Tiffany Pollock

Clerk, Tunstall Parish Council

Risk Assessment –Catchment Pit

Tunstall Parish Council

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# Scope and Objectives

The purpose of this document is to identify potential risks facing Tunstall Parish Council (‘the Council’) with reference to the protections around the Catchment Pit (Grid reference TM 35690 54960) and how those risks can be managed.

This document will be reviewed by the Council annually (preferably at the March meeting), enabling the Council to:

1. appraise itself of identified risks
2. agree appropriate actions to minimise the impact of the risks
3. identify new risks and appropriate measures to manage them
4. ensure the Council’s insurance is adequate for the forthcoming year

# Introduction

Members are ultimately responsible for risk management because risk threatens achieving the objectives of the Council. As a minimum, members should:

1. Take steps to identify key risks facing the Council
2. Evaluate the potential consequences to the Council in the event of an identified risk occurring
3. Agree upon appropriate measures to avoid, reduce, or control the risk or its consequences

All of the above objectives should be served by this document. If they are not, then it is up to the Council to determine how they should be met and to put in place appropriate measures.

This document should be read in conjunction with the current Insurance Policy in force for the Council.

# Risk Analysis

The following table attempts to identify all risks associated with the protections around the Catchment Pit and to assign a probability (‘Prob’) of that risk occurring, and should it occur, its impact (‘Imp’) on the Council. Both the ‘Probability’ and ‘Impact’ of a risk are scored on a 1 – 5 scale: 1 being the lowest score (i.e. very improbable or very low risk) and 5 the highest (i.e. highly probable or very high impact). Both these scores are multiplied to give an Overall Risk Rating (ORR). Any risks over ORR 20 will be reviewed on a monthly basis.

The ‘Managed by’ column details how the risk is managed, either by protecting the Council from its impact (typically by way of insurance) or by reducing the probability of that risk occurring. All Councillors should be aware of the importance of keeping their register up to date and declaring any interests at meetings as and when appropriate. The below list is not exhaustive, and items can be added, amended, or removed as and when appropriate.

| Number | Details | Prob | Imp | Overall Risk Rating | Managed by… | Last Reviewed Date | Action Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Person or animal climbing over the fence and falling into the pit | 3 | 5 | 15 | * Strong fence around pit at 1.2 metres high * 4 signs warning of deep water displayed | * 9th March 2023 | * Situation to be monitored after deer jumped in to pit in 2017 |
| 2 | Person entering the pit via the gate | 2 | 4 | 8 | * Gate is presently locked by way of a combination lock; number known by TPC members and landowner | * 9th March 2023 | * None |
| 3 | Person impaling themselves on the fence | 2 | 5 | 10 | * Fence construction includes barbed wire. This is common in the countryside, but signs might discourage attempts to climb it. * Sign stating “No unauthorised entry” displayed | * 9th March 2023 | * None |
| 4 | Person or animal squeezing under the gate | 2 | 5 | 10 | * Large gap under gate has been removed by placement of a board at the base | * 9th March 2023 | * None |
| 5 | Any of the above becoming damaged | 2 | 5 | 10 | * Quarterly inspections of the Pit (carried out by Councillors and recorded on Spreadsheet held by Clerk) | * 9th March 2023 | * Clerk to send inspections list to Chairman at least once a year |
| 6 | Having no or inadequate insurance | 1 | 5 | 5 | * Special endorsement added to TPC’s insurance policy | * 9th March 2023 | * Endorsement to be verified each year when policy renews |
| 7 | Pit not fit for purpose | 3 | 5 | 10 | * Annual inspections from SCC Highways | * 9th March 2023 | * Clerk to ask SCC Highways to inspect pit to ensure it is working as proposed |

Adopted by the Parish Council at a meeting on: 9th March 2023

Signed: Karol Silovsky

Mrs Tiffany Pollock Cllr. Karol Silovsky

Clerk Chair

# Change History

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| --- | --- | --- |
| Version | Description | Date |
| March 2015 | Original document drawn up | 11th March 2015 |
| March 2016 | Amendments after review | 9th March 2016 |
| March 2017 | Amendments after review | 8th March 2017 |
| March 2018 | Amendments to two ORR scores, two actions and Chair name | 14th March 2018 |
| March 2019 | Review and slight amendments | 13th March 2019 |
| March 2020 | Review and slight amendments | 11th March 2020 |
| February 2021 | Review and additional risk added | 10th February 2021 |