

**SHRIVENHAM PARISH COUNCIL  
GENERAL RISK ASSESSMENT**

Assessment Completed by	Mrs J Evans, Mrs L Frape, Mr L Hilsdon
Location	Shrivenham
Date	Mar-24
Adopted by Shrivenham Parish Council on	6th March 2024
Date for Review	March 2025, 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		
Mar-22	Mrs J Evans	SPC	03/03/2022
Feb-23	Mrs J Evans	SPC	Mar-23
Mar-24	Cllr G Pearson	SPC	Mar-24

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
	<b>Section 1 Parish Council and Trust property</b>											
1	Bus Shelters, Telephone Box	Risks to the Public          Risks to the Parish Council	1. Tripping on uneven surfaces 2. Injury from damaged structure  3. Design and position of shelters 4. Cleaning of shelters 5. Maintenance of shelters 6. Vandalism 7. Provision of adequate insurance cover	3 1  1 1 1 2 1	2 3  1 1 1 1 3	6 3  1 1 1 2 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> <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>	In place   In Place  In place  In place	Councillors   Office Staff  Councillors Contractors  Clerk	2 1  1 1 1 1 1	2 2  1 1 1 1 1	4 2  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>	In place  In place In place	Hall Manager/Office Staff  Handyman/Biffa Hall Manager/Handyman	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  Risks to the Parish Council/Trust	1. Risk of injury to third parties due to damaged or unsafe street furniture  1. Risk of damage	1 3	2 1	2 3	<ul style="list-style-type: none"> <li>Regular (monthly) inspections</li> <li>Damage reported to the Clerk</li> <li>Repairs actioned promptly</li> <li>Damage reported to the Clerk</li> <li>Repairs actioned promptly</li> </ul>	In place	Councillors	1	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 2. Loss or damage to assets	1 3	2 1	2 3	<ul style="list-style-type: none"> <li>Regular checking and maintenance</li> <li>Annual inspection</li> <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 In place	Councillors/Hall Manager Office Staff/Hall Manager Clerk Clerk Clerk	1 1 1 1	1 1 1 1	1 1 1 1
8	Burial Ground	Risks to the General public, including elderly and disabled  Risks to Contractors  Risks to Council property  Risks to the Parish Council	1. Slips and trips 2. Security/stability of memorials 3. Injury during grave digging, mowing or hedge/tree pruning 4. Failure of water supply 5. Vandalism of Memorials 6. Dog Fouling  1. Vandalism of gates, hedges or other Council property 2. Loss/theft or damage to gates & fences 3. Trees/hedges  1. Claims relating to conduct of burial ground 2. Failure to maintain proper records	1 2 2 2 2 4  2 1 2  1 2	2 2 2 1 2 1  2 1 2  4 2	2 4 4 2 1 4  4 1 4  4 4	<ul style="list-style-type: none"> <li>Regular checking and maintenance</li> <li>Ensure gate free of obstacles</li> <li>Parish Council public liability cover in place</li> <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> <li>Up to date Asset register and insurance policy</li> <li>Regular (quarterly) check of trees and hedges</li> <li>Maintenance programme in place</li> <li>Relevant regulations, fees, layout plan etc to be up to date</li> <li>Proper registers to be kept and audited</li> <li>Regular audit of records by competent person</li> <li>Parish Council public liability cover in place</li> </ul>	In progress In progress In place In progress In place In place In place In progress In place In place In place	Handyman Handyman Clerk  Office Staff Contractors Contractors Clerk BW Hall Manager/Office Staff Clerk Clerk Clerk/Deputy Clerk In place	1 1 1 1 1 2  1 1 1  1 1 1  1 1 1	1 1 1 2 2 1  2 1 2  2 2 2	1 1 1 2 2 2  2 1 2  2 2 2
9	Allotments	Risks to the General Public and to Allotment holders  Risks to the General Public and Allotment holders	1. Injury when accessing site, or on site, or when passing through on footpath. 2. Poor grounds maintenance resulting in damage to assets 3. Accumulation of rubbish -risk of fire and disease 4 Security of site	2 1 1 1	2 1 1 1	4 1 1 1	<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> <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> <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> <li>Parish Council to maintain public liability cover for allotment holders via membership of National Allotments Society</li> </ul>	In place In place In Place In Place In place	Councillor and Office Staff Councillor and Office Staff Notices installed Councillor and Office Staff Office Staff Office staff	1 1 1 1	2 1 1 1	2 1 1 1

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			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	Councillor and Office Staff	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	Councillor and Office Staff	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>	In place	Councillor and Office Staff	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> </ul>	In Place	Office staff	1	1	1
			9. Chickens – risk of disease, nuisance	1	3	3	<ul style="list-style-type: none"> <li>Allotments management system to be kept up to date</li> </ul>	In Place	Office staff	1	1	1
			10. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3	<ul style="list-style-type: none"> <li>instructions to plot holders to not leave fires unattended, must be controlled and contained, with water vessel close by</li> </ul>		Office staff	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	incentivise existing plot holders to keep vacant plots under control with discount on next year's rent (removing waste, strimming vegetation) - £10 full, £5 half?	tbc	tbc	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> <li>Follow-up action as required. Parish Council public liability cover in place</li> <li>Regular inspection for damage</li> <li>Damage reported to the Clerk &amp; prompt action taken to repair</li> </ul>	<p>In place</p> <p>2023</p> <p>In place</p> <p>In progress</p>	<p>John Lloyd</p> <p>Contractor</p> <p>Clerk</p> <p>Hall Manager/Handyman/Office staff</p>	1	2	2
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>Unlocked defib is in public place outside shop with CCTV in place</li> <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>	<p>In Place</p> <p>In Place</p>	<p>John Lloyd</p> <p>Clerk</p>	1	1	1

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	<u>Section 2</u>	<u>Financial and Business Risks</u>										
12	Precept	Councillors, Clerk and public	1. Consequential loss of income or overspend	1	2	2	<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 3 to max 12 month's expenditure</li> </ul>	In Place	Clerk/Deputy Clerk/O&F Committee	1	1	1
			2. Precept inadequate	1	3	3		In Place	Clerk	1	1	1
			3. Precept requirements not submitted to VWHDC in time	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 Deputy Clerk</li> <li>Accounts reviewed at least quarterly by nominated Councillors</li> <li>Mandatory annual Audits</li> <li>Interim internal audits</li> </ul>	In Place In Place In Place In Place	Deputy Clerk O&F Committee Currently Moore Lightatouch Audit	1 1 1 1	1 1 1 1	1 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/Deputy Clerk/O&F Committee n/a	1 1 1 1	1 1 1 1	1 1 1 1
15	Financial control and records	Councillors, Clerk and public	Financial irregularities:				<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 Deputy Clerk</li> <li>Annual Internal and External audit</li> <li>Financial Regulations to be implemented by Clerk and checked</li> <li>Debtors chased monthly</li> <li>Procedure for Debit card payments</li> </ul>	In place In Place In Place In Place In Place In Place In Place	Clerk/Deputy Clerk/O&F Committee Deputy Clerk Deputy Clerk Moore/ Lightatouch Clerk Deputy Clerk Clerk/Deputy Clerk			
			• Accounts not up to date	1	1	1				1	1	1
			• Payments not supported by invoices, authorised and minuted	1	2	2				1	1	1
			• VAT checked, recorded and reclaimed	1	2	2				1	1	1
			• S.137 expenditure not separately recorded & in limit.	1	2	2				1	1	1
			• Income not properly recorded and banked	1	2	2				1	1	1
			• Inadequate security over cash	1	2	2				1	1	1
• Inadequate records of debit card payments	2	2	4			1	1	1				
• Regular bank reconciliations not regularly completed	1	1	1			1	1	1				
16	Burial Ground Income	Parish Council	1. Fraud regarding burial fees and payments	1	1	1	Annual audit of accounts	In Place	Moore/ Lightatouch	1	1	1
			2. Failure to bank income	1	2	2	Parish Council Fidelity insurance	In Place	Clerk	1	1	1
			3. Failure to collect fees	1	2	2	Proper financial controls in place	In Place	Deputy Clerk	1	1	1
			4. Failure to review charges	2	1	2	Bi-Annual Review of rents and charges	In Place	Clerk/Deputy Clerk/Full Council	1	1	1
17	Allotment income	Parish Council	1. Failure to review rents and charges	2	1	2	Proper Financial Controls in place	In Place	Deputy Clerk	1	1	1
			2. Failure to collect rents and charges	3	1	3	Allotment Management system implemented and kept up to date	In Place	Office staff	1	1	1
			3. Failure to maintain accurate records	4	2	8	Annual review of rents and charges by Council	In Place	O&F committee/ Full Council	2	1	2

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18	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas	1	3	3	• Parish Council Insurance reviewed annually. £10m Public Liability cover held	In Place	Clerk	1	1	1
			2. Adequate insurance cover – plot holders	4	3	12	• Parish Council to take out Allotment Insurance and recharge to plot holders in rent.	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	• Contracts and Leases Register maintained and regularly reviewed	In Place	Clerk/O&F committee	1	1	1
			2. Leases not up to date or inaccurate	1	2	2	• Financial controls ensure rents paid and received on time	In Place	Deputy Clerk	1	1	1
20	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed	1	2	2	• Invoices regularly checked and reviewed	In Place	Deputy Clerk	1	1	1
			2. Incorrect invoicing	1	1	1	• Payments regularly checked and reviewed	In place	Deputy Clerk	1	1	1
			3. Payments incorrect	1	1	1	• Regular stock-take	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	• Councillors must adhere to Financial Regulations	In Place	Clerk/ O&F committee	1	1	1
			2. Overspend on services	2	1	2	• All work must be awarded by the Clerk/RFO or Deputy Clerk	In Place	Clerk/ O&F committee	1	1	1
22	Budgetary Control	Parish Council and public	1. Annual budget inadequate	1	1	1	• Budget based on last three years expenditure plus known future spend	In Place	Clerk	1	1	1
			2. Budgetary control inadequate	1	1	1	• Expenditure against budget reviewed monthly	In place	Clerk/ Deputy Clerk/O&F committee	1	1	1
			3. General and Ear marked reserves not held at reasonable levels	1	2	2	• Level of reserves reviewed monthly	In Place	Clerk/ Deputy Clerk/O&F committee	1	1	1

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23	Payroll	Parish Council, staff	1. Salaries paid incorrectly	1	3	3	<ul style="list-style-type: none"> <li>Payroll tasks shared and cross-check by clerk and Deputy Clerk</li> </ul>	In Place	Clerk/Deputy Clerk	1	1	1
			<ul style="list-style-type: none"> <li>Wrong hours</li> <li>Wrong rate</li> </ul>				<ul style="list-style-type: none"> <li>Payments approved by Council monthly</li> </ul>	In Place	O&F Committee/Full Council			
			<ul style="list-style-type: none"> <li>Wrong deductions</li> </ul>				<ul style="list-style-type: none"> <li>Interim internal audits</li> </ul>	In Place	Lightatouch Audit	1	1	1
			2. False employee	1	3	3				1	1	1
			3. Unpaid Tax/NI	1	3	3				1	1	1
24	Annual Return	Parish Council	4. Unpaid Pension contributions	1	3	3						
			5. Expenses not appropriately approved	2	1	2	<ul style="list-style-type: none"> <li>Clerk to approve all expenses within spending limit. Expense claims above Clerk's limit not permitted (expenditure will require prior authorisation by Council)</li> </ul>	In place	Clerk	1	1	1
			1. Late or incomplete return	1	2	2	<ul style="list-style-type: none"> <li>Deputy Clerk to prepare and submit to Council on time, per external auditor timetable</li> </ul>	In Place	Deputy Clerk	1	1	1
							<ul style="list-style-type: none"> <li>Council to approve on time, per external auditor timetable</li> </ul>	In Place	O&F committee/Full Council			
							<ul style="list-style-type: none"> <li>Recommendations implemented</li> </ul>	In Place	Clerk/ Assistant RFD/O&FWG			
25	Banking	Parish Council, suppliers, public	1. Inadequate bank checks	1	1	1	<ul style="list-style-type: none"> <li>Regular reconciliation/checking of receipts against bank statements</li> </ul>	In Place	Deputy Clerk	1	1	1
			2. Bank mistakes, including loss and charges	1	2	2	<ul style="list-style-type: none"> <li>All Councillors, Clerk and Deputy Clerk are signatories</li> </ul>	In place	n/a	1	1	1
			3. Loss of account signatories	1	4	4	<ul style="list-style-type: none"> <li>Procedures for the protection of passwords and management of online banking set out in Financial Regulations</li> </ul>	In place	Clerk	1	1	1
			4. Inadequate data security	1	4	4				1	1	1
26	Business Continuity	Parish Council	1. Computer failure	2	4	4	<ul style="list-style-type: none"> <li>Keep proper financial records</li> </ul>	In place	Deputy Clerk	2	2	4
			2. Loss of key staff	1	3	3	<ul style="list-style-type: none"> <li>Computers to be properly backed-up and back-up kept off-site</li> </ul>	In place	Systemagic	1	2	2
			3. Loss of premises	1	4	4	<ul style="list-style-type: none"> <li>Meet statutory requirements, including under employment and tax law</li> <li>Arrange timely annual staff appraisals</li> <li>Arrange timely annual audits</li> </ul>	In Place	Clerk/ Deputy Clerk/Personnel Committee	1	2	2
							<ul style="list-style-type: none"> <li>Develop Business Continuity Policy</li> <li>Develop Disaster Recovery Plan</li> </ul>	TBC	Clerk			
27	Legal Risks to Parish Council	Parish Council	1. Legal challenges on Council procedures, expenditure and activities	2	3	6	<ul style="list-style-type: none"> <li>Councillors and employees declare interests as appropriate</li> </ul>	May-19	Clerk	1	2	2
			2. Legal challenges on Councillor activities	2	3	6	<ul style="list-style-type: none"> <li>Expenditure to be within legal powers of Council, and properly authorised</li> <li>Complaints policy in place</li> <li>Minutes published initially on website as drafts and replaced when formally approved</li> </ul>	In Place	Clerk	1	2	2
							<ul style="list-style-type: none"> <li>Compliance with Transparency Code</li> </ul>	In Place	Clerk			
							<ul style="list-style-type: none"> <li>Annual review of insurance level</li> </ul>	In Place	Clerk/ Deputy Clerk			
							<ul style="list-style-type: none"> <li>Annual review of Council policies and procedures</li> </ul>	In Place	Clerk			

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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/ Deputy Clerk	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  Clerk	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				In place	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&F Committee/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&F Committee	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/Deputy Clerk/ 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 Place	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/Deputy Clerk/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/Deputy Clerk/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/Deputy Clerk/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  • Adequate and up to date computer security in place at all times	In Place  In Place	Clerk/ Systemagic  Clerk/ Systemagic	1  1	2  2	2  2

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	Section 5	Personnel											
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>	In Place	Health & Safety Officer	1	1	1	
							<ul style="list-style-type: none"> <li>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> </li> </ul>	In Place	Health & Safety Officer				
							<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	
							<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	
							<ul style="list-style-type: none"> <li>Ensure up to date grievance procedure</li> </ul>	In Place	Clerk/Grievance Committee	1	2	2	
							Up to date Business Continuity Policy	Under Development	Clerk				
							<ul style="list-style-type: none"> <li>Conduct annual appraisals</li> </ul>	In Place	Clerk/Chair	1	1	1	
							<ul style="list-style-type: none"> <li>Strict financial controls</li> </ul>	In Place	Clerk/Deputy clerk	1	1	1	
							<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 Health & Safety Officer	2 1	1	2	
							<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 Committees available to all employees</li> <li>Employees Annual appraisal process give chance to voice concerns</li> </ul>	In Place	Health & Safety Officer Personnel and Grievance Committees Clerk/Chair	1 1 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>	<p>In Progress</p> <p>In Place</p>	<p>Clerk</p> <p>Clerk</p>	2	1	2
42	Risks to Parish Councillors/Trustees	Councillors/Trustees	<p>1. Councillors expenses incorrect</p> <p>1. Accident or injury on Council business</p>	1	1	1	<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>	<p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Progress</p> <p>In Place</p>	<p>Clerk/Deputy Clerk</p> <p>Clerk/Chair</p> <p>Clerk</p> <p>Health &amp; Safety Officer</p> <p>Health &amp; Safety Officer</p> <p>Handyman</p>	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>	<p>In place</p> <p>In Place</p> <p>In Place</p> <p>In Progress</p> <p>In Place</p>	<p>Council</p> <p>Clerk</p> <p>Health &amp; Safety Officer</p> <p>Health &amp; Safety Officer</p> <p>Handyman</p>	1	2	2
44	Meetings	Councillors, Clerk and public	<p>Health &amp; Safety:</p> <p>1. Failing to escape in event of fire.</p> <p>2. Access around doors, entrances and toilets. Risk of</p> <p>3. trip hazards and obstruction.</p> <p>4. Failure to meet statutory duty</p> <p>5. Access</p> <p>6. Security</p> <p>7. Security</p> <p>8. Personal injury</p> <p>9. Accessibility</p>	1	5	5	<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>	<p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p>	<p>Clerk/Chair</p> <p>Clerk/Chair</p> <p>Clerk/Chair</p> <p>Clerk/Chair</p> <p>Health &amp; Safety Officer</p> <p>Fire Safety Officer</p>			
		<b>Section 6</b>	<b>Covid-19 or other infection risk - Memorial Hall</b>									
45	Entrance Lobbies	Hirers, General Public and Staff	<p>1. Lack of Social Distancing</p> <p>2. Contamination of surfaces and equipment</p>	3	3	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> <li>Automatic Hand Sanitisers fitted at both entrances.</li> </ul>	<p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p>	<p>Hall Manager</p> <p>Hall Manager/Hirers</p> <p>Hall Manager/Hirers</p> <p>Hall Manager/Hirers</p> <p>Hall Manager</p> <p>Hall Manager</p>	2	2	4
				3	3	9				2	2	4

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							3. Extra cleaning to ensure all high use areas are sanitised regularly.	In Place	Hall Manager				
46	Hireable Rooms/Halls	Hirers and Staff	1. Lack of Social Distancing	3	3	9	1. Room capacities reduced	In Place	Hall Manager	2	2	4	
				2. Contamination of surfaces and equipment	3	3	9	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	In Place	Hall Manager	2	2	4
								3. Hirers take responsibility for maintain social distancing during their events	In Place	Hirers			
								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.	In Place	Hall Manager			
								2. Sanitisation cleaner spray and hand sanitizer provided in all hireable rooms along with paper towels and waste bins.	In Place	Hirers			
3. Regular sanitisation fogging of all areas	In Place	Hall Manager											
4. Floors regularly cleaned and sanitised where appropriate.	In Place	Hall Manager											
5. All kitchens to be closed	In Place	Hall Manager											
47	Toilets	Hirers, General Public and Staff	1. Lack of Social Distancing	3	3	9	1. Each room (or suite of rooms) allocated its own toilet.	In Place	Hall Manager	2	2	4	
				2. Contamination of surfaces and equipment	3	3	9	2. Designated waiting areas for toilets, with socially-distanced queuing in place	In Place	Hall Manager	2	2	4
								3. Separate toilets for Staff	In Place	Hall Manager			
1. Regular sanitisation fogging of all areas	In Place	Hall Manager											
							2. Extra cleaning in place to ensure all high traffic surfaces are sanitised regularly.	In Place	Hall Manager				
<b>Section 7</b>		<b>Covid-19 or Other Infection risks - Play Areas</b>					Conclusion - Based on Government Guidance						
48	Play Areas	General Public and Staff	1. Risk to staff maintaining equipment	2	3	6	1. Maintenance staff to wear appropriate PPE and ensure social distancing from other users	In Place	Hall Manager	1	5	5	
				2. Lack of Social Distancing or other guidelines ignored	2	3	6	1. Notices installed informing users that they do so at their own risk and that they should follow Social Distancing regulations	In Place	Hall Manager	2	3	6
								3. Contamination of surfaces and equipment	2	3	6	As above	In Place
<b>Section 8</b>		<b>Speedwatch</b>											
49	Risks to volunteers	Public / volunteers		2	2	4	<ul style="list-style-type: none"> <li>Volunteers are trained operatives</li> <li>Provision of speed gun and training in its use, test before session begins</li> <li>Regular inspection and servicing of equipment used</li> </ul>	In place	Speedwatch administrators	2	2	4	
									In place	Speedwatch administrators	1	1	1
									In place	Speedwatch administrators			
50	Risks assessment	Risk assessment	Before every session carry out Risk Assessment to the prescribed TVP schedule	1	1	1	<ul style="list-style-type: none"> <li>Only proceed if site is safe</li> </ul>	In place	Team on the Ground	1	1	1	
			Be alert to changes in circumstances				<ul style="list-style-type: none"> <li>Stop the session, move to another site</li> <li>Wearing HiViz tops is mandatory</li> </ul>	In place	Team on the ground				
								In place	Team Admin				

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	Risks to volunteers	Insurance	1. Accident or injury to Speedwatch team members	2	3	6	£15M Cover from leaving home, carrying out Speedwatch session, to arriving home	In place	Thames Valley Police	2	3	6
	<b>Section 9</b>	<b>Speed indication devices</b>										
	Manual handling, e.g lifting and/or battery pack	Volunteers	Manual handling e.g lifting and/or holding battery packs				1. Batteries only to be moved or lifted individually. Batteries to be passed to person on ladder once in position. Persons footing ladder must wear safety helmets. Persons with back problems should assess whether they can safely lift the battery packs.	In place	Councillor I/C SID			
52				2	2	4				2	2	4
	Working At Height	Volunteers	2. Working From Ladder				Users shall follow guidance leaflet Safe Use Of Ladders and Step Ladders: A Brief Guide (hse.gov.uk). Step ladder certified to EN 131-2. User competence to be demonstrated in accordance with HSE leaflet Working At Height ; A brief guide (hse.gov.uk).	In place	Councillor I/C SID			
53				3	3	9				3	3	9
	General Operator Safety	Volunteers	Working beneath the ladder				All workers to wear approved safety helmets	In place	Councillor I/C SID			
54				3	4	12				3	4	12
	Weather Issues	Volunteers	Extreme weather issues from heat, cold wind and precipitation				Postpone SID activity in inclement weather	In place	Councillor I/C SID			
55				2	2	4				2	2	4
	Traffic Safety	Volunteers	Injury or fatality from moving vehicles				Activities only undertaken at approved sites. Operators to remain on pavement or grass verge. Users to wear appropriate high viz vests. At the Loncot Road Site a vehicle with hazard lights operating to be parked adjacent to site	In place	Councillor I/C SID			
56				2	4	8				2	4	8
	Slips Trips and falls	Volunteers	Sprained ankle from tripping overfootway				Users to wear strong sensible foot wear with adequate grip	In place	Councillor I/C SID			
57				2	2	4				2	2	4
	Electric Shock	Volunteers	Electric shock from damaged equipment				Other than routine cleaning and battery changing, all repairs to and maintenance of SID's are to be undertaken by the manufacturer	In place	Councillor I/C SID			
58				3	1	3				3	1	3