



The Council’s Risk Management Procedure is on the web site - <https://downtonparishcouncil.gov.uk/main-council/policies>. It requires an annual review of the Risks listed in the registers, the Council decided that this review would be undertaken by the entire Council.

Members are to review the ‘Controls in Place’ to ensure they exist, they relate to and mitigate the Risk Identified [Step 3 from the Risk Management Policy]

In line with the Risk Management Policy [Step 4: Decide on Any Further Action to be Taken] for risks rated as Red or Amber the Members will need to decide, for each one, which one of the four main control options apply:

- Terminate the risk – take a decision to discontinue the activity.
- Transfer the risk – the risk is ‘passed’ on e.g. to an insurer.
- Treat the risk – put in place additional effective controls to reduce the impact or likelihood.
- Tolerate the risk – accept the risk but continue to monitor and evaluate.

The chosen control option should be listed in the ‘Additional Controls Required’ together with any additional controls that are required.

Note that any Additional Controls Required will need to be scoped, resources (time, effort, funds) required identified and agreed by Council Resolution.

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS if required Key points	RISK OWNER	REVIEW DATES	
				IMP	LIKE	SCORE	Red/Amber/Green				LAST	NEXT
3.1.1	Memorial Centre & General	Public access – injury / death	General public, Parish Council staff Contractors	2	1	2	Green	The concourse to Memorial Centre is accessible 365 days per year. The general public use the concourse at their own risk.  Area inspected on quarterly basis – Mar, Jun, Sept, Dec.  Resurfaced in 2018	TREAT  Inspect quarterly.	Cllr Mace	MAR 2021	MAR 2022
3.1.2	Downton Centre, Greens & General	Extreme Weather – increased risk of slips, falls  **MOVE TO WINTER weather section?**	Public / Staff  Physical Financial Legal and compliance	1	2	2	Green	Co-op contractor spreads grit around entrance daily when forecast temperature is at zero or below	TREAT  Establishment of Community Emergency Volunteers for snow/flood etc  Manual Handling training	Wiltshire Council Parish Clerk & Amenities Ctee	MAR 2021	MAR 2022
3.1.3	Downton Centre, Greens & General	Temporary structures - injury	Public Physical Financial Legal and compliance	1	1	1	Green	Event organisers occasionally use temporary structures (gazebos) and notice boards outside Co-op/at Open Spaces. Event organisers to ensure stability and safety of the above items	TREAT  No guy ropes are to be used - the temporary structures to be held firmly in place with weights.	Parish Clerk	MAR 2021	MAR 2022
3.2.1	Public Conveniences	Reduction in service	Council, General Public, Contractor Service Delivery & Quality	2	1	2	Green	Contract in place and reviewed every 3 years.	MONITOR	Parish Clerk & Amenities Ctee	MAR 2021	MAR 2022

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3.2.2	Public Conveniences	Poor service delivery	Council, General Public, Contractor,  Service Delivery & Quality,	2	1	2	Green	DPC responsible for maintenance, building and access  Conversion of accessibility toilet to stoma friendly.	TREAT  Disability audit to be completed in 2021.  Council to consider inclusion of refurbishment costs in 2021/2024 3 year budget	Parish Clerk	MAR 2021	MAR 2022
3.2.3	Public Conveniences	Vandalism, arson or damage.	Council Public  Physical, Financial, Delivery & Quality,	2	2	4	Amber	Any vandalism reported to DPC is inspected promptly and the area made safe.  Repairs are carried out as soon as practically possible.  Report made to Police 101. If necessary will liaise with local Neighbourhood Police Team.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.2.4	Public Conveniences	Inadequate budget provision	Council, Public  Physical, Financial, Compliance & Legal, Service Delivery & Quality.	1	1	1	Green	Council responsible for ensuring adequate budget in place.  Parish Clerk responsible for presenting recommendation to Council for annual budget setting.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.2.5	Public Conveniences	Inappropriate use of conveniences e.g. drug use / sexual activities. Health & safety hazards to staff and public.	Council, Public, Contractor Council staff  Physical, Financial, Compliance & Legal, Service Delivery & Quality, Reputation	2	2	4	Amber	Contractor ensures daily standards are met and completes log.  Should drug paraphernalia/body fluids be discovered the affected area is closed until the toilets have been thoroughly cleaned using accepted procedures.  Contractors are aware of problems and have advised DPC they are equipped with sharps boxes, gloves etc.  Parish Council liaises closely with local Neighbourhood Police Team to monitor.  Facilities closed between 7pm and 7am weekdays, 7pm and 8am Saturdays, 7pm and 9am Sundays	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.2.6	Public Conveniences	Slips, trips, falls - Injury.	Council, Public Council Staff Contractors  Physical, Financial, Compliance & Legal, Reputation	3	1	3	Green	Contractor ensures daily standards are met and completes log.  Hazardous substance control and disposal of waste maintained under agreement with Sanitary Contractors and health and safety guidelines.  In the event of wet flooring wet floor signs are displayed.	MONITOR	Parish Clerk	MAR 2021	MAR 2022

RISK REGISTER – 3.0 Parish Centre (contd.)

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS if required Key points	RISK OWNER	REVIEW DATES	
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3.2.7	Public Conveniences	Electrical installations / lighting - injury.	Council, Public Council Staff Contractors  Physical, Financial, Compliance & Legal, Reputation	1	1	1	Green	Contractor checks lighting daily.  Lighting is on a time switch which the Public do not have access to.  In the event of defective lighting the Toilets are closed to the general public until lighting has been restored.  All electrical installations should be subject to a full electrical inspection at least once every 3 years. Condition survey of toilets undertaken every 3 years.	TREAT  Electrical Inspection 2021 Condition survey 2021	Parish Clerk & Amenities Ctee	MAR 2021	MAR 2022
3.2.8	Public Conveniences	Failure to achieve standard of cleanliness and hygiene.	Council, Public, Contractors  Physical, Financial, Compliance & Legal, Service Delivery & Quality, Reputation	1	1	1	Green	Contractor ensures daily standards are met and completes log.  Contract with sanitary contractors for cleaning and disposal of waste defines minimum standards.  Members of public are able to report problems to the Parish Clerk.  Contractors carry out all cleaning and supply their own chemicals and PPE.  Contractor has carried out their own COSHH assessments and H&S risk assessments.  Chemicals are stored in a locked cupboard.	MONITOR	Parish Clerk	MAR 2021	MAR 2022

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3.2.9	Public Conveniences	Spread of Covid-19 Coronavirus	Cleaner       ~~~~~ Public   *****  Maintenance Contractors	3	2	6	Red	<p>Toilets cleaned twice a day</p> <p>Supply disposable gloves, mask and apron for each session of cleaning.</p> <p>Discuss and provide face shield.</p> <p>Ensure particular attention given to cleaning all touch points on entrance door, toilet door handles and locks, toilet flush, toilet seat, sanitary bins, loo roll holders and hand washing facilities.</p> <p>Ensure clean cloths used for every session or disposable paper towels.</p> <p>Clean with detergent, disinfectant or sanitizer spray.</p> <p>If possible put up sign 'toilets being cleaned no entry'</p> <p>Wash hands after cleaning with soap and water, dry thoroughly.</p> <p>~~~~~</p> <p>Signage regarding social distancing, wash hands, no more than one person to wait within the toilet area at a time.</p> <p>Consider securing outer door open.</p> <p>*****</p> <p>Timing of visits to avoid contact with other people.</p> <p>Disposable gloves, masks and aprons to be provided.</p> <p>Signage to inform public not to enter.</p> <p>Wash hands after working in toilet area with soap and water, dry thoroughly</p>	MONITOR	Parish Clerk	MAR 2021	NOV 2021
3.3.1	Street Furniture	Litter bin hygiene.	Council, Public Staff Contractors	1	1	1	Green	DPC ensures any overflowing litter bins are reported to Wiltshire Council or Idverde.	TREAT  Litter bins close to highway in the parish are responsibility of Wiltshire Council.	Parish Clerk	MAR 2021	MAR 2022
3.3.2	Street Furniture	Inappropriate literature on parish notice board.	Council, Public, Staff Contractors  Financial, Compliance & Legal, Reputation	1	1	1	Green	Noticeboard is locked and only available to staff.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.3.3	Street Furniture	Inadequate insurance cover.	Council, Public  Financial,	2	1	2	Green	Council street furniture is logged on the asset register.  Various items covered under DPC insurance policy	MONITOR	Parish Clerk	MAR 2021	MAR 2022

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3.3.4	Street Furniture	Vandalism /damage to property.	Council, Public Staff Contractors  Physical, Financial, Compliance & Legal, Service Delivery & Quality.	2	3	6	Amber	Any vandalism reported to DPC is inspected promptly and the area made safe. Repairs are carried out as soon as practically possible.  If necessary will liaise with local Neighbourhood Police Team.	TREAT  6 monthly inspections to be timetabled for seats and bus shelters	Parish Clerk	MAR 2021	MAR 2022
3.3.5	Street Furniture	Bus shelter cleaning – health hazard / service deterioration	Council, Public Staff,  Service Delivery & Quality.	1	1	1	Green	Bus shelters are inspected on a monthly basis for damage and fly posting.  Contract in place for quarterly cleaning. DPC is responsible for cleaning and maintaining parish bus shelters as agreed with Wiltshire Council.  Any problems or defects reported to the Parish Clerk for action.	TREAT  Monthly survey	Parish Clerk	MAR 2021	MAR 2022
3.3.6	Street Furniture	Personal injury from poorly maintained or damaged street furniture.	Council, Public, Staff Contractors  Physical, Financial, Compliance & Legal	2	1	2	Green	DPC inspects street furniture on a regular basis to ensure it is well maintained.  Any vandalism / issues are reported to the appropriate officer / Wiltshire Council.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.3.7	Street Furniture	Emptying of dog bins – health & safety / service quality	Council, Public, Staff Contractors  Physical, Financial, Compliance & Legal	1	1	1	Green	Ongoing contract in place to empty dog bins in line with agreed schedule.  Contractor required to ensure they take adequate precautions when dealing with dog excrement.  Contractors hold current risk assessment and copy kept on file at HTC.	TREAT  Consider regular survey of usage undertaken and frequency of emptying  Consider hygiene and whether cleaning is required	Parish Clerk	MAR 2021	MAR 2022
3.3.8	Street Furniture	Inadequate budget.	Council, Public,  Physical, Financial, Compliance & Legal Service delivery & Quality	1	1	1	Green	Council responsible for ensuring adequate budget in place.  Parish Clerk responsible for presenting recommendation to Council for annual budget setting.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.4.1	Cuckoo Fair	Major Event held in village	Public Event Organisers Council Stall Holders	2	3	5	Amber	Downton Cuckoo Fair have developed and provide a copy of their Event Management Plan to the DPC. A councilor represents the DPC's interests at the DCF Ctee meetings	TRANSFER & MONITOR	Parish Clerk Cllr Pearce	MAR 2021	MAR 2022
3.4.2	Cuckoo Fair	Noise – annoyance / hearing damage	Public Event Organisers Council	2	1	3	Green	General public are given prior notice of event taking place.  Event organisers are responsible for not allowing excessive noise and to ensure that guidelines are adhered to  Environmental Health Officers regularly present at Fair	TRANSFER & MONITOR	Cuckoo Fair	MAR 2021	MAR 2022



RISK REGISTER – 3.0 Parish Centre (contd.)

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3.4.3	Cuckoo Fair	Weather – injury, damage	Public Event Organisers Stall holders Council Police Fire Service	3	2	6	Amber	In the event of severe weather conditions i.e. storms, high winds, ice etc. the decision not to hold the event will be made by the Cuckoo Fair board and relayed to Parish Clerk.	TRANSFER & MONITOR	Cuckoo Fair	MAR 2021	MAR 2022
3.4.4	Cuckoo Fair	Traffic control – RTA – injury / death	Gen Public, Participants.	2	1	3	Amber	Temporary Road Closure Order applied for and will be managed throughout the event.  Police in attendance throughout the event.  Trained Security present at both ends of road closure.	TRANSFER & MONITOR	Cuckoo Fair	MAR 2021	MAR 2022
3.5.1	Winter Maintenance	Storage of salt – loss and environmental damage	Parish Council  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Salt stored at storage facility at Newcourt Farm.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.5.2	Winter Maintenance	Carrying of salt – manual handling	Parish Council  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Salt to be transported by vehicle or wheelbarrow where possible.  Salt spreading to be carried out using spreading equipment where possible.	TREAT Manual handling training.	Parish Clerk	MAR 2021	MAR 2022
3.5.3	Winter Maintenance	Gritting – damage to property / physical injury	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Where possible salt should be spread using spreading equipment.  Excess use of salt should be avoided.  Community Emergency Volunteers should review the route prior to gritting to identify any areas where extra care is required.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022
3.5.4	Winter Maintenance	Manual salt spreading - damage to property / physical injury	Parish Council Staff Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Spreader should be filled away from highway.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN  Equipment to be checked prior to start of winter maintenance season.	Cllr Brentor Cllr Pearce	MAR 2021	MAR 2022
3.5.5	Winter Maintenance	Manual removal of snow – injury / fatigue	Parish Council Staff Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Community Emergency Volunteers('CEV's) instructed to be pedestrian aware and to stop work if someone approaches.  Operatives to take regular breaks  Hi Vis and Risk assessments provided.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022

RISK REGISTER – 3.0 Parish Centre (contd.)

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3.5.6	Winter Maintenance	Cleared snow – obstruction / damage	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	Prior to snow clearing, route to be walked and assessed to identify where there is open space into which snow can be deposited. Cleared snow should not obstruct access to property, or be piled up against trees, vehicles etc.. Always clear snow prior to gritting if possible.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022
3.5.7	Winter Maintenance	Bad weather – poor visibility/ injury	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	3	3	9	Red	CEVs responsible for ensuring they wear suitable clothing.  Protective clothing including gloves high visible jacket / top and boots provided.  Torches to be used when dark	TREAT  Risk Assessment	Parish Clerk	MAR 2021	MAR 2022
3.5.8	Winter Maintenance	RTA – working adj. to highway – property / injury	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	CEVs supplied with high viz jackets which must be worn.  CEVs should work on the footway only - looking towards oncoming traffic so they have maximum notice of vehicles that may be out of control.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022
3.5.9	Winter Maintenance	Salt – skin irritation	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	2	2	4	Amber	CEVs must always wear gloves (supplied) when handling salt.  Cleared snow should not obstruct access to property, or be piled up against trees, vehicles etc..	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022
3.5.10	Winter Maintenance	Lone working – increased risk	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	3	3	9	Red	CEVs should avoid working on their own for snow clearing and gritting.  Mobile phones should be with them at all times.	MONITOR	Parish Clerk	MAR 2021	MAR 2022
3.5.11	Winter Maintenance	Slips, trips & falls – physical injury	Parish Council Staff Public Property  Physical Financial Environmental Legal & Compliance	2	3	6	Red	CEVs should ensure they clear away all equipment and leave the area safe with no trip hazards.  Snow and ice should be completely removed using a suitable snow scraper or shovel.  Snow should not be brushed and water should not be used to clear snow or ice as it will create black ice.  Carrying of buckets or bags of salt should be avoided. Where use possible a wheelbarrow or manual salt spreader.	TREAT  Snow clearance guidance notes / training to be provided via SNOW PLAN	Parish Clerk	MAR 2021	MAR 2022

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3.6.1	Christmas Tree Installation	Major Event held in village	Public Event Organisers Council Stall Holders	2	2	4	Amber	TRANSFER  Risk table to be developed by organisers	MONITOR	Cuckoo Fair Parish Clerk	MAR 2021	MAR 2022
3.6.2	Christmas Tree Installation	Traffic accident – injury / death	Staff Public Property  Physical Financial Environmental Legal & Compliance	3	1	3	Amber	Temporary Lane closure undertaken by contractor to enable safe working in the carriageway.	MONITOR	Cuckoo Fair Parish Clerk	MAR 2021	MAR 2022
3.6.3	Christmas Tree Installation	Electrocution – injury / death	Staff Public Property  Physical Financial Environmental Legal & Compliance	3	1	3	Amber	Low voltage limits used for Christmas Tree	TRANSFER	Cuckoo Fair Parish Clerk	MAR 2021	MAR 2022
3.7.1	Downton in Bloom	Major initiative being undertaken in village	Public, Councillors, Staff Volunteers Contractors	2	1	2	Green	DPC to require DiB to provide risk assessments and safe working practices that will be adopted	TRANSFER First Aid kit to be made available for use	Downton Society Cllr Brentor	MAR 2021	MAR 2022
3.7.2	Downton in Bloom Planting	Cuts / abrasions. Injuries	Public, Councillors, Staff Volunteers Contractors	2	1	2	Green	All volunteers required to wear suitable gardening gloves/ suitable footwear i.e. strong boots or Wellingtons.  Volunteers are briefed on proposed work and working area.  Good Communication method in place when taking part in this event, i.e. a mobile phone.  Verbal information given to everyone involved in this event prior to any planting.  Emergency Services would be summoned if and when required.	TRANSFER First Aid kit to be made available for use	Downton Society Cllr Brentor	MAR 2021	MAR 2022
3.7.3	Downton in Bloom Planting	Weather – injury /death	Public, Councillors, Staff Volunteers Contractors	1	1	1	Green	In the event of poor weather conditions any planned works would be cancelled / postponed.	TRANSFER	Downton Society Parish Clerk	MAR 2021	MAR 2022
3.7.4	Downton in Bloom Planting	RTA – injury / damage	Public, Councillors, Staff Volunteers Contractors	2	1	2	Green	All volunteers are briefed prior to any works taking place next to or near a public highway.  High viz jacket required.	TRANSFER  Risk assessments to be completed for planting near or next to public highway	Downton Society Cllr Brentor	MAR 2021	MAR 2022



RISK REGISTER – 3.0 Parish Centre (contd.)

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS if required Key points	RISK OWNER	REVIEW DATES	
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3.7.5	Downton in Bloom Planting	Manual Handling - injury	Volunteers	1	1	1	Green	Guidance on manual handling.	<b>TRANSFER</b> Guidance on manual handling and risk assessments to be provided.	Downton Society Cllr Brentor	MAR 2021	MAR 2022
3.7.6	Downton in Bloom Planting	Allergies - injury	Public, Councillors, Staff Volunteers Contractors	1	1	1	Green	Should a participant suffer with any allergy or skin reaction during or following the planting they must inform the Parish Council and if required seek medical help  Parish Council on receipt of this information would update the accident book and inform the Parish Clerk.	<b>TRANSFER</b> Accident book to be kept.	Downton Society Cllr Brentor	MAR 2021	MAR 2022
3.7.7	Downton in Bloom Planting	Use of tools - injury	Public, Councillors, Staff Volunteers Contractors	1	1	1	Green	Only small hand tools are in use during this event.	<b>TRANSFER</b>	Downton Society Parish Clerk	MAR 2021	MAR 2022
3.7.8	Downton in Bloom Planting	Inadequate budget provision	Public, Council,	1	1	1	Green	Downton Society responsible for ensuring adequate budget in place for DiB.  Parish Clerk responsible for presenting recommendation to Council for contribution in annual budget setting.	<b>TRANSFER</b>	Downton Society Parish Clerk	MAR 2021	MAR 2022