

## WYCK RISSINGTON PARISH COUNCIL: RISK MANAGEMENT PLAN: MAY 2024 WORKING DRAFT

Risk	Likelihood	Impact	Score	Measures (or mitigations) to manage risk	Notes
<b>Cutting &amp; lifting the green:</b> death, injury, vehicular collision, other damage arising from use of agricultural plant	L	M	M	<ul style="list-style-type: none"> <li>• Use experienced contractor with necessary competences</li> <li>• Check contractor has public liability insurance</li> <li>• Obtain advance notice of cut</li> </ul>	The Council has adopted a management plan for the green based on twice yearly cutting and lifting the 1 <sup>st</sup> cut. Normal landscape companies are not prepared to do this and historically we have had to rely on a single agricultural contractor. While the contractor has the experience and expertise, and PLI, we have not historically been able to obtain advance notice of when the cut will take place
<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 triennial survey has just been completed April 2024 and remedial works are about to be let.
<b>Pond:</b> death by drowning	L	M	L	<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

Risk	Likelihood	Impact	Score	Measures (or mitigations) to manage risk	Notes
<b>Village Hall:</b> financial liability arising from hand back of hall	M	M	M	<ul style="list-style-type: none"> <li>Obtain annual statements of account from the Wyck Rissington Village Hall Charitable Trust in accordance with para 14 of the deeds</li> </ul>	The Trust actively raises funds and has modelled life cycle maintenance costs, but there is the risk ultimately that the hall could be handed back if the Trust has insufficient funds
<b>Traffic:</b> death or injury arising from drivers speeding across green	L	L	L	<ul style="list-style-type: none"> <li>Keep under review</li> <li>The road is owned by and the responsibility of Highways . The tracks are subject to rights of access.</li> </ul>	The road is the responsibility of Highways and the tracks those who gain access from them.
<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
<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 Financial Regulations</li> <li>Annual Internal Audit</li> <li>Division of responsibilities – i.e. creation and authorisation of payments by different Councillors</li> <li>Contingency plans for loss of Officers</li> </ul>	Financial regulations are subject to annual review .

Risk	Likelihood	Impact	Score	Measures (or mitigations) to manage risk	Notes
<b>Debt:</b> PC is forced into debt due to unavoidable expenditure exceeding reserves	L	H	M	<ul style="list-style-type: none"> <li>Adjust precept to maintain a suitable level of reserves</li> </ul>	Budgets to plan year end reserves provide suitable cover in light of future expenditure in accordance with Financial Regulations
<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>Services</b> under/over the green	L	L	L	<ul style="list-style-type: none"> <li>Monitor for any obvious signs of damage</li> </ul>	The Parish Council is not responsible for any services under or over the green. Mains electrical supplies, maintained by SSE, run from the substation behind Heath Lawn under the green and over the road to feed properties on the south west side of the green. There are also mains water supplies, maintained by Thames Water, running under the green. Gigaclear is responsible for fibre cables and POTS for broadband access

Risk	Likelihood	Impact	Score	Measures (or mitigations) to manage risk	Notes
<b>Defibrillator:</b> not in good working order at time of need	L	L	L	<ul style="list-style-type: none"> <li>Effective regime for regular checks and repairs/servicing where faults indicated (battery condition/pads) or there is apparent damage</li> </ul>	