



## RISK MANAGEMENT

- Identify risk
- Assess the risk
- Manage the risk
  - Insure
  - Contract to manage
  - Self-manage

Risk	Assessment	Management
Brede Lane car park 1. Interpretation board vandalism	High risk	1) Indemnify Rother District Council against all third party claims or actions for damages arising from the licence for use of Rother's property. Parish Council's insurance cover. 2) Remove graffiti (urgent for offensive) (as required by licence) 3) Remove board if it becomes dangerous because of damage and cannot be made safe
Bus shelter 1. Damage by fire 2. Damage by vandalism	High risk High risk	All risks Council insurance " " " "
Clerk 1. Injury by visitor to home purporting to be on official business 2. Injury in course of work 3. Accident involving car in course of work 4. Loss of "no claims bonus" 5. Sued for libel or slander 6. Legal liability for negligent act or accidental error or omission	Low risk Low risk Low risk Low risk Low risk Low risk	Visits by appointment only. Ensure another person in house at the time. Council insurance. Council Personal accident insurance cover Clerk's own comprehensive insurance cover  Council insurance cover if involved in accident while on Council business. Insurance cover but not slander of councillor. Council insurance cover of up to £250,000.
Computer, associated equipment and other general office equipment 1. Theft or loss by fire or flood	High risk of theft of computer and	Council All risks insurance

Risk	Assessment	Management
2. Risk of data loss	associated equipment High risk	Regular backup of data by Clerk including copy held remote from other backup copy. Contact phone number given to Chairman.
Contractors 1. Injury to self 2. Injury to another person  3. Damage to property	Medium risk Low risk  Low risk	Contractor's own insurance cover. Obtain copy of contractor's public liability insurance in accordance with Parish Council's Health & Safety policy (minimum Limit of Indemnity of £2m, £10mn by road; Indemnity to the Parish Council as Principal). As above plus a maximum Property Damage Excess of £500.
Councillors 1. Injury to self (up to 75 years only) 2. Sued for libel or slander 3. Legal liability for negligent act or accidental error or omission 4. Loss of "no claims bonus"	Low risk Low risk Low risk Low risk	Council personal accident insurance cover. Council insurance cover but not slander of other councillor or the clerk. Council insurance cover of up to £250,000.  Council insurance cover if involved in accident while on Council business.
Deeds 1. Loss or damage by fire or flood	High risk if held in insecure location	Copy kept in Clerk's home. Original held at the County Record Office
Document files in Clerk's home 1. Theft 2. Damage by fire or flood	Low Low	Locks on doors and window and alarm. Store in metal filing cabinets
Document files etc. held in the village hall 1. Loss or damage by fire or flood	Medium risk	Considered acceptable risk
East View Terrace kickabout area 1. Injury to person using area 2. Damage to surrounding property 3. Damage to equipment and furniture 4. Damage to shelter  5. Damage to chain link fence 6. Illegal drug use or dealing 7. Loitering with intent to cause injury to children	High risk Low risk High risk High risk  High risk Medium risk Medium risk	Regular inspection and maintenance Council public liability cover to £10m. " " " " " " Not insured. Regular inspection and maintenance. Not insured. Built to limit amount of possible damage. Repair as soon as practicable to limit damage. Not insured. Repair as soon as practicable to limit damage. Keep open aspect and open shelter. Encourage PCSO attendance. Keep open aspect and open shelter.

Risk	Assessment	Management
Fidelity guarantee 1. Fraud or dishonesty of employees (not extended to councillors)	Low risk	Council insurance cover of £50,000. Regular review of amount of cover.
Flooding 1. Risk to Riverbridge Cottages 2. Risk to Powdermills and Millstones Cottage 3. Risk to Lower Marley Farm 4. Risk to The Bowlings 5. Risk to A21 6. Risk to B2244	Low risk	No direct Parish Council responsibility. Advertise emergency numbers and Floodline number in Directory. Distribute information from Environment Agency as appropriate. Contact to be made with Sedlescombe Emergency Team.
Major incident 1. Incident involving road traffic 2. Incident involving air traffic 3. Incident involving the weather 4. Incident involving major fire	Low risk	No direct Parish Council involvement. Assist emergency agencies as appropriate. – Sedlescombe Emergency Plan produced 2005
Map – 25"/mile on cloth and rollers in village hall committee room 1. Theft	Low	Install to limit chance of theft.
Minutes 1. Theft or loss by fire or flood	Low	Remove regularly to County Record Office. Keep electronic copy on website.
Red Barn Field Nature Park 1. Injury to person using area  2. Drowning accident - pond up to 72cm deep  3. Damage to trees 4. Damage fences and gates 5. Theft of gates  6. Damage to furniture 7. Damage to interpretation board 8. Entry by travellers 9. Illegal drug use or dealing	Low risk  Medium risk  Low risk Medium risk Medium risk  Low risk High risk Low risk Low risk	Council Public Liability Insurance £10m. Weekly inspection for new hazards.  As above. Maintain notices. Do not allow rubbish to accumulate. Keep clearly defined edge. Keep vegetative barrier around pond. Consider warning sign in winter re "thin ice." No cover. No cover. No cover. Regular inspection for loosening of screws etc. Anti-vandal material used for all furniture. No cover. No cover. 1 board removed and 1 new GRP board installed 2006. Both field gates kept locked (combination lock) Notices stating "children must be accompanied by an adult". Notice closing area

Risk	Assessment	Management
		after dark installed 2005
Riverside playground 1. Injury to person using area 2. Accident involving river 3. Damage to equipment and furniture 4. Damage to chestnut paling fence around play area 5. Damage to spile fence bordering river 6. Theft of gate 7. Illegal drug use or dealing 8. Loitering with intent to cause damage to children 9. Injury to children leaving the playground on B2244	High risk Medium risk High risk High risk High risk Low risk Medium risk Medium risk Low risk	Council public liability cover to £10m. Weekly inspection and regular maintenance. Annual professional inspection. “ “ “ “ “ “. Fence repaired 2005. No cover. Regular inspection and maintenance. Regular inspection and maintenance. Regular check for loosening of screws. Keep open aspect. “ “ “ Road signs in place.
Riverside playing field around playground 1. Injury to person using area 2. Entry by travellers 3. Loitering with intent to cause damage to children	Low risk High risk Medium risk	Council public liability cover to £10m. ?? Keep open aspect. Area closed after dark.
Silver cups 1. Theft	Low risk	Retained in safe at Highfield.
Street furniture other than mentioned separately 1. Damage by fire 2. Damage by vandalism	Medium risk High risk	No cover. No cover. Some of anti-vandal material.
Sportsfield 1. Injury to person using area 2. Accident involving river 3. Damage to pavilion – for demolition 4. Damage to pitches etc.	High risk Medium risk High risk Medium risk Low risk	Obtain copy of Sports Association public liability insurance to show insurer, policy number and expiry date. “ “ “ “ “ – see separate risk assessment – new letter to be sent to the Secretary of the Sports Association re the need to make all users aware of the risk of drowning in the River Brede March 2008. Sports Association public liability ins. Sports Association responsible for making good any damage to the field

Risk	Assessment	Management
5. Damage to car park surface 6. Theft of gate(s) 7. Entry by travellers 8. Illegal drug use or dealing 9. Loitering with intent to cause damage to children 10. Damage to person or property in car park 11. Break of covenant on purchase of land regarding "no parking in Pestalozzi road" 12. Flooding of field 13. Damage to portacabin	Medium risk Low risk Medium risk Medium risk Medium risk Medium risk (reduced risk following extension of car park) Medium risk High risk	resulting from use in accordance with the Lease. ?? Check for loosening of screws. Field gates kept locked. Open aspect, well used by public. " " " " " " Parish Council public liability Sports Association required to comply (Lease). Consider acceptable risk. Increase insurance cover value to £5,000 (March 2008)
Tennis Courts 1. Injury to person using courts 2. Theft of players' property 3. Damage to chain link fence 4. Damage to or theft of net(s) 5. Damage to surface 6. Normal wear and tear to surface 7. Loss of expected income 8. Flooding of courts	Medium risk Medium risk High risk High risk (twice in two months 2005) Low risk Increasingly high risk High risk Medium risk	Public liability cover of £10million " " " " " Council responsibility. No cover. Council has spare net. Council responsible for resurfacing – fund maintained into which public receipts are deposited. Will result in reduction in Fund total. Considered acceptable risk
Village Green 1. Damage to noticeboard 2. Injury to person because of broken noticeboard glass 3. Damage to Pumphouse 4. Damage to trees on Green 5. Use by travellers	High risk Low risk High risk High risk Low risk	All risks insurance Safety glass installed 2004 All risks insurance (no landslip extension) No cover.

Risk	Assessment	Management
6. Damage to village sign and post 7. Damage to surface of Green 8. Damage to seats 9. Hirer's liability for damage etc.	Low risk High risk Medium risk High risk	Confirmation to be obtained of hirers' own public liability insurance cover.
Village Hall car park 1. Injury to user  2. Damage to surface 3. Theft of or damage to motor vehicles parked in car park	Medium risk – reduced risk surfaced 2004 Medium risk High risk	Village Hall Charity Insurance arranged by Village Hall Management Committee  “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “
Village Hall contents belonging to Council 1. Theft	High risk	Village Hall Charity Insurance
Volunteers doing jobs 1. Injury to volunteer 2. Damage caused by volunteer	Medium risk Medium risk	<p>Council public liability cover as long as volunteers are working at the sole request of the PC and under the sole control of the PC and using tools which could include lawnmowers/grass cutting equipment and strimmers belonging to the PC, then cover under the Public and Employers Liability Sections of SPC insurance would apply</p> <p>Volunteers can also use strimmers which have been hired from a bona fide hire company.</p> <p>Appropriate footwear and safety goggles should be worn.</p> <p>Limit of indemnity - £10,000,000</p>