



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 / Mgr	REVIEW DATES	
				IMP	LIKE	RISK	Red/ Amber / Green				LAST	NEXT
4.1.1	Remembrance Day – War Memorial	Slips, trips & falls – injury/death	Councillors, Gen Public, Participants	3	2	6	Amber	Cleaning of steps / surrounding concourse undertaken prior to Event. Any obstacles removed prior to event. Area checked prior to the event.	TREAT Monitor pavement and road conditions prior to the event for any change in surface conditions.	Parish Clerk / Amenities Chair	Mar 2021	Mar 2022
4.1.2	Remembrance Day – War Memorial	Bad Weather - exposure	Councillors, Gen Public including elderly persons, Contractors, Participants	3	2	6	Amber	Cleaning of steps / surrounding paving undertaken prior to Event. Surfaces checked prior to the event to ensure not slippery. Civic dignitaries to be advised to wear suitable clothing if inclement weather.	TREAT To monitor weather forecast prior to event and warn persons / organisers accordingly if concerned.	Parish Clerk	Mar 2021	Mar 2022
4.1.3	Remembrance Day – War Memorial	Traffic control – RTA – injury / death	Gen Public, Participants.	3	1	3	Green	Temporary Road Closure Order applied for and will be managed throughout the event. Police in attendance throughout the event. Police made aware of the event route. Royal British Legion members to provide assistance on the day with traffic management.	TREAT Risk assessment in place	Parish Clerk	Mar 2021	Mar 2022

RISK REGISTER – 4.0. Members & Civic Activities (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 / Mgr	REVIEW DATES	
				IMP	LIKE	RISK	Red/ Amber / Green				LAST	NEXT
4.1.4	Remembrance Day – War Memorial	Bullying or aggressive behaviour – injury / emotional upset	Gen Public, Participants.	3	1	3	Green	Police in attendance throughout event. Event promoted in respectful and positive way. Area checked prior to event.	TREAT  Organisers and Councillors should be vigilant on the day and advise police if any concerns.	Parish Clerk	Mar 2021	Mar 2022
4.1.5	Remembrance Day – War Memorial	Road Surfacing – uneven surface - slips, trips, falls - injury	Gen Public, Participants.	3	1	3	Green	Road surfaces are maintained by Wiltshire Highways and are in good condition. Councillors, Group leaders, Police and volunteers to review surfaces and can advise participants accordingly.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
4.1.6	Remembrance Day – War Memorial	Road Surfacing – icy and wet – slips, trips, falls - injury	Gen Public, Participants.	2	1	2	Green	War Memorial area to be checked by DPC staff to ensure no slippery surfaces for Service/wreath laying. Volunteers will help marshal the public to prevent incidents in crowds/spectators. Group leaders will be responsible for their groups.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
4.1.7	Remembrance Day – War Memorial	Crowd control – injury, disruption, obstruction	Gen Public, Participants.	3	2	6	Amber	Volunteers to help monitor the public and prevent incidents.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
4.2.1	Annual Parish Meeting	Fire – panic injury, burns, death	Public Staff Councillors  Physical Property	2	1	2	Green	Fire exits to be kept clear at all times. Attendees sign list on entry Chair mentions emergency exits at start of event.	TREAT  Ongoing assessment during the evening by Parish Clerk.	Parish Clerk	Mar 2021	Mar 2022
4.2.2	Annual Parish Meeting	Slips, trips & falls - injury	Public Staff Councillors  Physical	2	1	2	Green	Furniture and equipment to be set up safely. Walkways to be kept clear. Any electrical leads to be routed away from main walkways and fixed in place. Any spillages to be mopped up immediately. Displays to be placed on side walls – keeping walkway free. Numbers attending to be monitored.  Memorial Hall available part of the day for setting up for the Parish Meeting – so time to ensure all in place before start and avoid rushing.	TREAT  Ongoing assessment during the afternoon by Parish Clerk.	Parish Clerk	Mar 2021	Mar 2022
4.2.3	Annual Parish Meeting	Food – choking / allergies	Public Staff Councillors  Physical	1	1	1	Green	No nuts and other known common allergens	TREAT  To observe persons during the event and act immediately if any noticeable choking etc... In emergency call 999.	Parish Clerk	Mar 2021	Mar 2022
4.2.4	Annual Parish Meeting	Broken glasses / crockery - injury	Public Staff Councillors  Physical	1	2	2	Green	Officer to clear up any breakages and deal with any concerns. Drinks to be served from the hatch and a table available for standing and empty glasses.	MONITOR	Parish Clerk	Mar 2021	Mar 2022

RISK REGISTER – 4.0. Members & Civic Activities (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 / Mgr	REVIEW DATES	
				IMP	LIKE	RISK	Red/ Amber / Green				LAST	NEXT
4.2.5	Annual Parish Meeting	Theft – upset, loss, injury	Public Staff Councillors  Physical Reputation	2	2	4	Green	People responsible for their own possessions. Officer present at all times.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
4.2.6	Annual Parish Meeting	Verbal Abuse – upset, defamation	Public Staff Councillors  Legal Reputation	3	1	3	Green	Alert Councillors if aware of any contentious subjects. Aim to be able to answer questions transparently and fairly. Monitor on night – ask person to stop if they become offensive or leave if situation deteriorates. Consider abandoning the meeting if situation escalates.	MONITOR	Parish Clerk	Mar 2021	Mar 2022
4.2.7	Annual Parish Meeting	Malicious threat/terrorism	Chair, members, officers and the public	3	1	3	Amber	To keep good relations with members of the public and organisations and act courteously and respectfully, listening to any concerns. To monitor the news and be observant.	TREAT If any concerns at an event to draw meeting to a close and contact police immediately. Follow Building Evacuation procedures.	Parish Clerk	Mar 2021	Mar 2022