style="list-style-type: none"> <li>Annual inspection following last cut of the year</li> <li>Repair of chambers when damaged</li> </ul>	There are a large number of chambers, many of which relate to historic drainage runs not maintained by Thames Water. These have frequently been damaged/dislodged during annual cuts, or have deteriorated over time
<b>Financial loss:</b> actual/reputational loss as a result of poor management/fraud	L	M	M	<ul style="list-style-type: none"> <li>Adherence to clearly defined financial procedures</li> <li>Annual audit</li> <li>Division of responsibilities – i.e. creation and authorisation of payments by different Councillors</li> <li>Use of internet banking to maximise transparency</li> </ul>	
<b>Village Hall:</b> financial loss arising from inability of Wyck Rissington Village Committee to maintain the village hall	L	L	L	<ul style="list-style-type: none"> <li>Obtain year end statements of account to check financial viability</li> </ul>	There is a potential risk to WRPC if the village hall trust faces expenditure for repair and maintenance (for which they are responsible

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					under their 60 year lease) that is not covered by their reserves. Under the 2003 Village Hall Trust Deed para 14, copies of their annual statements of account should be sent to WRPC as a matter of course
<b>Events:</b> death/injury/reputational/ loss arising from accidents where permission has been given to use the green	L	L	L	<ul style="list-style-type: none"> <li>• Scrutinise proposals to use green</li> <li>• Obtain risk and method statements prior to events/erection of structures</li> </ul>	The Parish Council is not responsible for use of the village hall, which is managed by an independent committee
<b>Data:</b> disruption arising from loss of financial data	L	L	L	<ul style="list-style-type: none"> <li>• Effective back-up regime (both RFO and Clerk)</li> </ul>	The current regime is for the RFO to maintain an automated 'cloud' based back up service, with 3 monthly transfers of all data to the Clerk who also maintains an automated 'cloud' based back up service, thereby requiring multiple points of failure
<b>Mains electricity installations:</b> death/injury/damage arising from fire/sparks/electrocution/oil leakage from mains services adjacent to/running under/over the green	L	L	L	<ul style="list-style-type: none"> <li>• Report any observed signs of damage to installations</li> </ul>	WRPC acknowledges that the mains electricity installations are the property of Western Power/SSEB and all maintenance, PPM's (Planned Preventative Maintenance) service and responsibility is held with the Electrical service provider