

Wooburn and Bourne End Parish Council

Risk Register

Key Financial Risks

Risk	Key Mitigations
Fraud	Financial controls; all payments approved in Council sessions & each invoice signed by a Cllr from F&GP committee; annual external audit, 2 approving councillors for all bank payments.
Inappropriate expenses	Committee budgets approved by Council; Budget expenditures reviewed by Committee and Full Council each month.
Financial reporting	Reports compiled by a contracted accounting firm each month for review by Clerk and Councillors
Property damage	Insurance Policy for Council risk.
Public liability risks	Insurance Policy for Council risks; risk assessment of Parish Council tasks.

Identified Grounds Staff Risks

Reference	Risk	Assessment Date
01a	Tractor driving	12/08/2021
02a	Driving Vehicles	05/08/2021
03a	Driving Mechanical Excavators	11/08/2021
04a	Ride on mower - grass cutting road use	11/08/2021
05a	Ride on mower - grass cutting non road use	13/08/2021
06a	Hedge Cutting using trimmer	11/08/2021
07a	Fuel Bowser	12/08/2021
08a	Spraying of insecticides using Quad Bike	12/08/2021
09a	Spraying insecticides	13/08/2021
10a	Use of agricultural tractor and trailer	13/08/2021
11a	Use of mowers/strimmer's	13/08/2021
12a	Use of wood-chippers	14/08/2021
13a	Working near water	01/08/2021
14a	Working outside in adverse weather (Cold climates)	12/08/2021
15a	Working in vicinity of bees, wasps and insects	12/08/2021
16a	Mulching activities	13/08/2021
17a	Use of ladders	01/08/2021
18a	Trailer use (all vehicles)	12/08/2021
19a	Concrete Mixer usage	12/08/2021
20a	Chainsaw use	12/08/2021
21a	Chemical storage	12/08/2021
22a	Welders	12/08/2021
23a	Chop saw	12/08/2021
24a	Fertiliser Spreader	12/08/2021
25a	Use of ladders	12/08/2021

Wooburn and Bourne End Parish Council

Risk assessments for WBEPCC created through Citation

Reference no. 01a
Risk assessment name
Tractor driving
Assessment date 12/08/2021
Workspace
Outside Area

:

Reference no. 02a
Risk assessment name
Driving vehicles
Assessment date 05/08/2021
Workspace
Outside Area

:

Reference no. 03a
Risk assessment name
Driving mechanical excavators
Assessment date 11/08/2021
Workspace
Outside Area Site

:

Reference no. 04a
Risk assessment name
Grass cutting ride on mower (road use)
Assessment date 11/08/2021
Workspace
Outside Area

:

Reference no. 05a
Risk assessment name
Grass cutting ride on mower (non-road use)
Assessment date 13/08/2021
Workspace
Outside Area

:

Reference no. 06a
Risk assessment name
Hedge Cutting using Trimmer
Assessment date 01/08/2021
Workspace
Outside Area

:

Reference no. 07a
Risk assessment name
Fuel Bowser
Assessment date 12/08/2021
Workspace
Storage

:

Reference no. 08a
Risk assessment name
Spraying of insecticides using Quad Bike
Assessment date 12/08/2021
Workspace
Outside Area

:

Reference no. 09a
Risk assessment name
Spraying Insecticides
Assessment date 13/08/2021
Workspace
Outside Area

:

Reference no. 10a
Risk assessment name
Use of agricultural tractor & trailer
Assessment date 13/08/2021
Workspace
Outside Area

:

Reference no. 11a
Risk assessment name
Use of mowers/strimmer's
Assessment date 13/08/2021
Workspace
Outside Area Site

:

Reference no. 12a
Risk assessment name
Use of Wood Chippers
Assessment date 14/08/2021
Workspace
Outside Area

:

Risk assessments for WBEPC created through Citation

Reference no. 13a
Risk assessment name
 Working near water
 Assessment date 01/08/2021
 Workspace

Outside Area

:

Reference no. 14a
Risk assessment name
 Working Outside in Adverse Weather
 (Cold Climates)
 Assessment date 12/08/2021
 Workspace

Outside Area

:

Reference no. 15a
Risk assessment name
 Working outside in the vicinity of Bees, Wasps
 and Insects
 Assessment date 12/08/2021
 Workspace

Outside Area

:

Reference no. 16a
Risk assessment name
 Mulching Activities
 Assessment date 13/08/2021
 Workspace

Outside Area

:

Reference no. 17a
Risk assessment name
 Use of Ladders
 Assessment date 01/08/2021
 Workspace

Outside Area - Office Attic

:

Reference no. 18a
Risk assessment name
 Trailer Use (All Vehicles)
 Assessment date 12/08/2021
 Workspace

Outside Area

:

Reference no. 19a
Risk assessment name
 Concrete Mixer Usage
 Assessment date 12/08/2021
 Workspace

Outside Area

:

Reference no. 20a
Risk assessment name
 Chainsaw Use
 Assessment date 12/08/2021
 Workspace

Outside Area

:

Reference no. 21a
Risk assessment name
 Chemical Storage
 Assessment date 12/08/2021
 Workspace

Storage Processing

:

Reference no. 22a
Risk assessment name
 Welders
 Assessment date 12/08/2021
 Workspace

Outside Area Storage

:

Reference no. 23a
Risk assessment name
 Chop Saw
 Assessment date 12/08/2021
 Workspace

Outside Area - Storage

:

Reference no. 24a
Risk assessment name
 Fertiliser Spreader
 Assessment date 12/08/2021
 Workspace

Outside Area

: