

QUIDENHAM PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT SCHEME

Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to management risks.

It is paramount that special attention is paid to having the correct insurance policies in place. This will provide protection against the legal liability for bodily injury to third parties or third party property damage – as a direct result of the Council's negligence. Quidenham Parish Councils Public Liability insurance is £10,000,000 (any one event).

Employers Liability covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers' Liability is a legal requirement. Quidenham Parish Councils policy covers up to £10,000,000 (any one event)

To further ensure we identify risks and act lawfully:

- Dates of reviews of all policies and procedures are recorded on the 'policy review document' (this scheme reviewed annually)
- Insurance renewal documents are reviewed by full council prior to renewal
- Groundsmen reminded to carry out visual checks on all council assets and responsibilities during their working day and report asap.
- Equipment serviced and repaired as required, full training given on new equipment
- Only qualified inspectors used to inspect those medium risk assets
- Council documents to be held/disposed of in line with Data Management and GDPR legislation
- Inspection documents to be recorded and kept by Council safely (park inspections 21 years)

Quidenham Parish Council Risk Assessment – 2026-27

Topic	Risk	H/M/L	Management/Control of risk	Review/Assess/Revise
Notice Boards at Wilby, Hargham, Eccles, Quidenham	Theft or damage. Risk or damage to third party.	L	Apart from Hargham, the notice boards are sited in prominent positions. Any employee or associate of the Council when putting notices on the boards should park safely off the road and wear a Hi-Viz jacket. Covered by Public Liability and Property insurance.	Checked six monthly, latest check Sept 2026, by a designated Parish Councillor. Any defects to be reported to the full council and appropriate action to be taken.
Commemorative bench at Quidenham.	Theft or damage. Risk or damage to third party.	L	Sited outside the Reading Room in Quidenham. Covered by Public Liability and Property insurance.	Checked monthly, latest check Sept 2026, by a designated Parish Councillor. Any defects to be reported to the full council and appropriate action to be taken.
6 Dog refuse bins	Infection, cuts, abrasions	M	Only to be emptied by authorised Persons. Covered by Public Liability and Property insurance.	Ditto.
Litter pickers and bin liner holders.	Theft, damage or loss.	L	Probably fall within the excess payable. Held and overseen by councillor Peter Lotarius	Checked monthly, latest check Sept 2026, by designated Parish Councillor. Any defects to be reported to the full council and appropriate action to be taken.
K6 Telephone boxes at Eccles and Wilby	Damage	L	Sited in prominent positions in both villages. Covered by Public Liability and Property Insurance.	Ditto.
Asus laptop Vivobook	Theft or damage.	L	Kept in the Clerk's house. Covered by Public Liability and Property insurance.	To be reviewed
White 'gateways'	Theft or damage	L	Sited in prominent positions in Eccles and Quidenham. Covered by Public Liability and Property insurance.	Checked six monthly by a designated Councillor. Any defects to be reported to the full Council and appropriate action to be taken.

Quidenham Parish Council Risk Assessment Part 2 2026

Topic	Risk	H/M/L	Management/Control of risk	Review/Assess/Revise
Four Westcot Speed Activated Monitors (SAM2s) plus hanging brackets, analysis software and padlocks. 2 in Eccles, 2 in Quidenham.	Theft or damage.	L	Moved from time to time to sites in either Eccles or Quidenham. When positioning the monitors the Council member should park safely off the road and wear a Hi-Viz jacket. Covered by Public Liability and Property insurance.	Checked when changing site or six monthly whichever is the less. Any defects to be reported to the full Council for the appropriate action to be taken. Eccles out of service at moment- Quidenham checked every 6 weeks
Rubbish bin in Quidenham village.	Theft or damage. Infection, needle stick injuries, cuts, abrasions.	M	Only to be emptied by authorised persons. Covered by Public Liability and Property insurance.	Checked for defects six monthly. Any defects to be reported to the Council for the appropriate action to be taken.
Flint wall on Quidenham village green.	Damage to the structure of the wall.	M	Covered under Public Liability and Property insurance.	Checked regularly by a designated Councillor. Any defects reported immediately to the full Council for appropriate action to be taken.
Defibrillator at Wilby	Theft or damage. Injury to 3 rd party	M	Covered under Public Liability and Property Insurance.	Checked monthly by designated Councillor Any defects to be reported to the appropriate authority and to the Clerk.

Quidenham Parish Council Risk Assessment - Part 3 2026

Topic	Risk	H/M/L	Management /Control of Risk	Review/Assess/Revise
Quidenham Village Green and Green Lane grassed area owned by QPC.	Defective surfaces. Slips, trips, falls.	M	Regular inspections for safety defects e.g. pot holes, glass (recorded). Rapid response to make defect repairs. Covered by Public Liability and Property insurance.	Ongoing.
	Any unauthorised vehicular use e.g. cars, motorbikes, quad bikes.	M	Notify police.	Ongoing.
	Overgrown grass.	M	Regular mowing by specialist contractor. Covered by Public Liability and Property Insurance	Annual contract agreed and signed by Council Chairman and contractor.
	Broken surface	L	Clear away debris. Seek specialist to effect repairs.	Ongoing.
Quidenham Green Flint Wall				
Social activities taking place On the Green.	Accidents to persons from equipment or other participants.	M	Require that insurance cover is carried by the organisers. Check QPC's insurance for any use of the Green by the Council.	Annually.
Hedge on the east side of the Green.	Hazardous vegetation removed and/or cut back.	M	Prune annually by specialist commercial company. Public Liability insurance.	Annually.

Quidenham Parish Council Risk Assessment - Part 4 2026

Topic	Risk	H/M/L	Management/Control of Risk	Review/Assess/Revise
Management of the Council's financial affairs.	Financial irregularity.	Low	Appointment of Responsible Financial Officer working to the Council's Financial Regulations. Covered by Fidelity Guarantee insurance with BHB. Details of balance at the bank and cheques signed since the last meeting and cheques to be signed.	Quarterly by designated Councillor. Annually on production of the Council's end of year accounts. Annual audit by suitably qualified Internal Auditor appointed by the Council. Published on the Council's website and notice boards as required by the Internal Auditor.
Finance	Misappropriation of funds	Low	All financial transactions are made through the Council's Community bank account with Messrs. Barclays Bank UK Plc.	Existing procedure adequate and enhanced to scribe this year; 2026
Cash			There are no cash transactions.	
Financial Records	Inadequate records. Financial irregularity.	Low	The Council has Financial Regulations which set out the requirements to be followed.	Now have an appointed financial councillor to sign off reconciliation at each meeting. Review the Financial Regulations annually. Post on the Council's website. Monthly reconciliations uploaded also
Precept	That the Council does not have sufficient funds to meet its needs.	Medium	The Responsible Financial Officer sets a budget annually with a budget comparison with the previous year.	Circulated to the Council prior to the November Council meeting for agreement at that meeting.

Quidenham Parish Council Risk Assessment - Part 5 2026

Topic	Risk	H/M/L	Management/Control of Risk	Review/Assess/Revise
Data Protection	Adequacy of Protection	L	The Council pays the Data Protection annual fee to the Information Commissioner's Office. No data is kept other than that of Councillors' contact details and their Declarations of Interests and contact details of persons and organisations with whom the Council regularly communicates. The Clerk is the Data Control Officer. Delete employee's password access when employee leaves the Council's employment. Insurance cover with BHIB.	Constant monitoring by the Clerk of data held by the Council.