

Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

Risk level = Severity x Likelihood

		Severity		
		Slight L (1)	Serious M (2)	Major H (3)
Likelihood	Seldom L (1)	L	L	M
	Occasionally M (2)	L	M	H
	Frequently H (3)	M	H	H

Risk level = (1-2)L - Low; (3-4) M - Medium; (6-9) H - High

Risk level	Action and Timescale
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.
Intolerable (9+)	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.

L
O
W

M
E
D
I
U
M

H
I
G
H

Clarification and guidance on the above can be obtained from your Area SLO, DSLO or the University Safety Manager on 8009.

Risk Assessment Form

Dyffryn & Talybont Community Council 2018/19

	Type of People & number affected	With CURRENT CONTROL in place				RISK LEVEL L; M; or H.	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required And Date to implement	Date to review: Assessments are annual review unless the task changes/alters
		L	M	H	L					
Financial control procedures in place	All Council	L				L	Implementation of documents. Financial Regulations One Voice Wales adopted December 2008	Monitor Minuted	Community Council	6 months time
Council procedures in place to include Code of Conduct, update of legislation, planning issues and Standing Orders	All Council	M				M	Training Courses to be attended by all Councillors.	Monitor	Chairman	Yearly
Business plan in place	All Council	L	L			L	9 th year business plan in place some adjustments needed	Monitored monthly report to Council	Community Council	Monthly and yearly
Council expenses	All Council	L				L	All Councillors expenses paid on request only and receipts	Monitor on business plan	Community Council	Monitor monthly

Clerk's salary and costs	All Council	L	Monthly day to day cost book with all costs and receipts signed by Chairman monthly	Monitor reasonable costs	Chairman and Council	Monthly and yearly
Contracts	All Council	L	3 quotes where possible but not always possible	Better specification to being work done	Community Council	Yearly
Precept determination	All Council	M	Business plan in place to give more accurate details	More support justification needed to back up spend	Community Council	Yearly
Insurance	All Council	L	Better auditing of Council assets	Re-look at real value of Council assets	Chairman and sub-committee	3 monthly and yearly
Cemetery	All Council	L	Inspect the cemetery regular	Inspect at regular intervals	Community Council	Every month
Public Seats	All Council	L	Inspect all the seats individually	Report back to Full Council after every inspection	Sub-Committee	Every month

Play Park	All Council	M		M	Inspect the equipment in the play park on a regular basis and carry out a full safety inspection by a specialist each year.	Inspect at regular intervals	Community Council	Every Month
Bus Shelters	All Council	L		L	Inspect the bus shelters for damage	Inspect at regular intervals	Community Council	Yearly Every 3 months