

# Alburgh Parish Council Risk Assessment

## - Risk Assessment Ratings

### Likelihood Assessment

Rating	Likelihood that hazardous event will occur
1	Unlikely (1 in 100,00 chance)
2	Likely (1 in 1000 chance)
3	Very likely (1 in 100)

### Consequence Assessment

Rating	Consequence of hazardous event
1	insignificant – No injury
2	Moderate, serious injury or damage
3	Major/catastrophic – death or widespread major injuries

### Risk Level

Risk Rating	Action
9	INTOLERABLE – stop activity and take immediate action
6	SUBSTANTIAL – urgent action required and stop activity if necessary
3-4	MODERATE – action required, improve within specified timescale
2	TOLERABLE – no further action
1	TRIVIAL – no further action

Adopted at Parish Council Meeting 9th June 2022

## Weekly Recycling Area Inspection and Park Bins Emptying Risk Assessment

<b>Title of Procedure</b>	Weekly Recycling Inspection and Bins Emptying
<b>Operator/Participants</b>	Parish Councillors
<b>Location of Work</b>	Alburgh Village Hall
<b>Date</b>	Weekly

Description of hazard and hazardous event	Who might be harmed and how	Risk Rating			Risk control measures	Date to be completed by	Residual risk rating		
		L	C	R			L	C	R
Cuts	Persons emptying bins may be cut by sharp items	1	2	2	Protective gloves to be worn and litter picking tool to be used. When emptying park bins, replace bags rather than take rubbish out of bags	Ongoing control, managed by parish council	1	1	1

L = Likelihood C = Consequence R = Risk (Where  $R=L*C$ )

## Play Equipment Risk Assessment

<b>Title of Procedure</b>	Play Equipment Risk Assessment
<b>Operator/Participants</b>	General Public
<b>Location of Work</b>	Alburgh Park
<b>Date</b>	Continuous

Description of hazard and hazardous event	Who might be harmed and how	Risk Rating			Risk control measures	Date to be completed by	Residual risk rating		
		L	C	R			L	C	R
Falls or other injury cause by use of play equipment	Members of public may be hurt if equipment fails or during use	2	2	4	Equipment is checked on a weekly basis by parish council and annually by competent person. Issues that are identified are raised at Parish Council meeting for remedial action to be undertaken	Ongoing control, managed by Parish Council	1	2	2

L = Likelihood C = Consequence R = Risk (Where  $R=L*C$ )

## Wortwell Allotments Risk Assessment

<b>Title of Procedure</b>	Allotments Risk Assessment
<b>Operator/Participants</b>	General Public
<b>Location of Work</b>	Wortwell Allotments
<b>Date</b>	Continuous

Description of hazard and hazardous event	Who might be harmed and how	Risk Rating			Risk control measures	Date to be completed by	Residual risk rating		
		L	C	R			L	C	R
Trips or personal injury	Members of public may trip or sustain other injury by accessing allotments	2	1	2	Site is checked on a weekly basis by parish council and any issues that are identified are raised at Parish Council meeting for remedial action to be undertaken	Ongoing control, managed by Parish Council	1	1	1

L = Likelihood C = Consequence R = Risk (Where  $R=L*C$ )

## Millennium Gardens Risk Assessment

<b>Title of Procedure</b>	Millennium Garden Risk Assessment
<b>Operator/Participants</b>	General Public
<b>Location of Work</b>	Millenium Garden
<b>Date</b>	Continuous

Description of hazard and hazardous event	Who might be harmed and how	Risk Rating			Risk control measures	Date to be completed by	Residual risk rating		
		L	C	R			L	C	R
Trips or personal injury	Members of public may trip or sustain other injury by accessing garden	1	1	1	Site is checked on a weekly basis by Parish Council and any issues that are identified are raised at Parish Council meeting for remedial action to be undertaken	Ongoing control, managed by Parish Council	1	1	1

L = Likelihood C = Consequence R = Risk (Where  $R=L*C$ )

## Data Security Risk Assessment

<b>Title of Procedure</b>	Data Security Risk Assessment
<b>Operator/Participants</b>	Parish Council/Members of Public
<b>Location of Work</b>	Multiple locations
<b>Date</b>	Continuous

Description of hazard and hazardous event	Who might be harmed and how	Risk Rating			Risk control measures	Date to be completed by	Residual risk rating		
		L	C	R			L	C	R
Loss of personal data	Members of public or Parish Council through data theft	1	2	2	Council records are stored on a secured laptop and any printed records stored in a metal filing cabinet	Ongoing control, managed by Parish Clerk	1	2	2

L = Likelihood C = Consequence R = Risk (Where  $R=L*C$ )