

**SHRIVENHAM PARISH COUNCIL  
GENERAL RISK ASSESSMENT**

Assessment Completed by	Mrs J Evans, Mrs L Frape, Mr L Hilsdon
Location	Shrivenham
Date	Mar-19
Adopted by Shrivenham Parish Council on	3rd June 2019
Date for Review	March 2021, or earlier if required

**Record of Review, Amendment and Additions**

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
Sep-20	Mrs J Evans, Mrs L Frape, Mr L Hilsdon	Not Issued	
Feb-21	Mrs J Evans, Mrs L Frape, Mr L Hilsdon		

Key:

**LIKELIHOOD (L)** = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

**SEVERITY (S)** = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

**DEGREE OF RISK (DR)** = LIKELIHOOD x SEVERITY

**RESIDUAL RISK** \* is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

**INSURANCE:** The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

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	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	DATE MEASURES IMPLEMENTED	PERSON RESPONSIBLE	RESIDUAL RISK*		
				L	S	DR				L	S	DR
	<u>Section 1 Parish Council and Trust property</u>											
1	Bus Shelters. Telephone Box	Risks to the Public	1. Tripping on uneven surfaces 2. Injury from damaged structure	3 1	2 3	6 3	<ul style="list-style-type: none"> <li>• Council inspections carried out every 3 months</li> <li>• Damage to be reported to the Clerk</li> <li>• Maintenance / repair undertaken quickly</li> <li>• Annual check by competent person</li> </ul>	TBC  TBC	TBC  TBC	2 1	2 2	4 2
		Risks to the Parish Council	3. Design and position of shelters 4. Cleaning of shelters 5. Maintenance of shelters 6. Vandalism 7. Provision of adequate insurance cover	1 1 1 2 1	1 1 1 1 3	1 1 1 2 3	<ul style="list-style-type: none"> <li>• Notices maintained</li> <li>• Regular inspections</li> <li>• Regular cleaning programme</li> <li>• Repairs actioned promptly</li> <li>• Regular review of insurance</li> </ul>	TBC TBC In place In place	TBC Contractors Clerk	1 1 1 1 1	1 1 1 1 1	1 1 1 1 1
2	Notice Boards	Risks to the Public	1. Injury from damaged/falling notice board(s) 2. Roadside safety - boards falling into road	1 1	1 2	1 2	<ul style="list-style-type: none"> <li>• Regular inspections</li> <li>• Damage or injury to be reported to the Clerk promptly;</li> <li>• Clerk to take necessary action to make notice boards safe.</li> </ul>	In place	Office Staff	1 1	1 1	1 1
3	Dog Bins	Risks to the Public	1. Injury from damaged dog bin 2. Handling of contaminated waste 3. Handling of contaminated waste - children	2 3 3	1 2 3	2 6 9	<ul style="list-style-type: none"> <li>• Inspections to be carried out every 3 months.</li> <li>• Damage or injury to be reported to the Clerk promptly</li> <li>• Clerk to take necessary action to make dog bin safe.</li> <li>• Only employ approved contractors to empty bins, and ensure regular emptying.</li> <li>• Ensure that the bins have lids and that lids are not damaged</li> </ul>	TBC  In place	Hall Manager/Office Staff  Handyman/Biffa  TBC	1 2 2	1 1 1	1 2 2
4	Footpaths, bridleways and other PROW	Risks to the Public	1. Injury from tripping or falling	3	1	3	<ul style="list-style-type: none"> <li>• Public to report damage or obstructions on footpaths, bridle ways and PROW to the Council.</li> <li>• Council to arrange clearance by notifying the land owner or OCC Countryside team.</li> </ul>	In Place  In place	General Public  Clerk	1	1	1
5	Street furniture	Risks to the Public	1. Risk of injury to third parties due to damaged or unsafe street furniture	1	2	2	<ul style="list-style-type: none"> <li>• Regular (monthly) inspections</li> <li>• Damage reported to the Clerk</li> </ul>	TBC	TBC	1	1	1
		Risks to the Parish Council/Trust	1. Risk of damage	3	1	3	<ul style="list-style-type: none"> <li>• Repairs actioned promptly</li> <li>• Damage reported to the Clerk</li> <li>• Repairs actioned promptly</li> </ul>			1	1	1

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6	Risk of damage to third party individuals or property	Risks to the Public	1. Loss, damage or injury, as a result of the Council providing amenities	1	4	4	<ul style="list-style-type: none"> <li>Council insurance policy provides public liability cover of £10M</li> <li>Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower</li> </ul>			1	3	3
7	Assets owned by the Council/Trust	Risks to Staff, Councillors and the public	1. Damage, accident or injury to users	1	2	2	<ul style="list-style-type: none"> <li>Regular checking and maintenance</li> <li>Annual inspection</li> </ul>	TBC In progress	TBC Office Staff/Hall Manager	1	1	1
			2. Loss or damage to assets	3	1	3	<ul style="list-style-type: none"> <li>Annual review of risk and adequate insurance cover</li> <li>Maintain an up-to-date register of assets</li> <li>Maintain an up-to-date register of assets</li> <li>Annual review of risk and adequate insurance cover</li> </ul>	In place In place In place	Clerk Clerk Clerk	1	1	1
8	Burial Ground	Risks to the General public, including elderly and disabled	1. Slips and trips	1	2	2	<ul style="list-style-type: none"> <li>Regular checking and maintenance</li> </ul>	In progress	Handyman	1	1	1
			2. Security/stability of memorials	2	2	4	<ul style="list-style-type: none"> <li>Ensure gate free of obstacles</li> </ul>	In progress	Handyman	1	1	1
			3. Injury during grave digging, mowing or hedge/tree pruning	2	2	4	<ul style="list-style-type: none"> <li>Parish Council public liability cover in place</li> </ul>	In place	Clerk	1	1	1
			4. Failure of water supply	2	1	2				1	2	2
			5. Vandalism of Memorials	2	2	4				1	2	2
			6. Dog Fouling	4	1	4				2	1	2
		Risks to Contractors	<ul style="list-style-type: none"> <li>Annual topple test</li> <li>Contractors to have own insurance including £10m public liability cover</li> <li>Open graves to be made safe</li> </ul>				In progress	Office Staff				
			<ul style="list-style-type: none"> <li>Contractors to have own insurance including £10m public liability cover</li> <li>Open graves to be made safe</li> </ul>				In place	Contractors				
			<ul style="list-style-type: none"> <li>Up to date Asset register and insurance policy</li> </ul>				In place	Contractors				
		Risks to Council property	1. Vandalism of gates, hedges or other Council property	2	2	4	<ul style="list-style-type: none"> <li>Up to date Asset register and insurance policy</li> </ul>	In Place	Clerk	1	2	2
			2. Loss/theft or damage to gates & fences	1	1	1	<ul style="list-style-type: none"> <li>Regular (quarterly) check of trees and hedges</li> <li>Maintenance programme in place</li> </ul>	TBC TBC	TBC TBC	1 1	1 2	1 2
			3. Trees/hedges	2	2	4	<ul style="list-style-type: none"> <li>Relevant regulations, fees, layout plan etc to be up to date</li> <li>Proper registers to be kept and audited</li> </ul>	In place In place	Clerk Clerk	1	2	2
Risks to the Parish Council	1. Claims relating to conduct of burial ground	1	4	4	<ul style="list-style-type: none"> <li>Regular audit of records by competent person</li> <li>Parish Council public liability cover in place</li> </ul>	In place	Clerk/Assistant RFO In place	1	2	2		
	2. Failure to maintain proper records	2	2	4				1	2	2		
9	Allotments	Risks to the General Public and to Allotment holders	1. Injury when accessing site, or on site, or when passing through on footpath.	2	2	4	<ul style="list-style-type: none"> <li>Regular checks</li> <li>Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site</li> </ul>	In place TBC	Councillor and Admin Assistant Admin Assistant to amend allotment tenancy agreements	1	2	2
			2. Poor grounds maintenance resulting in damage to assets	1	1	1	<ul style="list-style-type: none"> <li>Public to be reminded to remain on the footpath</li> <li>Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site</li> </ul>	In Place TBC	Notices installed Admin Assistant to amend allotment tenancy agreements for all these items?	1	1	1
		3. Accumulation of rubbish -risk of fire and disease	1	1	1	<ul style="list-style-type: none"> <li>Tenants notified that Parish Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Parish Council</li> </ul>	TBC	TBC	1	1	1	

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			4 Security of site	1	1	1	<ul style="list-style-type: none"> <li>Parish Council to maintain public liability cover for allotment holders via membership of National Allotments Society</li> </ul>	TBC	TBC	1	1	1
			5. Bonfires – risk of getting out of control	2	2	4	<ul style="list-style-type: none"> <li>All equipment to be kept and stored in a safe condition for the public</li> </ul>	TBC	TBC	1	1	1
			6. Failure of Water supply	1	1	1	<ul style="list-style-type: none"> <li>Regular inspection of plots</li> </ul>	In place	Admin Assistant/Cllr with responsibility for allotments	1	1	1
			7. Vermin – risk of disease	3	2	6	<ul style="list-style-type: none"> <li>Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards</li> </ul>	TBC	Admin Assistant	1	2	2
			8. Vandalism	3	1	3	<ul style="list-style-type: none"> <li>All plot holders to sign tenancy agreement annually (on take-up or renewal of plot)</li> <li>Allotments management system to be kept up to date</li> </ul>	In Place	Admin Assistant	1	1	1
			9. Chickens – risk of disease, nuisance	1	3	3		Implemented 2019	Admin Assistant	1	1	1
			10. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3				1	1	1
			11. Uncontrolled equipment – risk of injury	1	2	2				1	1	1
			12. Hazardous substances – risk of injury, illness	3	1	3				1	1	1
			13. Unoccupied plots – risk of Injury, fire, disease, nuisance	3	2	6	How do we mitigate this?			1	1	1
10	Trees	Risks to the Public	1. Risk of injury from falling limbs or trees	2	4	8	<ul style="list-style-type: none"> <li>Survey of all trees completed 2018</li> <li>Repeat survey every 5 years</li> </ul>	In place	John Lloyd	1	2	2
							<ul style="list-style-type: none"> <li>Follow-up action as required. Parish Council public liability cover in place</li> </ul>	2023	TBC			
							<ul style="list-style-type: none"> <li>Regular inspection for damage</li> <li>Damage reported to the Clerk &amp; prompt action taken to repair</li> </ul>	In place	Clerk			
								TBC	Hall Mgr for Rec/garage/pump island			
11	Defibrillators	Public, including passers-by (non-residents)	1. Loss or theft of defib,	2	2	4	<ul style="list-style-type: none"> <li>Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code</li> </ul>			1	1	1
			2. public unable to access defib when required	1	5	5	<ul style="list-style-type: none"> <li>Defib provides comprehensive instructions to untrained users and will not shock unless medically required</li> </ul>			2	2	4
			3. mis-use of defib.	1	1	1	<ul style="list-style-type: none"> <li>Guardians appointed each for defib, with responsibility for checking and simple maintenance</li> </ul>	In Place	John Lloyd	1	1	1
			4. Defib not working when needed	1	5		<ul style="list-style-type: none"> <li>Extensive programme of awareness / training sessions for all residents</li> <li>Public liability insurance. South Central Ambulance Service state PL insurance not required, but defib covered by Cardiac Science indemnity and Parish Council insurance</li> </ul>	In Place	John Lloyd	1	1	1
								In Place	Clerk			

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	<b>Section 2</b>	<b>Financial and Business Risks</b>											
12	Precept	Councillors, Clerk and public	1. Consequential loss of income or overspend 2. Precept inadequate 3. Precept requirements not submitted to VWHDC in time	1 1 1	2 3 1	2 3 1	<ul style="list-style-type: none"> <li>Monthly review against expenditure and budget (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reserves held to cover min 6 to max 18 month's expenditure</li> </ul>	In Place In Place	Clerk/Assistant RFO/O&FWG Clerk	1 1 1	1 1 1	1 1 1	
13	Financial Accounting	Councillors, Clerk and public	1. Inconsistency in accounts	1	3	3	<ul style="list-style-type: none"> <li>Bank accounts reconciled monthly by Assistant RFO</li> <li>Accounts reviewed <b>at least</b> quarterly by nominated Councillors</li> <li>Mandatory annual Audits</li> <li>Interim internal audits</li> </ul>	In Place In Place In Place	Assistant RFO O&FWG Currently Moore Lightatouch Audit	1	1	1	
14	Cash / Cheques	Councillors, Clerk and public	1. Loss through theft	1	3	3	<ul style="list-style-type: none"> <li>Fidelity Insurance for loss</li> <li>Minimise use of cash</li> <li>Reviewed quarterly (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Reduced use of cheques due to electronic banking</li> </ul>	In Place In Place In Place In place	Clerk n/a Clerk/Assistant RFO/O&FWG n/a	1	1	1	
15	Financial control and records	Councillors, Clerk and public	Financial irregularities: <ul style="list-style-type: none"> <li>Accounts not up to date</li> <li>Payments not supported by invoices, authorised and minuted</li> <li>VAT checked, recorded and reclaimed</li> <li>S.137 expenditure not separately recorded &amp; in limit.</li> </ul> <ul style="list-style-type: none"> <li>Income not properly recorded and banked</li> <li>Inadequate security over cash</li> <li>Inadequate records of debit card payments</li> <li>Regular bank reconciliations not regularly completed</li> </ul>	1 1 1 1	1 2 2	1 2 2	<ul style="list-style-type: none"> <li>Quarterly review of financial records (Clerk/RFO, Assistant RFO and nominated Councillors)</li> <li>Maintain paper bank statements</li> <li>Monthly statement of bank position by Assistant RFO</li> <li>Annual Internal and External audit</li> <li>Financial Regulations to be implemented by Clerk and checked</li> </ul>	In place In Place In Place In place	Clerk/Assistant RFO/O&FWG Assistant RFO Assistant RFO Moore Stephens/ Lightatouch Clerk	1 1 1	1 1 1	1 1 1	
16	Burial Ground Income	Parish Council	1. Fraud regarding burial fees and payments 2. Failure to bank income 3. Failure to collect fees 4. Failure to review charges	1 1 1 2	1 2 2 1	1 2 2 2	<ul style="list-style-type: none"> <li>Annual audit of accounts</li> <li>Parish Council Fidelity insurance</li> <li>Proper financial controls in place</li> <li><b>Bi-Annual Review of rents and charges</b></li> </ul>	In Place In Place In Place	Moore/ Lightatouch Clerk Assistant RFO Clerk/Assistant RFO/Full Council	1 1 1 1	1 1 1 1	1 1 1 1	
17	Allotment income	Parish Council	1. Failure to review rents and charges 2. Failure to collect rents and charges 3. Failure to maintain accurate records	2 3 4	1 1 2	2 3 8	<ul style="list-style-type: none"> <li>Proper Financial Controls in place</li> <li>Allotment Management system implemented and kept up to date</li> <li>Annual review of rents and charges by Council</li> </ul>	In Place <b>In Place</b> In Place	Assistant RFO Admin Assistant/ Assistant RFO O&FWG/ Full Council	1 1 2	1 1 1	1 1 2	

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18	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas	1	3	3	<ul style="list-style-type: none"> <li>Parish Council Insurance reviewed annually. £10m Public Liability cover held</li> </ul>	In Place	Clerk	1	1	1
			2. Adequate insurance cover – plot holders	4	3	12	<ul style="list-style-type: none"> <li>Parish Council to take out Allotment Insurance and recharge to plot holders in rent</li> </ul>	TBC	Plot Holders	1	1	1
19	Rents and leases	Parish Council and tenants	1. Rents due not paid on time (both rental income and rents to be paid)	1	1	1	<ul style="list-style-type: none"> <li>Contracts and Leases Register maintained and regularly reviewed</li> </ul>	In Place	Clerk/O&FWG	1	1	1
			2. Leases not up to date or inaccurate	1	2	2	<ul style="list-style-type: none"> <li>Financial controls ensure rents paid and received on time</li> </ul>	In Place	Assistant RFO	1	1	1
20	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed	1	2	2	<ul style="list-style-type: none"> <li>Invoices regularly checked and reviewed</li> </ul>	In Place	Assistant RFO	1	1	1
			2. Incorrect invoicing	1	1	1	<ul style="list-style-type: none"> <li>Payments regularly checked and reviewed</li> </ul>	In place	Assistant RFO	1	1	1
			3. Payments incorrect	1	1	1	<ul style="list-style-type: none"> <li>Regular stock-take</li> </ul>	In place	Hall Manager	1	1	1
			4. Loss of stock	1	1	1				1	1	1
			5. Unpaid invoices	1	1	1				1	1	1
21	Best Value & Accountability	Parish Council	1. Work awarded incorrectly	2	2	4	<ul style="list-style-type: none"> <li>Councillors must adhere to Financial Regulations</li> </ul>	In Place	Clerk/ O&FWG	1	1	1
			2. Overspend on services	2	1	2	<ul style="list-style-type: none"> <li>All work must be awarded by the Clerk/RFO or Assistant RFO</li> </ul>	In Place	Clerk/ O&FWG	1	1	1
22	Budgetary Control	Parish Council and public	1. Annual budget inadequate	1	1	1	<ul style="list-style-type: none"> <li>Budget based on last three years expenditure plus known future spend</li> </ul>	In Place	Clerk	1	1	1
			2. Budgetary control inadequate	1	1	1	<ul style="list-style-type: none"> <li>Expenditure against budget reviewed monthly</li> </ul>	In place	Clerk/ Assistant RFO/O&FWG	1	1	1
			3. General and Ear marked reserves not held at reasonable levels	1	2	2	<ul style="list-style-type: none"> <li>Level of reserves reviewed monthly</li> </ul>	In Place	Clerk/ Assistant RFO/O&FWG	1	1	1

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23	Payroll	Parish Council, staff	1. Salaries paid incorrectly	1	3	3	• Payroll tasks shared and cross-check by clerk and Assistant RFO	In Place	Clerk/Assistant RFO	1	1	1	
			• Wrong hours										
			• Wrong rate										
			• Wrong deductions										
			2. False employee	1	3	3	• Payments approved by Council monthly	In Place	O&FWG/Full Council				
3. Unpaid Tax/NI	1	3	3	• Interim internal audits	In Place	Lightatouch Audit	1	1	1				
4. Unpaid Pension contributions	1	3	3				1	1	1				
5. Expenses not appropriately approved	2	1	2	• Clerk to approve all expenses within spending limit. Expense claims above Clerk's limit not permitted (expenditure will require prior authorisation by Council)	In Progress	Clerk	1	1	1				
24	Annual Return	Parish Council	1. Late or incomplete return	1	2	2	• Assistant RFO to prepare and submit to Council on time, per external auditor timetable	In Place	Assistant RFO	1	1	1	
			• Council to approve on time, per external auditor timetable				In Place	O&FWG/Full Council					
			• Recommendations implemented				In Place	Clerk/ Assistant RFO/O&FWG					
25	Banking	Parish Council, suppliers, public	1. Inadequate bank checks	1	1	1	• Regular reconciliation/checking of receipts against bank statements	In Place	Assistant RFO	1	1	1	
			2. Bank mistakes, including loss and charges	1	2	2	• All Councillors, Clerk and Assistant RFO are signatories	In place	n/a	1	1	1	
			3. Loss of account signatories	1	4	4	• Procedures for the protection of passwords and management of online banking set out in Financial Regulations	In Progress	Clerk	1	1	1	
			4. Inadequate data security	1	4	4				1	1	1	
26	Business Continuity	Parish Council	1. Computer failure	2	4	8	• Keep proper financial records	In place	Assistant RFO	2	2	4	
			2. Loss of key staff	1	3	3	• Computers to be properly backed-up and back-up kept off-site	In place	Systemagic	1	2	2	
			3. Loss of premises	1	4	4	• Meet statutory requirements, including under employment and tax law	In Place	Clerk/ Assistant RFO/Personnel Committee	1	2	2	
			• Arrange timely annual staff appraisals				In Place	Clerk/Personnel Committee					
			• Arrange timely annual audits				In Place	Clerk/Assistant RFO					
• Develop Business Continuity Policy				TBC	Clerk								
• Develop Disaster Recovery Plan				TBC	Clerk/Hall Manager								
• Ensure all activities are within legal powers applicable to the Council				In Place	Clerk								
27	Legal Risks to Parish Council	Parish Council	1. Legal challenges on Council procedures, expenditure and activities	2	3	6	• Councillors and employees declare interests as appropriate	May-19	Clerk	1	2	2	
			2. Legal challenges on Councillor activities	2	3	6	• Expenditure to be within legal powers of Council, and properly authorised	In Place	Clerk	1	2	2	
			• Complaints policy in place				In Place	Clerk					
			• Minutes published initially on website as drafts and replaced when formally approved				In Place	Clerk					
			• Compliance with Transparency Code				In Place	Clerk/ Assistant RFO					

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							<ul style="list-style-type: none"><li>• Annual review of insurance level</li><li>• Annual review of Council policies and procedures</li></ul>	In Place	Clerk			
								In Place	Clerk/ Assistant RFO			



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28	Risks to Council as landowner / Trustee, etc.	Council and other bodies involved	1. Financial, legal, public liability	2	3	6	<ul style="list-style-type: none"> <li>• Ensure all relevant bodies carry adequate and appropriate insurance</li> </ul>	In Place	Clerk/ Assistant RFO/ Admin Assistant	1	2	2
29	Election costs	Parish Council	1. Risk of unexpected election cost	1	2	2	<ul style="list-style-type: none"> <li>• Budget each year for regular elections</li> <li>• Ensure sufficient level of reserves to cover the costs of unexpected election</li> </ul>	In Place  In Place	Clerk/Assistant RFO  Clerk/Assistant RFO	1	1	1

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Section 3		Data protection / GDPR										
30	Handling of information (GDPR & FOI)	The Council, general public and contractors	1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	• Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited	In Place	Clerk/Chair	1	2	2
			2. Risk of investigation by ICO if unable to fulfill a Freedom of Information request	2	1	2	• All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary	In Place	Clerk/ Systemagic	1	1	1
			• An information audit carried out annually					TBC	Clerk/Chair			
			• A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose					In Place	n/a			
			• An Information Security policy to be created				TBC	Clerk				
			• ICO Registration				In Place	Assistant RFO				
			• Publication scheme in place				TBC	Clerk				
			• Privacy notices maintained covering use of personal data by the Council				In Place	n/a				
Section 4		Governance										
31	Standing Orders and Financial Regulations	Councillors, Clerk and public	1. Lack of Formally adopted Standing Orders and Financial regulations	1	1	1	• Standing orders and financial regulations reviewed annually	In Place	Clerk/O&FWG/Full Council	1	1	1
			2. De Minimis amount not set for purchases	1	2	2	• De Minimis amount set in Financial Regulations	In Place	Clerk/O&FWG	1	1	1
32	Risk Assessment	Councillors/Trustees, Clerk and public	1. Risk assessment not in place or out of date	1	1	1	• Risk assessment to be reviewed at least annually or upon identification of new risk	In Place	Clerk/Assistant RFO/ Hall Manager	1	1	1
			2. Regular review of risks not carried out	2	2	4	• Health & Safety/Fire Safety Officer to carry out regular environmental risk assessments	In Pace	Hall Manager	1	1	1

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33	Insurance	Councillors/Trustees, Staff and public	1. Insurance cover inadequate or inappropriate	1	4	4	• Annual review of insurance cover	In Place	Clerk	1	1	1
			2. Insurance valuations do not agree with asset register	2	2	4	• Broker to provide three quotes	In Place	Broker	1	2	2
			3. Cost of insurance does not offer value for money	2	2	4	• Only use accredited brokers that provide Parish Council cover	In Place	Clerk	1	1	1
			4. Fidelity Guarantee cover not in place	1	3	3	• Asset register regularly reviewed	In Place	Clerk/Assistant RFO/Hall Manager	1	1	1
			5. Inadequate Public liability cover	1	2	2	• Parish Council Insurance MUST now include Fidelity Guarantee cover • Ensure £10m public liability cover	In place In Place	n/a Clerk	1 1	1 1	1 1
34	Financial Controls	Councillors/Trustees and Staff	1. Financial controls not relevant or up to date	1	1	1	• Financial Regulations reviewed at least annually	In Place	Clerk	1	1	1
35	Audit	Councillors/Trustees	1. Lack of information and communication	1	2	2	• Interim audit reviews carried out	In Place	Lightatouch Audit	1	1	1
			2. Lack of compliance	1	2	2	• Audit recommendations implemented	In Place	Clerk	1	1	1
36	Asset Management	Parish Council/Viscountess Barringtons Trust	1. Asset register out of date - risk of inaccurate value of assets	3	1	3	• Regular review of Asset register	In Place	Clerk/Assistant RFO/Hall Manager	1	1	1
			2. Regular asset reviews not carried out - risk of loss/damage etc	3	2	6	• Full asset review annually; interim checks quarterly	In Progress	Clerk/Assistant RFO/Hall Manager/Deputy Manager	1	2	2
37	Councillors	Parish Council	1. Council membership falls below 4	1	3	3	• New Councillors to be co-opted as soon as possible following loss	In Place	Clerk	1	2	2
38	Litigation	Parish Council/Trustees	1. Potential risk of legal action being taken against the council or Trust	1	4	4	• Council follows the advice of the Proper Officer to ensure it's activities are within the law	In Place	Council	1	2	2
			2. Illegal activity or payments	1	2	2				1	1	1
39	Grants	Parish Council	1. Council does not have the power to pay e.g. grant to Churches	1	2	2	• Council follows the advice of the Proper Officer to ensure it's activities are within the law	In Place	Council	1	1	1
			2. Terms and conditions of grants received not met	2	1	2	• Clerk to regularly review the terms of grants received to ensure they are met	In Place	Clerk	1	1	1
38	Members interests	Councillors	1. Members interests inaccurate or incomplete	2	2	4	• All members interests must be declared upon accepting office	May-19	Councillors	1	2	2
			2. Conflicts of interests not declared	2	2	4	• Members to declare interests at meetings if there is a potential conflict • Members to be reminded of what constitutes a conflict of interest • Clerk to regularly review members interests	In Place May-19 In Place	Councillors Clerk Clerk	1 1 1	2 2 2	2 2 2
39	Council/Trust Records	Parish Council/Viscountess Barringtons Trust	1. Loss through theft, fire and damage	1	3	3	• Fire Safety procedures to be followed. Regular fire safety checks to be carried out.	In Place	Fire Safety Officer	1	2	2
			2. Loss of electronic records through damage or corruption	1	3	3	• Office security to be improved: control over key; locked cabinets for sensitive data	In Place	Clerk/Chair	1	2	2
			3. Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware)	1	4	4	• Regular computer back-up	In Place	Clerk/ Systemagic	1	2	2
							• Adequate and up to date computer security in place at all times	In Place	Clerk/ Systemagic			

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	<u>Section 5</u>	<u>Personnel</u>												
40	Employees	All staff	1. Accident or injury	1	3	3	<ul style="list-style-type: none"> <li>• Annual review of health &amp; safety policy and associated requirements</li> <li>• Annual review of adequate employee liability insurance cover (£10M)</li> <li>• Regular Health &amp; Safety reviews</li> </ul> Where applicable: <ul style="list-style-type: none"> <li>• Provision of safety equipment and training in its use</li> <li>• Regular inspection and servicing of equipment used</li> <li>• Use of warning cones/signs on roads</li> </ul>	In Place	Health & Safety Officer	1	1	1		
			2. No contract of employment	1	2	2	<ul style="list-style-type: none"> <li>• Contracts to be in place and reviewed regularly</li> </ul>	In Place	Clerk/Personnel Committee	1	1	1		
			3. Salaries not to appropriate scale for the job (eg NJC pay scale for administrative staff) or below legal minimum wage	1	2	2	<ul style="list-style-type: none"> <li>• Salary and other payments in line with national scales and reviewed annually</li> </ul>	In Place	Clerk/Personnel Committee	1	1	1		
			4. Loss of key staff	3	3	9	<ul style="list-style-type: none"> <li>• Ensure up to date grievance procedure</li> <li>• Up to date Business Continuity Policy</li> </ul>	In Place	Clerk/Grievance Committee	1	2	2		
			5. Fraud by staff	1	4	4	<ul style="list-style-type: none"> <li>• Conduct annual appraisals</li> </ul>	In Place	Clerk/Chair	1	1	1		
			6. Inappropriate actions undertaken by staff	1	2	2	<ul style="list-style-type: none"> <li>• Strict financial controls</li> </ul>	In Place	Clerk/Assistant RFO	1	1	1		
			7. Breach of H&S regulations	3	2	6	<ul style="list-style-type: none"> <li>• Adequate staff training</li> <li>• Regular Health &amp; Safety monitoring</li> <li>• Health &amp; Safety Policy in place</li> </ul>	In Place	Clerk/Chair	2	1	2		
			8. Staff Stress	2	2	4	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy reviewed annually</li> </ul>	In Place	Health & Safety Officer	1	2	2		
			9. Mental Health issues/discomfort due to bullying or harrasement	1	3	3	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy reviewed annually</li> <li>• Health &amp; safety policy offers support via the Health &amp; Safety Officer</li> <li>• Personnel and Grievance Comittees available to all employees</li> <li>• Employees Annual appraisal process give chance to voice concerns</li> </ul>	In Place	Health & Safety Officer	1	2	2		

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41	Employees – Lone Working	Staff and Public	1. Lone working.	4	1	4	<ul style="list-style-type: none"> <li>Implement lone working policy</li> <li>Clerk to notify Council or Trust of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)</li> </ul>	In Progress In Place	Clerk Clerk	2	1	2
42	Risks to Parish Councillors/Trustees	Councillors/Trustees	1. Councillors expenses incorrect 1. Accident or injury on Council business	1 1	1 2	1 2	<ul style="list-style-type: none"> <li>Strict financial controls</li> <li>Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt</li> <li>Annual review of public liability insurance level (£10M) Where applicable:</li> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	In Place In Place In Place In Place	Clerk/Assistant RFO Clerk/Chair Clerk Health & Safety Officer Health & Safety Officer Handyman	1 1	1 1	1 1
43	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	<ul style="list-style-type: none"> <li>Volunteer names and activities to be understood and agreed by Council</li> <li>Annual review of public liability insurance level (£10M) Where applicable:</li> <li>Provision of safety equipment and training in its use</li> <li>Regular inspection and servicing of equipment used</li> <li>Use of warning cones/signs on roads</li> </ul>	In Progress In Place In Place In Place	TBC Clerk Health & Safety Officer Health & Safety Officer Handyman	1	2	2
44	Meetings	Councillors, Clerk and public	Health & Safety: 1. Failing to escape in event of fire. 2. Access around doors, entrances and toilets. Risk of 3. trip hazards and obstruction. 4. Failure to meet statutory duty 5. Access 6. Security 7. Security 8. Personal injury 9. Accessibility	1 2 2 2 4 1 1 1 2	5 2 2 2 1 1 1 1 3	5 4 4 4 4 1 1 1 6	<ul style="list-style-type: none"> <li>Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk</li> <li>Public informed of action in the event of a fire at the beginning of each meeting - Chair</li> <li>Meeting room, toilets and accesses checked for safety and accessibility prior to the meeting – Chair/Clerk</li> <li>Meeting room to be accessible to all ages and abilities</li> <li>Regular Health &amp; Safety checks</li> <li>Regular Fire Safety checks</li> </ul>	In Place In Place In Place In Progress In Place In Place	Clerk/Chair Clerk/Chair Clerk/Chair Clerk/Chair Health & Safety Officer Fire Safety Officer			
<b>Section 6</b>		<b>Covid-19 - Memorial Hall</b>										
45	Entrance Lobbies	Hirers, General Public and Staff	1. Lack of Social Distancing 2.Contamination of surfaces and equipment	3 3	3 3	9 9	<ul style="list-style-type: none"> <li>No congregation or waiting in hallways or lobbies.</li> <li>Entrance doors fitted with combination locks, so that only authorised personnel can admit people to the building.</li> <li>Test and Trace QR code in place</li> <li>Masks to be worn in public areas</li> <li>Regular sanitisation fogging of all areas</li> </ul>	In Place In Place In Place In Place In Place	Hall Manager Hall Manager/Hirers Hall Manager/Hirers Hall Manager/Hirers Hall Manager	2 2 2 2	2 2 2	4 4

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							2. Automatic Hand Sanitisers fitted at both entrances. 3. Extra cleaning to ensure all high use areas are sanitised regularly.	In Place In Place	Hall Manager Hall Manager			
46	Hireable Rooms/Halls	Hirers and Staff	1. Lack of Social Distancing  2. Contamination of surfaces and equipment	3  3	3  3	9  9	1. Room capacities reduced  2. Equipment (e.g. tables and chairs) stored in each room to prevent unnecessary movement. Only enough equipment to cater for socially distanced capacities provided 3. Hirers take responsibility for maintain social distancing during their events 1. Extra cleaning in place to ensure that all high traffic surfaces are sanitised regularly. Hirers to clean equipment at the end of their hire.  2. Sanitisation cleaner spray and hand sanitizer provided in all hireable rooms along with paper towels and waste bins. 3. Regular sanitisation fogging of all areas  4. Floors regularly cleaned and sanitised where appropriate. 5. All kitchens to be closed	In Place In Place In Place In Place In Place In Place	Hall Manager Hall Manager Hirers Hall Manager Hirers Hall Manager Hall Manager Hall Manager	2          2	2          2	4          4
47	Toilets	Hirers, General Public and Staff	1. Lack of Social Distancing  2. Contamination of surfaces and equipment	3  3	3  3	9  9	1. Each room (or suite of rooms) allocated its own toilet. 2. Designated waiting areas for toilets, with socially-distanced queuing in place 3. Separate toilets for Staff 1. Regular sanitisation fogging of all areas  2. Extra cleaning in place to ensure all high traffic surfaces are sanitised regularly.	In Place In Place In Place In Place In Place	Hall Manager Hall Manager Hall Manager Hall Manager Hall Manager	2       2	2       2	4       4
<b>Section 7</b>		<b>Covid-19 - Play Areas</b>					<b>Conclusion - Based on Government Guidance</b>					
48	Play Areas	General Public and Staff	1. Risk to staff maintaining equipment  2. Lack of Social Distancing or other guidelines ignored  3. Contamination of surfaces and equipment	2  2  2	3  3  3	6  6  6	1. Maintenance staff to wear appropriate PPE and ensure social distancing from other users  1. Notices installed informing users that they do so at their own risk and that they should follow Social Distancing regulations  As above	In Place In Place In Place	Hall Manager Hall Manager Hall Manager	1  2  2	5  3  3	5  6  6