



NORTH HORSHAM PARISH COUNCIL RISK MANAGEMENT SCHEME

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| Summary of the work of the Organisation | <ol style="list-style-type: none"> 1. To undertake work associated with Parish and Town Councils. 2. To provide Community venues for hire. 3. To provide office accommodation for the Parish Council. 4. To provide leisure facilities e.g. Play Areas. 5. To provide community facilities e.g. seats, bus shelters, notice boards, land etc. |
| Name of Responsible Financial Officer/ Proper Officer | Sarah Norman - Clerk to the Council |
| Date for adoption | July 2021 |
| Reviewed | July 2025 |
| Next Review Due | July 2026 |

CONTENTS

| Page | |
|------|--|
| 2. | Introduction |
| 2. | Management System |
| 3. | Assessing Risk |
| 3. | Internal Control |
| 4. | Insurance |
| 4. | North Horsham Parish Council Supporting Documents. |

RISK MANAGEMENT SCHEME

INTRODUCTION

North Horsham Parish Council has a duty to assess and manage risks including the introduction of internal controls and/or external insurance cover where required. Full guidance is given in the SMPPP Practitioners". The Parish Council also has to comply with Fire Safety Regulations, Health and Safety Law and Legionella legislation along with other legal requirements.

North Horsham Parish Council has Policies in place for Health and Safety, Fire Safety and Legionella Control. These are supported by systems for identifying, assessing and recording risk through Health and Safety Risk Assessments, Fire Risk Assessments and Legionella Risk Assessments. The Parish Council has a Financial and Management Risk Assessment which gives an overarching view of risk associated with finance, security, property, legal, IT and the Council's reputation.

The Authority reviews risks annually as a means of addressing any identified risks and putting in place appropriate measures to mitigate and manage risk. This includes internal controls and/or the appropriate use of insurance cover.

The Risk Management Scheme co-ordinates Health And Safety, Fire Safety, Legionella, Financial and Management risks into one document to provide an overarching view of how risk is being managed.

Risk Assessments are carried out using a standard Management System throughout.

MANAGEMENT SYSTEM

PLANNING - There will be a systematic approach to Risk Assessment, the selection of appropriate risk controls and priorities and performance standards will be established.

ORGANISATION - There will be consultation and communication with employees, employee involvement in risk assessment, sharing of information, clear instruction and appropriate training.

ASSESSING RISK - Risk will be evaluated and recorded using a standard matrix of likelihood and impact giving an overall risk level (See page 3).

SCOPE OF THE RISK ASSESSMENT - The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide actions for any necessary improvements to the identified provisions.

INTERNAL CONTROL - The risk will be evaluated against standard responses. Where measures are put in place to mitigate risk there will be a clarification of responsibilities and supervision to ensure that people fulfil their responsibilities. (See below)

ACTION - Improvements, where identified will be recorded and brought to the attention of the Council.

MONITORING - The Risk Management Scheme, policies and risk assessments will be monitored to measure how well hazards are being controlled. Monitoring will include inspections of the workplace and the management system in place; the thorough investigation of incidents and accidents in order to ascertain the underlying causes and effect the remedy.

REVIEW - All Risk Assessments within the Risk Management Scheme will be reviewed at least annually to ensure that they are effective and achieving the correct standard of risk control.

ASSESSING RISK

In order to evaluate risk the potential consequences of an individual risk occurring (impact) is considered along with how likely this is to occur (likelihood). The following matrix is then applied and the overall risk determined.

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|------------|---------------|------------|----------|--------|
| Likelihood | Highly Likely | Medium | High | High |
| | Possible | Low | Medium | High |
| | Unlikely | Low | Low | Medium |
| | | Negligible | Moderate | Severe |
| Impact | | | | |

INTERNAL CONTROL

Risk is unavoidable, and the Parish Council has to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk is called 'internal control' and may involve one or more of the following standard responses:

- **Tolerate the risk** - for risks where the downside is containable with appropriate contingency plans; where possible controls cannot be justified (E.g. because they would be disproportionate) and for unavoidable risks, e.g. terrorism.
- **Treat the risk** - impose controls so that the Parish Council can continue to operate or set up prevention techniques.
- **Transfer the risk** - buying in a service from a specialist external body or taking out insurance.
- **Terminate the activity giving rise to risk** - it may be best to stop an activity if there are intolerable risks or those where no response can bring the risk to a tolerable level.

'Principles of prevention' will also be taken into consideration:-

- (a) Combating the risk at source.
- (b) Avoiding risk where possible.
- (c) Evaluating risks that cannot be avoided.
- (d) Adapting technical process.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy that covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective measures.
- (h) Giving appropriate instructions to employers.

INSURANCE

SMPPP Practitioners' Guide (2025) gives guidance on where insurance can be used to help manage risk as follows:-

- Loss or Damage to physical assets owned by the Parish Council.
- To cover risk of damage to a third-party property or individuals as a consequence of the Parish Council providing services or amenities to the public (public liability).
- To cover risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.
- To cover loss of cash through theft or dishonesty (fidelity guarantee).
- To cover legal liability as a consequence of asset ownership (public liability).

There may be benefit in working with others to help manage risk through buying in professional services, contracting out or leasing or hiring equipment.

NORTH HORSHAM PARISH COUNCIL SUPPORTING DOCUMENTS

The Risk Management Scheme is supported by the Financial Regulations, Standing Orders, Fire Safety Policy, Health and Safety Statement of General Policy, Legionella Control Policy, Fire Safety Risk Assessments, Health and Safety Risk Assessment and Financial and Management Risk Assessment.

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| Standing Orders - review July 2025 |
| Financial Regulations - review July 2025 |
| Fire Safety Policy - review July 2025 |
| Health and Safety Statement of General Policy - review July 2025 |
| Legionella Control Policy - reviewed July 2024 (next review July 2026) |
| Fire Safety Risk Assessments - large documents kept electronically. Independent fire risk assessments was undertaken at :- <ul style="list-style-type: none">• Roffey Millennium Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim• North Heath Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim• Holbrook Tythe Barn - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim |
| Health and Safety Risk Assessment - reviewed May 2025 and the Property Committee has delegated powers to review risk assessments |
| Legionella Risk Assessment - large documents kept electronically. Legionella Risk Assessments were undertaken at all venues by an independent company in April 2025. No operational issues were raised, and no recommendations made. Next review due April 2027. |
| Financial and Management Risk Assessment - Last reviewed by the Finance & Administration Committee at the meeting held 24 th October 2024 (Min. FA/37/24 refers) with the next review due by December 2025. |