

Kirkby Malham Parish Council – Risk Assessment 2024 (Updated 26 Apr 24)

<u>Objective</u>	<u>Hazard</u>	<u>Mitigation</u>	<u>Outcome</u> (Tolerate, Treat or Transfer)
1. There is a risk that a lack of appropriate financial oversight by KMPC will cause unnecessary costs to be incurred resulting in an inaccurate precept being fixed.			
To ensure value for money when spending Parish resources.	<ul style="list-style-type: none"> Unnecessary costs are incurred. 	<ul style="list-style-type: none"> Obtain competitive quotes for any medium or large-scale projects, (over £1,000) Avoid any unnecessary Administration costs eg we don't employ a Parish Clerk, work is done on a voluntary basis. Where possible grant funding is sought and obtained. Monthly financial reports are submitted by the treasurer. 	Treat
	<ul style="list-style-type: none"> Inaccurate fixing of the Parish Precept. 	<ul style="list-style-type: none"> Annual, and minuted, discussion to fix precept in line with projected expenditure and financial risks over the coming year. Make sure are aware of the Council's financial regulations. 	
2. There is a risk that a lack of appropriate financial oversight by KMPC will cause unsuitable control measures being in place resulting in the opportunity that monies could be mis-appropriated.			
To maximize income collection.	<ul style="list-style-type: none"> Money collected from donations will be misappropriated. 	<ul style="list-style-type: none"> Money to be collected by responsible members of the Parish Council or their trusted agents, and collecting boxes emptied frequently. Notice displayed on milk kits that they will be emptied regularly. Records of monthly collections from the milk kits recorded and reviewed annually at the AGM. The Milk kit outside the village to be emptied during daylight hours. 	Treat
3. There is a risk that a lack of appropriate communication, or disproportionate workloads, will cause Councilors to become de-motivated resulting in Councilors resigning or potential Councilors being deterred.			
To keep a motivated and effective Parish Council.	<ul style="list-style-type: none"> We lose valuable Council members. 	<ul style="list-style-type: none"> Keep all Councilors informed, valued and involved in decision making and where appropriate spread tasks as evenly as possible. 	Treat
4. There is a risk that the lack of a robust, and timely, inspection and maintenance regime will cause an unsafe Parish environment for members of the public resulting in an increased risk to life.			
To maintain Parish Land so that it is safe for the public to use.	<ul style="list-style-type: none"> Injury to members of public on Parish land. 	<ul style="list-style-type: none"> Annual inspection of parish property such as trees, bridges, footpaths and benches, village Greens and Pinfold and the 2-minute litter picking equipment with report submitted and minuted at the AGM. Annual inspection of the sandbag stores – CEP Lead to carry out. Liaise with YDNP where appropriate. J.Webber has volunteered to carry out an annual tree survey. A member of the Parish Council to accompany him. Regular inspection of edging stones around the Green. Malham Cove and Gordale have been designated Open Access Areas. We are not liable for injury to the public from natural events like falling 	Treat

		<p>rocks. We have however installed a sign at Gordale to make the public aware of this potential danger. We are responsible for any man-made risks in this area, there are no stiles but we need to inspect the gate near The Cove on an annual basis.</p> <ul style="list-style-type: none"> We give permission for climbers to use these areas but we need to check the risk assessment procedures and 3rd party insurance cover of other groups wishing to use these areas before deciding whether to give them permission to do so. 	
<p>5. There is a risk that the lack of a robust, and timely, inspection and maintenance regime will cause the Parish area to become untidy and in a state of disrepair resulting in the Parish becoming unkempt and out of keeping with the National Park ethos.</p>			
To maintain the Parish Land so that it is tidy and remains in keeping with the character of the village and its surroundings.	<ul style="list-style-type: none"> Vegetation becomes overgrown, litter accumulates, drains become blocked, walls and kerbs deteriorate. 	<ul style="list-style-type: none"> Monthly report to PC meetings. Money from the Lengthsman project used to help fund repairs and maintenance. Liaise with YDNP ,CDC and NYCC Highways where appropriate. Help from the YDNP ranger, who attends some PC meetings. The PC responds to comments from visitors and residents. 	Treat
<p>6. There is a risk that the lack of a robust, and timely, inspection and maintenance regime in the Public Conveniences (owned by KMPC) will cause the facilities to become unhygienic, unsafe and unappealing resulting in an increased risk to public health.</p>			
To maintain the Public Conveniences in Malham.	<ul style="list-style-type: none"> Facilities become degraded and unhygienic with time and use. 	<ul style="list-style-type: none"> Regular inspections and monthly report to PC meetings. Money from Lengthsman project used to fund cleaning. Parish funds used to upgrade the facilities. The PC responds to comments from visitors and residents. 	Treat
<p>7. There is a risk that a lack of oversight of the ownership of KMPC land, or unregistered land, within the Parish will cause inaccurate records both with the Land Registry and KMPC resulting in an increased risk of land ownership disputes.</p>			
To ensure that we keep the land that we have registered.	<ul style="list-style-type: none"> Disputes relating to parish land ownership. 	<ul style="list-style-type: none"> Parish Land has been registered with the Land Registry. If there is a change in the Parish Council Chair, we will need to inform the Land Registry of a change of service address. 	Treat
<p>8. There is a risk that a lack of road maintenance or treatment during periods of adverse weather with cause the roads to become unfit for purpose or unsafe resulting in an increased risk to life and property.</p>			
To help ensure the roads within and adjacent to the Parish are fit for purpose.	<ul style="list-style-type: none"> Road surfaces deteriorate, roads become dangerous in snow, icy and flood conditions. 	<ul style="list-style-type: none"> Monthly discussion at PC meetings, liaise with Highways and Police, help provided by County and Craven District Councilors attending PC meetings. 	Transfer
<p>9. There is a risk that a lack of engagement between KMPC and the Planning Authority will cause an inappropriate level of local input into Planning Applications resulting in unsuitable plans being approved or sensible plans being rejected.</p>			
To help to ensure that any Planning	<ul style="list-style-type: none"> Unsuitable plans are passed or 	<ul style="list-style-type: none"> Respond to Applications in appropriate manner and within the time restrictions set by the Planning Authority 	Treat

Applications are appropriately dealt with.	sensible plans rejected.		
10. There is a risk that a lack of engagement between KMPC and the Planning Authority will cause an inappropriate level of local input into Listed Building Consents resulting in unsuitable requests being approved or sensible requests being rejected.			
To help to ensure that any Listed Buildings Consents are appropriately dealt with.	<ul style="list-style-type: none"> • Unsuitable Listed Buildings Consents are granted or sensible Listed Buildings Consents are rejected. 	<ul style="list-style-type: none"> • Respond to Listed Buildings Consents in an appropriate manner and within the time restrictions set by the Planning Authority 	Treat
11. There is a risk that the lack of a suitable inspection and maintenance regime will cause an increase in the likelihood that the defibrillator will not work correctly resulting in an increased risk to life.			
To maintain defibrillator in working condition.	<ul style="list-style-type: none"> • Won't work when needed. 	<ul style="list-style-type: none"> • Lengthsman to do a 2-weekly inspection of green light on outside of cabinet and light on defib body and we replace pads every 2 years starting May 2017/2019 etc (new pads fitted May 01 2017) 	Treat
12. There is a risk that severe rainfall with cause the likelihood of roads becoming impassable resulting in areas of the Parish becoming isolated.			
To ensure that the impact of flooding in the Parish area is minimized.	<ul style="list-style-type: none"> • Roads become impassable due to flooding. 	<ul style="list-style-type: none"> • A minimum of bi-annual checks to ensure drains and gutters are clear of debris and flow well. Liaise with Highways Area 5 or the Environment Agency as appropriate. • Maintain an appropriate store of sandbags for flood defences. • Implement flood mitigations detailed in the CEP as necessary. 	Transfer
			Treat
13. There is a risk that severe rainfall with cause the likelihood of properties flooding resulting in an increase in risk to property.			
To ensure that the impact of flooding in the Parish area is minimized.	<ul style="list-style-type: none"> • Properties get flooded. 	<ul style="list-style-type: none"> • A minimum of bi-annual checks to ensure drains and gutters are clear of debris and flow well. Liaise with Highways Area 5 or the Environment Agency as appropriate. • Maintain an appropriate store of sandbags for flood defences. • Implement flood mitigations detailed in the CEP as necessary. 	Transfer
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