

Risk Assessment Methodology (January 2017)

Each area of activity that the Town Council is involved in has a detailed risk assessment. These are reviewed at least annually and maintained by the Chief Officer. Each document is available on request and is routinely considered by individual Committees.

The methodology involved in assessing risk is as follows:

1. Consider key activities
2. Is there a hazard attached to each of these activities?
3. Who is affected by the hazard, e.g. member of the public, employees.
4. What is the likelihood of this happening? (1- Very unlikely, 2- Unlikely, 3- Fairly likely, 4- Likely, 5- Very likely)
5. What would be the consequence if this did happen? (1- Insignificant (no injury), 2- Minor (minor injury needing first aid), 3- Moderate (up to 3 days absence), 4- Major (more than 3 days absence), 5- Catastrophic (death))
6. Complete the equation to calculate the level of risk: The Likelihood x The Consequence
7. The risk rating is:

1 – 4 **Low (acceptable)** No further action required

5 – 9 **Medium (adequate)** If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16 **High (tolerable)** Identify further control measures to reduce risk rating. Seek further advice.

17 – 25 **Very High (unacceptable)** Do not undertake the activity. Implement immediate improvements

8. Consider what controls are already in place, e.g. to carry out an annual review of insurance, to work closely with Police.
9. Develop an action plan: what action is required, by whom and by when.
10. Assuming the action plan has been implemented, consider if there is any residual risk.

The Finance Committee receives information in relation to the main risks to public money related to council property, activities and employees on an annual basis. Members provide feedback to enable the Chief Officer to source an appropriate insurance quotation.