

Breage Parish Council



Risk Management Policy (2025)

Adopted: 04 November 2025

Review Due: November 2026

Signed: Chair Cllr A.E. Woodhams

1. Purpose

This policy sets out Breage Parish Council's commitment to managing risk in accordance with UK legislation and best practice. It aims to ensure that risks are identified, assessed, mitigated, and monitored to protect the Council's assets, operations, reputation, and the well-being of the community.

2. Legal and Regulatory Framework

This policy is informed by the following legislation and guidance:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Fire Safety (England) Regulations 2022** (fully enforced in 2025)
- **Personal Protective Equipment at Work (Amendment) Regulations 2022**
- **ISO 31000:2018 Risk Management – Principles and Guidelines**
- **HM Treasury's Orange Book (2025 edition)**

3. Scope

This policy applies to all Council activities, including:

- Governance and decision-making
- Asset and facility management (e.g., Parish Rooms, Cemetery, Public Spaces)
- Service delivery and community engagement
- Employment and contractor management

4. Definitions

- **Risk:** The possibility of an event or condition that could negatively impact the Council's objectives.
- **Risk Management:** The process of identifying, evaluating, and controlling risks.

5. Roles and Responsibilities

- **Council:** Overall accountability for risk management.
- **Clerk:** Maintains the risk register, coordinates assessments, and ensures compliance.
- **Councillors:** Participate in risk identification and mitigation.
- **Contractors and Volunteers:** Must comply with Council safety codes and provide relevant documentation.

6. Risk Management Process

6.1 Identification

Risks are identified across categories:

- Physical (e.g., slips, trips, manual handling)
- Operational (e.g., lone working, overcrowding)
- Environmental (e.g., cemetery hazards, public space deterioration)
- Strategic (e.g., legislative changes)
- Compliance (e.g., fire safety, PPE provision)

6.2 Assessment

Each risk is assessed using:

- **Likelihood (L)** and **Severity (S)** scores
- **Priority Risk Rating (PRR)** scale:
 - Immediate (24 hrs)
 - High (1 week)
 - Medium (1 month)
 - Low (12 months)
 - Insignificant (no action)

6.3 Control Measures

Existing controls are documented and reviewed. Examples from the 2024–2025 assessment include:

- Fire evacuation procedures
- Lone Worker Policy
- Annual PAT testing

- Cemetery inspections and signage

6.4 Additional Controls

Where gaps exist, further actions are planned, such as:

- Training in ladder use and fire extinguisher operation
- Signing of H&S annexes by contractors
- Installation of safety signage in public areas

6.5 Monitoring and Review

- Risk assessments are reviewed annually or upon significant change.
- The Clerk ensures documentation is updated and distributed to relevant parties (e.g., contractors, councillors).
- Internal audits and external inspections may be used to validate controls.

7. Governance and Transparency

- Risk management is embedded in Council decision-making.
- Findings are recorded and shared in Council minutes.
- The Council maintains a **Risk Register** and updates it regularly.

8. Training and Awareness

- Councillors and staff receive training on risk awareness and control procedures.
- Contractors must demonstrate competence and hold valid insurance.

9. Continuous Improvement

- Lessons learned from incidents and audits inform future risk strategies.
- The Council remains responsive to evolving risks, including cyber threats and climate-related hazards.

Prepared by: David Rutherford, Parish Clerk

Review Date : November 2025

Next Review due: November 2026

Breage Parish Council



Priority Risk Rating (PRR)

1. Immediate Action (24 hrs)
2. High Priority (1 week)
3. Medium Priority (1 month)
4. Low Priority (12 months)
5. Insignificant Risk (no action)
6. Specialised Assessment required
7. Welfare (Legal requirement)

Hazard (Potential to cause harm)	Who is at risk? (inc no)	Existing Control Measures	L	S	PRR	Regulations, Guidance and Standards considered	Additional Controls Required	Target Date	RRR
<u>PARISH ROOMS</u>									
1.Slips and Trips	All users	Good housekeeping: all areas kept clear Anti-slip mats in place at entrance			4	Health & Safety at Work Act 1974			4
2.Manual handling of office equipment	All users	Staff trained in manual handling. Help sought if unable to move too heavy objects			4		Mandatory use of sack trolley for manual handling		4
3.Display screen equipment	Clerical Staff	Assessments of workstation annually to ensure Staff are happy with conditions. Workstation and			4				4

4.Working at height	Volunteers	equipment set to ensure good posture and to avoid glare and reflections. Work planned to include change of activity. Lighting and temperature suitably controlled. An appropriate step ladder is currently in place EN131 Mark			4		Ops to trained in ladder use Training to be organised by Clerk with immediate effect when needed		4
5. Electrical	All users	Any person to report defective plugs, discoloured sockets or damaged cables/equipment, etc. Defective equipment taken out of use if safe to do so and repaired or replaced as necessary			4		PAT tested annually		4
6.Fire	All users	Fire Evacuation procedure and fire extinguishers in place, signs clearly visible. Escape routes clear at all times. Extinguishers			4		All councillors and clerk to		4

7.Lone Working	Staff and Councillors	serviced annually and replaced as necessary			4	BPC Safety Policy – Lone Worker Annex	know uses of different fire extinguishers.		4
8.Overcrowding of meeting room	Any people present	see separate Lone Worker Policy			3				4
		Chairman is able close the meeting and rearrange to hold in a larger building							

Assessor: Cllr AE Woodhams

Date November 2025

Review date: November 2026

Copies of this risk assessment must be given to the following people:

1. Parish Council
2. Cleaner
3. Contractors

HH = 1

MH = 2

LH = 4

HM = 2

MM = 3

LM = 5

Prepared by: Parish Clerk October 2025

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Hazard (Potential to cause harm)	Who is at risk? (inc no)	Existing Control Measures	L	S	PRR	Regulations, Guidance and Standards considered	Additional Controls Required	Target Date	RRR
CEMETERY									
1.Slips and Trips	All users	Regular maintenance			3				4
2.Overhanging brambles etc. around boundary	All users	Boundary hedges regularly trimmed. Contractor puts date when work carried out on invoice			3				4
3.Badly maintained graves.	All users	To be reported by Cemetery Councillor after carrying out annual checks			4				4
4.Unsafe Memorials	All users	Memorials hand checked once every 5 years			4	BPC Safety Policy Annex 3			4

		Unsafe memorials will be supported for one year to allow time for fixing Memorials will be laid down if no alternative							
5.Cemetery safety	All users	6 monthly inspections carried out and recorded by Cemetery Councillor			3	BPC Cemetery Health & Safety Policy			4
6. Gravedigging	Gravedigger	Safety Code Annex 7			3	BPC Cemetery Health & Safety Policy	Cemetery H&S Policy and H&S Annexes 2,3,6,7 to be signed by Gravedigger		4
7. Infectious diseases	All users	Signs to be in place stating danger of potential infections and to wash / sanitise hands after visit.			4				4
8. Safety at interments	Public	Cemetery councillor or clerk attends interment			4	BPC Cemetery Health & Safety Policy	Cemetery H&S Policy to be signed by Cemetery councillor and clerk		4

9. Injury to operatives, dust inhalation, being hit by projectiles when trimmers or mowers for grasscutting	Operative	BPC Safety Code Grass cutting –Annex 2 – to be agreed and signed by Contractor who must hold Public Liability Insurance Documents are checked when contracts are signed Fuelled prior to starting Stones, dog faeces removed Contaminated clothes to be removed and bagged			4	BPC Safety Code Grass Cutting, Annex 2.	Copies of PL Insurance Documents to be given to BPC when contracts signed. Contractor risk assessments to be reviewed.		4
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<u>BREAGE FIELD</u>										
1.Hazards arising during maintenance work	All users	Safety Code is agreed and signed by Contractors			4				4	
2.Hazards arising from discarded items Slips and Trips	All users	Playing Field Committee and Councillor G Smith to inspect field and keep clear of discarded items Record should be kept of dates and of findings			4				2	
3.Injury from play equipment	All users	Public Liability Insurance held Monthly safety check by RoSPA Qualified inspector and necessary repairs by			2				3	

4.Members of the public climbing hedges to access field, knocking stones from hedges	All users	South West Playground Safety Inspections Documentation to Council Notice erected on hedge Wooden barrier has been installed			4				4	4
5.Roads border the Playing Field and gates open on to road	All users	Safety of hedges regularly checked by Contractor whilst trimming and problems reported to Clerk			4		Add sign saying "Beware Road"		4	4
<u>ASHTON AMENITY AREA PLAY AND EXERCISE EQUIPMENT</u>					4				4	4
1.Hazards arising during maintenance work	All users	Safety Code is agreed and signed by Contractors			4				2	2
2.Hazards arising from	All users	Ashton Village Committee has								

discarded items Slips and Trips		Land Useage Agreement Members and Cllrs Bradford to inspect field and keep clear of discarded items Record should be kept of dates and of findings								
3.Injury from play equipment	All users	Public Liability insurance held Monthly check by RoSPA Qualified inspector and necessary repairs by South West Playground Safety Inspections. Documentation to Council			2				3	

<u>PRAA SANDS EXERCISE & BASKETBALL EQUIPMENT</u> 1.Hazards arising from discarded items Slips and Trips 2.Injury from equipment	All users	Cllr Southam to inspect and report to Clerk			4			2
	All users	Public Liability insurance held Monthly check by RoSPA Qualified inspector and necessary repairs by South West Playground Safety Inspections			2			3
<u>PRAA GREEN</u> 1.Injuries caused to walkers Slips and Trips 2.Injury from deteriorating metal posts/signs/chains, fences, etc.		Safety Code is agreed and signed by contractors. Should be checked once a month by Cllr Southam problems reported to Council			3			
	All users	Should be checked once a year for deterioration and problems reported to Council Cllr Southam to check						2
	All users	Checked by Handyman twice			4			4

3.Injury from damage caused to granite benches	All users	a year			4				4	
4.Injury from holes in the Green caused by dogs and rabbits	All users	Holes should be filled with soil, sand and ash and should be checked once a year for deterioration by Cllr Southam			3				3	
<u>FOOTPATHS, BRIDLEWAYS, STILES & SWCP</u>										
Specifically assigned to Breage Parish Council from LMP & SWCP schedules										
1.Hazards arising during maintenance work		Safety Code is agreed and signed by contractor			3					
<u>NOTICE BOARDS/BENCHES</u>										
1.Hazards arising from unlawful damage and wear	All users	Checked 6 monthly by Handyman and reported to Clerk			4				4	

[illegible]