

Risk Assessment – Catchment Pit

TUNSTALL PARISH COUNCIL

Tiffany Pollock
CLERK, TUNSTALL PARISH COUNCIL

Contents

1. Scope and Objectives.....	2
2. Introduction	2
3. Risk Analysis	3
Change History.....	5

1. 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:

- a) appraise itself of identified risks
- b) agree appropriate actions to minimise the impact of the risks
- c) identify new risks and appropriate measures to manage them
- d) ensure the Council's insurance is adequate for the forthcoming year

2. Introduction

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

- a) Take steps to identify key risks facing the Council
- b) Evaluate the potential consequences to the Council in the event of an identified risk occurring
- c) 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.

3. 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	<ul style="list-style-type: none"> Strong fence around pit at 1.2 metres high 4 signs warning of deep water displayed 	14 th March 2024	<ul style="list-style-type: none"> Situation to be monitored after deer jumped in to pit in 2017
2	Person entering the pit via the gate	2	4	8	<ul style="list-style-type: none"> Gate is presently locked by way of a combination lock; number known by TPC members and landowner 	14 th March 2024	<ul style="list-style-type: none"> None
3	Person impaling themselves on the fence	2	5	10	<ul style="list-style-type: none"> 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 	14 th March 2024	<ul style="list-style-type: none"> None
4	Person or animal squeezing under the gate	2	5	10	<ul style="list-style-type: none"> Large gap under gate has been removed by placement of a board at the base 	14 th March 2024	<ul style="list-style-type: none"> None

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Last Reviewed Date	Action Required
5	Any of the above becoming damaged	2	5	10	<ul style="list-style-type: none"> Quarterly inspections of the Pit (carried out by Councillors and recorded on Spreadsheet held by Clerk) 	<ul style="list-style-type: none"> 14th March 2024 	<ul style="list-style-type: none"> Clerk to send inspections list to Chairman at least once a year
6	Having no or inadequate insurance	1	5	5	<ul style="list-style-type: none"> Special endorsement added to TPC's insurance policy 	<ul style="list-style-type: none"> 14th March 2024 	<ul style="list-style-type: none"> Endorsement to be verified each year when policy renews

Adopted by the Parish Council at a meeting on: 14th March 2024

Signed: K. Silovsky

Mrs Tiffany Pollock
Clerk

Cllr. Karol Silovsky
Chair

Change History

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