

# Risk Assessment – Multi-Use Games Area

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TUNSTALL PARISH COUNCIL

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## 1. Scope and Objectives

The purpose of this document is to identify potential risks facing Tunstall Parish Council ('the Council') with reference to the project to install a Multi-Use Games Area (MUGA) on the Recreation Ground and how those risks can be managed.

This document will be reviewed by the Council annually (preferably at the February or March meeting) until the project is complete. It will enable the Council to:

- a) appraise itself of identified risks
- b) agree appropriate actions to minimise the impact of the risks
- c) identify new risks and appropriate measures to manage them
- d) ensure the Council's insurance is adequate for the forthcoming year

## 2. Introduction

Members are ultimately responsible for risk management because risk threatens achieving the objectives of the Council. As a minimum, members should:

- a) Take steps to identify key risks facing the Council
- b) Evaluate the potential consequences to the Council in the event of an identified risk occurring
- c) Agree upon appropriate measures to avoid, reduce, or control the risk or its consequences

All of the above objectives should be served by this document. If they are not, then it is up to the Council to determine how they should be met and to put in place appropriate measures.

This document should be read in conjunction with the current Insurance Policy in force for the Council.

### 3. Risk Analysis

The following table attempts to identify all risks associated with the protections around the MUGA and to assign a probability ('Prob') of that risk occurring, and should it occur, its impact ('Imp') on the Council. Both the 'Probability' and 'Impact' of a risk are scored on a 1 – 5 scale: 1 being the lowest score (i.e., very improbable or very low risk) and 5 the highest (i.e., highly probable or very high impact). Both these scores are multiplied to give an Overall Risk Rating (ORR). Any risks over ORR 20 will be reviewed on a monthly basis.

The 'Managed by' column details how the risk is managed, either by protecting the Council from its impact (typically by way of insurance) or by reducing the probability of that risk occurring. All Councillors should be aware of the importance of keeping their register up to date and declaring any interests at meetings as and when appropriate. The below list is not exhaustive, and items can be added, amended or removed as and when appropriate.

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Last Reviewed Date	Action Required
3	Running of the facility becomes too much for the Parish Council	4	3	12	<ul style="list-style-type: none"> <li>MUGA Committee set up, reporting to the Parish Council</li> <li>Coronavirus restrictions will need to be observed at all times</li> </ul>	<ul style="list-style-type: none"> <li>February 2021</li> </ul>	<ul style="list-style-type: none"> <li>Committee to report to TPC monthly or as and when required</li> </ul>
5	Facilities not used once complete	2	3	6	<ul style="list-style-type: none"> <li>Advertising facilities must be fully planned so as to ensure all Tunstall residents are aware of them</li> <li>Any regular clubs must be set up in a controlled manner to ensure their use does not affect Tunstall resident's use</li> <li>Booking system to be established with agreed usage times and as much 'free use' time as possible.</li> </ul>	<ul style="list-style-type: none"> <li>February 2021</li> </ul>	<ul style="list-style-type: none"> <li>Usage rules to be fully advertised and on notice board at MUGA</li> <li>Existing clubs and Local Villages to be approached with reference to the facilities being used occasionally</li> <li>Grand opening ceremony with EADT and TV invited</li> </ul>

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Last Reviewed Date	Action Required
6	MUGA does not generate enough income to cover annual costs (also on TPC Financial RA)	2	5	10	<ul style="list-style-type: none"> <li>First year's costs set aside by TPC</li> <li>Charging Policy established and to be reviewed often, not less than annually</li> </ul>	<ul style="list-style-type: none"> <li>February 2021</li> </ul>	<ul style="list-style-type: none"> <li>Clubs and groups encouraged to book the facility during the day in term-time</li> </ul>

Adopted by the Parish Council at a meeting on: *10<sup>th</sup> February 2021*

Signed:

*J Hallett*

Mrs Judi Hallett  
Clerk

*S Smith*

Mr Steve Smith  
Chair

### Change History

Version	Description	Date
<b>March 2020</b>	Original document drawn up and agreed	29 <sup>th</sup> July 2020
<b>February 2021</b>	Amendments following completion of MUGA but prior to opening (due to Covid-19)	10 <sup>th</sup> February 2021