

## RISK MATRIX

“In the field of human endeavour, anything that can go wrong, will go wrong.” – Murphy

Risk is the product of two phenomenon, the possibility of an unwanted occurrence and the consequence of that occurrence becoming a reality.

The Risk Management process begins with Risk identification. This is followed by Risk Assessment and the planning of an appropriate response. To complete the cycle there must be an assessment of the success of this response, to ensure that the risk has been accordingly addressed. This is referred to as the ‘*Feedback Loop*.’

In terms of Response, there are four options:

<b>TAKE</b> Accept identified risk	<b>TREAT</b> Do something to reduce the risk level	<b>TRANSFER</b> Transfer the activity to another organisation	<b>TERMINATE</b> Eliminate the activity
---------------------------------------	---	--	--

The risks are identified on the basis of likelihood and consequence – the consequence of the unwarranted event occurring are assessed using a scoring system as follows:

**1 – 5: LOW**

**6 – 10: MEDIUM**

**11 – 15: HIGH**

**16+: CRITICAL**

It must be highlighted that the assessment of the level of **likelihood** or **consequence**, is generally a matter of **perception**, unless statistical data is available, which is rare – and that a risk level computed, for instance, as ‘low’ does not mean that the unwanted event will not occur, or the consequences of it occurring has been accurately assessed. It is important therefore that all risks are assessed on a regular basis in order to ensure that they are subject to review and are not neglected just because they are deemed to be ‘low risk.’

**Chigwell Parish Council Risk Register – Management Committee: Communications**

<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
Website - Details of council and/or committee meetings inaccurate or unavailable.	<b>1</b>	<b>3</b>	<b>3</b>	Agendas and minutes to be uploaded onto the website, when confirmed by the Chairman.		On-going
Website - Information shown inaccurate or out of date.	<b>1</b>	<b>3</b>	<b>3</b>	Changes as a result of Annual Council meeting to be loaded following applicable resolutions. News and Events section to be regularly assessed.		
Website - inappropriate content	<b>1</b>	<b>4</b>	<b>4</b>	Control of website remains entirely with Council officers. The Management Committee will regularly monitor content and make accordant determinations.		
Theft of office IT	<b>1</b>	<b>4</b>	<b>4</b>	Office locked and secured out of hours. Alarm system in operation and inspected by the service provider on an annual basis.		Annual
Unauthorised access to Parish Computers	<b>1</b>	<b>4</b>	<b>4</b>	Parish Council IT systems are password protected, with regular password changes. All computer passwords are kept in the Safety deposit box, which has limited access.		On-going
Loss of data.	<b>2</b>	<b>5</b>	<b>10</b>	Each day data is stored on both the server and a cloud-based storage system.		
Acceptance of gifts by Councillors or officers resulting in legal exposure	<b>1</b>	<b>4</b>	<b>4</b>	Policy is that neither Councillors or Officers accept gifts of any kind. However, in exceptional circumstances the Council may authorise acceptance of a gift by a Councillor, or Councillors, or officer(s), and these will be recorded in the Minutes of Meeting.		
GDPR - failure to comply	<b>1</b>	<b>3</b>	<b>3</b>	Regular training undertaken to ensure responsibilities understood. Accordant Data protection Policy.		

Council meetings - failure to comply with statutory requirements	<b>1</b>	<b>3</b>	<b>3</b>	Summons and agendas to be issued in accordance with the relevant statutory regulations, as described in the adopted Standing Orders. Clerk to ensure that the minimum number of meetings required is met. Public will be allowed access except where the Council has resolved to exclude the public for whole or part of a meeting.	
--	----------	----------	----------	---	--

**Chigwell Parish Council Risk Register – Council Documentation**

<b>RISK</b>	<b>Obligation</b>	<b>Mitigation</b>	<b>Probability</b>	<b>Consequence</b>	<b>Risk</b>	<b>Review Frequency</b>	<b>Remarks</b>
Loss of documentation. Loss of information. Failure to comply with statutory duty.	To minimise loss through loss/theft/misappropriation.	Officers are responsible for management of all documentation, both hard copy and electronic. Document Management System (DMS) specifies document control procedures.	<b>1</b>	<b>3</b>	<b>3</b>	Annually	
Failure to comply with statutory duty.	Properly process and authorise documentation, including e-documentation.	Officers to be focal point for receipt and transmission of all documentation including e-documentation. As per the DMS, where Councillors send documentation, Clerk to be copied.	<b>1</b>	<b>3</b>	<b>3</b>	Daily	
Loss of documentation. Loss of information. Failure to comply with statutory duty.	Appropriate and accordant management of all documentation including electronic.	Clerk to maintain adequate filing and archiving system appropriate to council and statutory requirements. Officers must manage as per the DMS and maintain best practice.	<b>1</b>	<b>3</b>	<b>3</b>	On-going	
Breach of confidentiality and/or Data Protection Act.	Comply with statutory requirements, as described in the relevant legislation.	Abide by relevant procedures in administering confidential data. Appropriate and accordant security systems and procedures. Member and staff training, regularly available.	<b>1</b>	<b>3</b>	<b>3</b>	Annually	Availability of information pertaining to the relevant legislation.
Council sued for breach of Acts.	Maintain adequate PL insurance	Review	<b>1</b>	<b>3</b>	<b>3</b>	Annually	Included in insurance policy document.

**Chigwell Parish Council Risk Register – Management Committee Website**

<b>RISK</b>	<b>Obligation</b>	<b>Mitigation</b>	<b>Probability</b>	<b>Consequence</b>	<b>Risk</b>	<b>Review Frequency</b>	<b>Remarks</b>
Litigation for libel or defamation.	Implement and update policies which minimise such risk.	Terms of reference, appropriate and relevant policies and procedures, Disclaimer.	<b>1</b>	<b>3</b>	<b>3</b>	As necessary	
Litigation for libel or defamation.	Minimise risk by the implementation and review of policies and procedures.	Ensure the insurance policy adequately covers the risk of such action.	<b>1</b>	<b>3</b>	<b>3</b>	As necessary	Regularly review by the Management Committee of the respective insurance policy and ensure the website is
Breaching copyright	Implement and update policies which minimise risk of breaching copyright.	Ensure permission is obtained to include links to other websites, when necessary.	<b>1</b>	<b>3</b>	<b>3</b>	Annually	Regularly review by the Management Committee of the respective insurance policy and ensure the website is
Standards not maintained. Reduced number of visitors.	Maintenance of standards and content	Review by the Management committee	<b>1</b>	<b>3</b>	<b>3</b>		
Inadequate budget provision	Ensure adequate budget provision.	Annual review of income and expenditure. Include requirements in annual budget and precept.	<b>1</b>	<b>3</b>	<b>3</b>		Finance Committee/Council (as applicable)
Information on website may put people at risk	No information on individuals to be put on to the website.	ToR to be given to website service provider	<b>1</b>	<b>3</b>	<b>3</b>		Management Committee: Follow-up any complaints, review and implement procedures, as necessary.
Inappropriate content	Content to comply with ToR.	ToR to be given to website service provider	<b>1</b>	<b>3</b>	<b>3</b>		Management Committee; Follow-up any complaints.
Violation of Data Protection Act	Content to comply with ToR.	ToR to be given to website service provider	<b>1</b>	<b>3</b>	<b>3</b>		Management Committee; Appropriate and relevant
Violation of Freedom of Information Act	Content to comply with ToR.	ToR to be given to website service provider	<b>1</b>	<b>3</b>	<b>3</b>		Management Committee; Appropriate and relevant training.
Loss of URL	Maintain URL current	Include in PC budget	<b>1</b>	<b>3</b>	<b>3</b>		
Using unlicensed software	Only licenced software to be used.	ToR to be given to website service provider	<b>1</b>	<b>3</b>	<b>3</b>		

Loss of data	Protect website information and data	Provide back-up facility.	<b>1</b>	<b>3</b>	<b>3</b>	
Insufficient visibility to search engines	Ensure good visibility to search engines.	Update website regularly. Access website regularly via search engines.	<b>1</b>	<b>3</b>	<b>3</b>	

Appendix 3dChigwell Parish Council Risk Management Scheme – Management Committee Environment

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Cemetery</b>	Loss of burial records	<b>1</b>	<b>5</b>	<b>5</b>	Burial records are securely stored in a metallic cabinet, protecting against fire and water damage.	The proposed software which will allow the storage and instant access to burial records is available, however the process of conversion to an electronic format has been suspended, as a consequence of the Administration	On-going
	Inadequate insurance cover	<b>1</b>	<b>5</b>	<b>5</b>	Renewal of public liability insurance on an annual basis, to assure the levels of cover are sufficient.		Annually
	Personal injury to public	<b>1</b>	<b>5</b>	<b>5</b>	Cemetery plots are examined quarterly, to maintain standards, necessary repairs are immediate. Burial preparations are conducted in accordance with established regulations.		On-going
	Interruption to water supply	<b>3</b>	<b>1</b>	<b>3</b>	Regular inspections, necessary repairs are completed promptly.	Water supply system was recently replaced with a more weather-proven system, to withstand colder temperatures.	
	Theft and deliberate damage to equipment at Cemetery compound	<b>2</b>	<b>4</b>	<b>8</b>	CCTV system installed with regulatory signage. Limited and secure access. High-value equipment is fitted with tracking devices and appropriately insured against theft and/or damage. 24hr monitored alarm system.		
	Toilet facilities; dirty and/or inadequate	<b>1</b>	<b>3</b>	<b>3</b>	Regularly inspected by staff.	Toilet facilities to be extensively renovated. New facility will be accessible whilst the Cemetery is open	
	Toilet facilities; damaged/ unserviceable	<b>1</b>	<b>3</b>	<b>3</b>	CCTV system installed with regulatory signage. Toilet facilities to be extensively renovated. New facility will be accessible whilst the Cemetery		



CCTV – system inoperable	<b>1</b>	<b>4</b>	<b>4</b>	Maintained in accordance with agreed contract; includes servicing and emergency call-out.		Annually
Non-payment for cemetery services	<b>1</b>	<b>2</b>	<b>2</b>	Burial services only undertaken following confirmed payment.		On-going
Automatic gates are non-operational	<b>3</b>	<b>2</b>	<b>6</b>	Servicing contract, with call-out option for break-downs.	Pedestrian gate allows exit when necessary.	

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Open Spaces</b>	Rubbish/Litter in playground.	<b>3</b>	<b>2</b>	<b>6</b>	Regular inspections and cleaning, Waste disposal bins on site	Management Committee will review the relevant policies, as necessary.	Bi-weekly inspections
	Personal injury to public	<b>1</b>	<b>4</b>	<b>4</b>	Weekly inspections of playground equipment, independent, quarterly inspections undertaken by recognised authority. Reported defects identified and repaired. Insurance policy includes public liability risk clause. Age appropriate signage installed and instructions for Adult Fitness Equipment at Chigwell Row recreation Ground and	Accidents, near accidents and complaints are logged and investigated.	Weekly inspections
	Incidences of Vandalism	<b>1</b>	<b>3</b>	<b>3</b>	CCTV monitoring and signage	Criminal damage is reported directly to the police.	Regular inspections and maintenance
	Deterioration of play equipment	<b>3</b>	<b>2</b>	<b>6</b>	Budgetary allowance for repairs, renovations and replacements, as necessary.	Management Committee will review the situation, as advised by staff.	On-going
	Deterioration of open spaces due to inadequate maintenance	<b>1</b>	<b>3</b>	<b>3</b>	Comprehensive records of ground maintenance, weekly inspection procedures to ensure the appropriate standards are achieved.	Management Committee will review the situation, as advised by staff.	Weekly inspections
	Bus Shelters; Deterioration, due to vandalism and inadequate maintenance	<b>2</b>	<b>2</b>	<b>4</b>	Regular inspection reported and documented.	Criminal damage is reported directly to the police. Management Committee will review the situation, as advised by staff.	On-going

Public seating; Deterioration, due to vandalism and inadequate maintenance	<b>2</b>	<b>2</b>	<b>4</b>	Regular inspections reported and documented.	Criminal damage is reported directly to the police. Management Committee will review the situation, as advised by staff and based upon relevant reports.	On-going
Festive lighting; inoperable due to vandalism and inadequate maintenance	<b>2</b>	<b>2</b>	<b>4</b>	Prior tests of equipment; service provider undertakes any necessary repair and maintenance.	Criminal damage is reported directly to the police. Management Committee will review the situation, as advised by staff and based upon relevant reports.	Prior to use.
Ground maintenance arrangement	<b>1</b>	<b>4</b>	<b>4</b>	Comprehensive standards are followed, appropriate staff training for all specialist equipment, records of work and established inspection regime, staff are assigned duties in accordance with training, appropriate budgetary provisions.		Weekly
Brook Parade CCTV; inoperable	<b>2</b>	<b>2</b>	<b>4</b>	Annual servicing in accordance to contract, with provisions for emergency break-down repairs.		On-going

**Chigwell Parish Council Risk Management Scheme – Finance Committee: Finance**

<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
Inadequate insurance cover,	<b>1</b>	<b>5</b>	<b>5</b>	Annual Risk assessment, or as deemed necessary	Methodical review prior to renewal.	Annually
Failure to maintain records of fixed and transferable assets.	<b>1</b>	<b>3</b>	<b>3</b>	RFO is responsible for maintaining the Asset register, updated accordingly and regularly reviewed by the Council.		
Incurring expenditure devoid of appropriate approval	<b>1</b>	<b>3</b>	<b>3</b>	All expenditure must be authorised, in accordance with Standing Orders and Financial Regulations, RFO & Clerk are to ensure compliance, reviewed regularly.	Financial authorisations to be covered in the Council Standing Orders and Financial regulations, reviewed on a regular basis.	
Non-compliance with IRS and VAT requirements	<b>1</b>	<b>3</b>	<b>3</b>	RFO is to ensure compliance with IRS and VAT statutory requirements. Reviewed and audited.	Annual Return dispatched.	
Inadequate funding for Council business	<b>1</b>	<b>4</b>	<b>4</b>	RFO tasked to produce draft annual budget for review by Council in November. This document is based upon historical evidence and anticipated planned expenditure. Precept; based on budget requirements and an assessment of reserves.	Precept submitted to EFDC in January, Council must approve Budget and Precept at the January meeting. Finance & Performance Committee responsible for finance; to draft budget and accordant Precept.	
Non-compliance with statutory requirements	<b>1</b>	<b>3</b>	<b>3</b>	RFO ensures accounting practice complies with statutory regulations. RFO must produce 'Statement of Income & Expenditure, or 'Receipts & Payments' up to 31 <sup>st</sup> March and arrange internal/external audit procedure.	Comprehensive record kept; payments, receipts, assets, liabilities, records of incomes and expenditure, relating to claims due or received.	
Failure to identify deviations from agreed budget	<b>1</b>	<b>3</b>	<b>3</b>	RFO to produce financial report; variation analysis on a quarterly basis.	Financial reports at each Council meeting.	Monthly
Legal challenges to awarded contracts, if due diligence is not followed.	<b>2</b>	<b>3</b>	<b>6</b>	Standing Orders & Financial Regulations define procedures and Tendering procedures, ensure Public Contract Regulations are complied with.	Appropriate Policies and procedures implemented and reviewed by the Finance committee and the Council.	Annually
Misappropriation or theft of money	<b>2</b>	<b>5</b>	<b>10</b>	Regular and sporadic checks by Council; accounts, receipts, payments. Annual audit process, Monthly confirmation of bank accounting reconciliation at each Council meeting.	Finances checked at each Council meeting, two external audits at Finance Committee meetings. Statutory arrangements for public inspection of all relevant council processes	On-going
Late payments, resulting in interest payments being incurred	<b>2</b>	<b>2</b>	<b>4</b>	Ensure contract T&C's take cognisance of Council's Standing Orders and Financial regulations, where payments must be approved in accordance with the relevant council policies and will require two signatories. Maximise use of direct debits for bills.		Annually

Inappropriate allowance claimed by Councillors	<b>1</b>	<b>3</b>	<b>3</b>	Allowances conform to EFDC recommendations, Chigwell Parish Council adopted EFDC recommendations. Clerk monitors relevant policy and advises Members accordingly.
Inappropriate expenses claimed by Councillors	<b>1</b>	<b>3</b>	<b>3</b>	Travel and subsistence allowances are payable, for 'Approved duties' only. Monitored by the staff.
Inappropriate contracts for goods/services	<b>1</b>	<b>4</b>	<b>4</b>	Must comply with Financial regulations and Standing Orders.

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Allotments</b>	No formal agreement with tenants	<b>1</b>	<b>2</b>	<b>2</b>	Agreement are signed, accurately administer register.		On-going
	Payments not received	<b>1</b>	<b>2</b>	<b>2</b>	Invoices are issued at the start of the financial year, pursue outstanding payments and post advisory letters, as necessary.		Start of financial year and all new tenants
	Personal injury to tenants/visitors	<b>1</b>	<b>3</b>	<b>3</b>	Regular inspections, and necessary actions, advisory correspondence, as necessary.		On-going
	Vacant plots	<b>3</b>	<b>1</b>	<b>3</b>	Advertise vacancies and promotional campaigns; incentives for new tenants.	All plots at Gravel Lane and Limes farm are presently occupied.	On-going
	Illegal bonfires	<b>1</b>	<b>2</b>	<b>2</b>	Monitor errant tenants, advisory correspondence as necessary.		On-going
<b>General</b>	Alarm systems	<b>1</b>	<b>3</b>	<b>3</b>	Established legally binding contract with relevant service providers, which ensure regular and methodical site inspections.		On-going

**Chigwell Parish Council Risk Management Scheme – Management Committee: Community Bus Service**

<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
Failure to deliver Community Transport Scheme Objectives (Funding Deficiency)	<b>2</b>	<b>5</b>	<b>10</b>	<p>The Parish Council entered into a contractual partnership agreement with Epping Forest Community Transport (EFCT) for 12 months from an agreed date: 31<sup>st</sup> August 2018, which concluded on 1<sup>st</sup> October 2019.</p> <p>In accordance with this arrangement, two payments were required:</p> <p>31<sup>st</sup> August 2018 = £48,750 28<sup>th</sup> February 2019 = £48,750</p> <p>Consequently, the Parish Council entered into a second contractual arrangement with EFCT, for the continuance of this service until 1<sup>st</sup> April 2020.</p> <p>In accordance with this second arrangement, monthly payments were required:</p> <p>£6,160 per month</p> <p>For the duration of both agreements, council allocated the monetary sum to EFCT to be used solely for the operation of this service, within the area</p>	<p>S106 agreements are listed as follows: EPF/0853/14 - £50,000 - RECEIVED EPF/1681/19 - £800,000 – NOT RECEIVED EPF/1502/04 - £100,000 – RECEIVED</p> <p>The Finance committee and the Management committee will review this aspect of the project, communications with representatives of the relevant authorities, to discuss the possibility of further S106 contributions towards the service.</p> <p>EPF/1681/19 – approved by the planning authority at the meeting held on 18<sup>th</sup> March 2020. Details of Respective S106 agreement between the Planning authority and the developer, yet to be determined and signed.</p>	Progressively monitored by the Finance Committee and the Management Committee.
Failure to deliver service (Incompatibility to community requirements)	<b>2</b>	<b>3</b>	<b>6</b>	<p>The Parish council has established the Management Committee which assumed the role of the Community Bus Service Committee. This group will allow a more thorough level of scrutiny of the scheme, further consultation and progressive input from residents, whom this venture endeavours to serve. EFCT are contractually obligated to ensure that customer satisfaction of the total membership is 80% or higher.</p>	<p>In the event this scheme is confirmed as being incompatible to the needs of the community, the service may be withdrawn.</p>	Progressively monitored by the Finance Committee and the Management Committee.
Failure to deliver service (Breakdown)	<b>2</b>	<b>3</b>	<b>6</b>	<p>The Parish Council entered into a contractual partnership agreement with Epping Forest Community Transport (EFCT), both parties agreed to continue a Community Transport Partnership to develop, secure and provide an accessible and safe passenger transport service for residents of the administrative area and its environs, who are unable to use conventional public transport by disability, age, rural or social isolation or lack of existing public transport service.</p>	<p>EFCT is a service that meets the needs of local people who for various reasons are unable to access conventional public transport. Operating local bus routes, providing transport for a wide range of clubs, voluntary/community groups, rural bus services and care homes. Offering dial-a-ride, social car services. Voluntary/Community Groups, Community Buses and excursions.</p>	

Failure to deliver service (Financial mismanagement)	2	3	6	The contractual partnership agreement with Epping Forest Community Transport (EFCT) dictates that the financial support for this agreement shall be utilised wholly and exclusively in the provision of the community transport services, as specified in the agreement. The scheme must supply copies of annual accounts that are compliant with the minimum: 'Charity Commission Standard of Recommended Practice (SORP)', at least three weeks prior to the AGM. Where an eligible independent examiner must confirm the appropriate standards are being met.	Partnership agreement.	
Staff eventualities	1	5	5	The contractual partnership agreement with Epping Forest Community Transport (EFCT) clearly stipulates that all relevant staff and volunteers are required by law to possess validated satisfactory Disclosure and Barring Service (DBS) checks.	Partnership agreement.	

Community Bus Service KPI's are not achieved	2	3	6	In accordance with the contractual partnership agreement all KPI targets and outcomes shall be documented and reported by the service provider. This information will be regularly reviewed. Schedule of Outputs: The contractual partnership agreement dictates that data concerning group brokerage, social care, dial-a-ride, shopper buses (Section 19/22 routes, other passenger numbers will be emailed.	The reviews are undertaken by the Management Committee.	
Community Transport Scheme objectives not achieved.	2	3	6	EFCT shall provide this service for residents of Chigwell, in partnership with the council. This scheme organises and provides community transport services for the benefit of residents of the area of operation and its environs. Such services include brokerage schemes as well as social car and dial-a-ride schemes. Should existing services have to be withdrawn, or additional services be set up by this scheme, all partners should be consulted before these actions take place. Notification of intent is to be given in writing no less than one month prior to the proposed change.	EFCT shall provide support and advice to the partners regarding this scheme and the work being undertaken, Refer to Partnership agreement.	Annually
Community Bus Service (Insurance Cover/ Claims)	2	2	4	EFCT maintains all necessary insurance cover, further the agreed obligations under this arrangement includes public liability insurance up to £5 million.	Refer to Partnership agreement.	Annually
Failure to deliver service (Non-compliance/ Breach of relevant statutory regulations)	1	2	2	The contractual partnership agreement with Epping Forest Community Transport (EFCT) should stipulate that this scheme must be operated in a manner that is accordant to all relevant statutory and regulatory requirements and applicable policies, including holding valid licences/ permits appropriate to the service being provided.	Refer to Partnership agreement.	Annually

Data Protection and Freedom of Information Breach	1	3	3	The contractual partnership agreement with Epping Forest Community Transport (EFCT) should stipulate that under the terms the relevant legislation, the agreement may include the processing of personal information. Therefore, in accordance the data controllers are the individual partners and the data processors are the Partnership. The partnership must comply with the relevant data Protection regulations and all subordinate legislation with the agreement.	Information processed by the data Processor under the terms of the agreement, which relates to a living individual must not be disclosed to a third party, unless the third party is explicitly identified by the partners as needing this information. Where a third party is identified then only the information necessary for the carrying out of this agreement may be disclosed. If in doubts, consultation between the two parties must be undertaken. Refer to Partnership agreement.	Monthly
---	---	---	---	--	---	---------



**Chigwell Parish Council Risk Management Scheme – Management Committee: Victory Hall**

<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
Fire/Flood	1	5	5	Ensure comprehensive insurance policies are in place. Install a fire alarm system to provide early warning of fire. Complete other actions recommended within the fire risk assessment. Ensure fire plan/policy is completed and all users/clients/contractors are aware, and the relevant instructions are visible. Electrical inspections undertaken. Fire alarm system installed, as recommended by fire risk assessment.		On-going
Asbestos – risk when maintenance carried out.	1	5	5	Asbestos survey conducted to identify potential risks should building works/repairs be required.		Whenever any building/maintenance required.
Electricity- users risk shocks or burns from faulty equipment	1	5	5	Electrical inspection undertaken – remedial work required to deal with fire risks PAT testing undertaken on a regular basis.		Annual PAT testing
Hazardous substances	1	3	3	Appropriate PPE supplied to associated staff. Hazardous substances appropriately labelled. All potentially hazardous materials are stored securely. External H&S advisories are actioned.		On-going
Slips, trips, falls	2	2	4	Floor surfaces to be checked regularly for defects. Reported issues are actioned. Appropriate mitigations to potential hazards. External H&S advisories are		On-going
Financial shortfall	2	2	4	Review cost structure of lettings to ensure maximum return. Consider different scale of charges to take into account Chigwell residents, and the cost of midweek/weekend hire, daytime or evenings and commercial or non-profit making hires. Conduct advertising to raise awareness and promote the facility. All utilities renewed using best value with competitive quotes obtained. Any significant spends must be part of an agreed plan which has been	Current charging structure is the one adopted by the Lewis Foundation. Decision on pricing policy required from Management Committee.  On-line calendar is now available via the parish website to allow availability to be assessed.	Review by Management committee & Finance Committee.
Deterioration in condition of the hall	4	2	8	A plan of upkeep and maintenance is required for the medium to long term.	Once long-term management arrangements for the hall agreed, finance will need to be considered and a budget allocated as	Annually
Gas – risk to users from gas cooker/hob in kitchen.	1	4	4	Gas safety inspection of cooker/hob undertaken, this facility has been determined unusable and is not in operation.	Cooker is not safe to use. Inadequate ventilation. No extractor unit or emergency stop switch exist – both required for commercial cooker. Boiler serviced recently. Consideration should be given for new kitchen and appliances in any plan for refurbishment	Review by Management committee & Finance Committee.

Security of hall compromised	2	2	4	Review current arrangements for access to hall and locking up policy.	Lewis Foundation provided keys to both regular users and casual users to allow access. No oversight to ensure building is correctly locked or any gas/electricity turned off. Decision required on policy going forward	Review by Management committee & Finance Committee.
------------------------------	---	---	---	---	---	---

### Chigwell Parish Council Risk Management Scheme – Covid 19

The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing pandemic, caused by severe acute respiratory syndrome. The virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. It is most contagious during the first three days after the onset of symptoms, although spread is possible before symptoms appear, and from people who do not show symptoms.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of sense of smell. Complications may include pneumonia and acute respiratory distress syndrome. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. There is no known vaccine or specific antiviral treatment. Primary treatment is symptomatic and supportive therapy.

Recommended preventive measures include hand washing, covering one's mouth when coughing, maintaining distance from other people, wearing a face mask in public settings, and monitoring and self-isolation for people who suspect they are infected. Authorities worldwide have responded by implementing travel restrictions, lockdowns, workplace hazard controls, and facility closures. Many places have also worked to increase testing capacity and trace contacts of infected persons.

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequenc</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Cemetery</b>	Staff, visitors, clients, contractors, drivers, vulnerable groups becoming infected.	<b>2</b>	<b>5</b>	<b>10</b>	<b><u>Hand Washing</u></b> Hand washing facilities with soap and water in place. Advisories for stringent Hand washing. Drying of hands with disposable paper towels.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and of the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it. To avoid toughing the face, eyes, nose and mouth with uncleaned hands. Tissues will be made available throughout the workplace. Relevant Guidance from Public health authorities to be displayed.	On-going
					<b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are toughed regularly particularly in areas of high use, such as door handles, light switches, reception areas using appropriate cleaning products and methods.	Rigorous checks will be carried out to ensure that the necessary procedures are being followed.	
					<b><u>Social Distancing</u></b> Social Distancing – reducing the number of persons in any work area to comply with the 2-meter gap, recommended by the Public Health authorities. Redesigning processes to ensure social distancing is in place. Electronic/Virtual communications to be engaged rather	Staff to be reminded of the importance of social distance, both in the workplace and outside.	
					<b><u>Wearing of Gloves</u></b> Where risk assessment identifies wearing of gloves as a requirement, an adequate supply will be provided. Staff will be instructed on how to remove gloves to reduce contamination and to dispose of	Staff to be reminded that wearing gloves is not a substitute for good hand washing.	

				<p><b><u>RPE</u></b></p> <p>Where risk assessment identifies wearing of RPE as a requirement, an adequate supply will be provided. Staff will be instructed on how to remove RPE to reduce contamination and to dispose of them safely.</p> <p>Public Health guidance on the use of RPE to protect against infection relates primarily to health care settings, other in other situations social distancing</p>	To minimise the risk of infection Staff to be reminded that wearing RPE is not a substitute for good hygiene and social distancing.	
Confirmed or suspected infection/ Symptoms of Covid 19				In the event a member of staff experiences the symptoms of Covid-19; continuous cough and/or high temperature in the workplace, they will be sent home and advised to follow the appropriate guidance. Communication will be maintained during this period with the council. In the event a staff member or an individual recently associated with the council has developed Covid-19, the council will communicate with the Public Health authority to seek further advise, convey the circumstances, identify individuals	Communication/information will be maintained regularly to reassure and support employees and clients in a fast-changing situation.	On-going
Loss of revenue, in the event the Cemetery Supervisor and/or the Cemetery Technician are infected/ self-isolating.				In the event cemetery staff experience the symptoms of Covid-19, and external service provider will be engaged.	Prior to the cemetery services being undertaken by council staff, an external service provider was utilised for the previous eleven years (approximately). This organisation will be tasked accordingly, as circumstances may dictate.	

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Open Spaces</b>	Staff, visitors, clients, contractors, drivers, vulnerable groups becoming infected.	<b>1</b>	<b>5</b>	<b>5</b>	Regular inspections and cleaning, Waste disposal bins on site, to disposal of tissues etc.  <u><b>Hand Washing</b></u> Advisories for stringent Hand washing.  <u><b>Social Distancing</b></u> Social Distancing – reducing the number of persons in area to comply with the 2-meter gap, recommended by the Public Health authorities.	Management Committee will review the relevant policies, as necessary.	On-going

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
<b>Allotments</b>	Staff, visitors, clients, vulnerable groups becoming infected.	<b>1</b>	<b>5</b>	<b>5</b>	Regular inspections and cleaning.  <u><b>Hand Washing</b></u> Hand washing facilities in place. Advisories for stringent Hand washing.  <u><b>Social Distancing</b></u> Social Distancing – reducing the number of persons in area to comply with the 2-meter gap, recommended by the Public Health authorities.	Management Committee will review the relevant policies, as necessary.	On-going

	<b>RISK</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Remarks</b>	<b>Monitoring</b>
--	-------------	-------------------	--------------------	-------------	-------------------	----------------	-------------------

<b>Offices</b>	Staff, visitors, clients, vulnerable groups becoming infected.	<b>1</b>	<b>5</b>	<p><b>5</b></p> <p>Regular inspections and cleaning.</p> <p><b><u>Hand Washing</u></b> Hand washing facilities in place. Advisories for stringent Hand washing.</p> <p><b><u>Social Distancing</u></b> Social Distancing – reducing the number of persons in area to comply with the 2-meter gap, recommended by the Public Health authorities.</p> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use, such as door handles, light switches, reception areas using appropriate cleaning products and methods.</p>	<p>The reception area cannot be accessed by the public and deliveries are received outside. The recycle bags may be collected from outside the office.</p> <p>Management Committee will review the relevant policies, as necessary.</p>	On-going
----------------	--	----------	----------	--	---	----------