

**SHRIVENHAM PARISH COUNCIL
GENERAL RISK ASSESSMENT**

ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	DATE MEASURES IMPLEMENTED	PERSON RESPONSIBLE	RESIDUAL RISK*			
			L	S	DR				L	S	DR	
Section 1 Parish Council and Trust property												
1	Bus Shelters. Telephone Box	The Public 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	Council inspections carried out every 3 months Damage to be reported to the Clerk Maintenance / repair undertaken quickly Annual check by competent person Notices maintained Regular inspections Regular cleaning programme Repairs actioned promptly Regular review of insurance	In place 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	The Public	1. Injury from damaged/falling notice board(s) 2. Roadside safety - boards falling into road	1 1	1 2	1 2	Regular inspections Damage or injury to be reported to the Clerk promptly; Clerk to take necessary action to make notice boards safe.	In place	Office Staff	1 1	1 1	1 1
3	Dog Bins	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	Inspections to be carried out every 3 months. Damage or injury to be reported to the Clerk promptly Clerk to take necessary action to make dog bin safe. Only employ approved contractors to empty bins, and ensure regular emptying. Ensure that the bins have lids and that lids are not damaged	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	The Public	1. Injury from tripping or falling	3	1	3	Public to report damage or obstructions on footpaths, bridleways and PROW to the Council. Council to arrange clearance by notifying the land owner or OCC Countryside team.	In Place In place	General Public Clerk	1 1	1 1	1 1
5	Street furniture	The Public 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	Regular (monthly) inspections Damage reported to the Clerk Repairs actioned promptly Damage reported to the Clerk Repairs actioned promptly	In place	Councillors	1 1	1 1	1 1

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6	Risk of damage to third party individuals or property	The Public	1. Loss, damage or injury, as a result of the Council providing amenities	1	4	4	Council insurance policy provides public liability cover of £10M Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower				1	3	3
7	Assets owned by the Council/Trust	Staff, Councillors and the Public	1. Damage, accident or injury to users 2. Loss or damage to assets	1 3	2 1	2 3	Regular checking and maintenance Annual inspection Annual review of risk and adequate insurance cover Maintain an up-to-date register of assets Maintain an up-to-date register of assets Annual review of risk and adequate insurance cover	In place In place In place In place In Place	Councillors/Hall Manager Office Staff/Hall Manager Clerk Clerk Clerk		1 1	1 1	1 1
8	Burial Ground	The Public, including elderly and disabled Contractors Council property 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 2 1 2 4 2	2 4 4 2 1 4 4 1 4 4 2	Regular checking and maintenance Ensure gate free of obstacles Parish Council public liability cover in place Annual topple test Contractors to have own insurance including £10M public liability cover Open graves to be made safe Up to date Asset register and insurance policy Regular (quarterly) check of trees and hedges Maintenance programme in place Relevant regulations, fees, layout plan etc to be up to date Proper registers to be kept and audited Regular audit of records by competent person Parish Council public liability cover in place	In progress In progress In place In progress In place In place In place 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 2 2 1 1 1 1 1 1 1 2 2 1 2 2	1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
9	Allotments	The 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 5. Bonfires – risk of getting out of control 6. Failure of Water supply 7. Vermin – risk of disease 8. Vandalism 9. Chickens – risk of disease, nuisance 10. Untidy plots – risk of injury, fire, disease, nuisance 11. Uncontrolled equipment – risk of injury 12. Hazardous substances – risk of injury, illness 13. Unoccupied plots – risk of Injury, fire, disease, nuisance	2 1 1 1 1 2 1 3 3 1 3 1 3 3	2 1 1 1 1 2 1 2 1 3 1 2 1 2	4 1 1 1 1 4 1 6 3 3 3 2 3 6	Regular checks Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site Public to be reminded to remain on the footpath Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site Tenants notified that Parish Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Parish Council Parish Council to maintain public liability cover for allotment holders via membership of National Allotments Society All equipment to be kept and stored in a safe condition for the public. Regular inspection of plots Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards All plot holders to sign tenancy agreement annually (on take-up or renewal of plot) Allotments management system to be kept up to date Instructions to plot holders to not leave fires unattended, must be controlled and contained, with water vessel close by 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?	In place In place In Place In place TBC In place In place In Place In Place In place tbc	Councillor and Office Staff Councillor and Office Staff Notices installed Councillor and Office Staff Office Staff Office staff Councillor and Office Staff Councillor and Office Staff Office staff Office staff Office staff tbc		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 2 1 1 1 1 2 1 1 1 1 1 1 1 1	2 1 1 1 1 1 2 1 1 1 1 1 1 1
			1. Risk of injury from falling limbs or trees	2	4	8	Survey of all trees completed 2018	In place	John Lloyd		1	2	2

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								2024	Contractor			
10	Trees	The Public					Repeat survey every 5 years Follow-up action as required. Parish Council public liability cover in place Regular inspection for damage Damage reported to the Clerk & prompt action taken to repair	In place In progress	Clerk Hall Manager/ Handyman/Office staff			
11	Defibrillators	The Public, including passers-by (non-residents)	1. Loss or theft of defib,	2	2	4	Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code Unlocked defib is in public place outside shop with CCTV in place			1	1	1
			2. public unable to access defib when required	1	5	5	Defib provides comprehensive instructions to untrained users and will not shock unless medically required			2	2	4
			3. misuse of defib.	1	1	1	Guardians appointed for each defib, with responsibility for checking and simple maintenance Extensive programme of awareness / training sessions for all residents	In Place	John Lloyd	1	1	1
			4. Defib not working when needed	1	5	5	Public liability insurance. South Central Ambulance Service state PL insurance not required, but defib covered by Cardiac Science indemnity and Parish Council insurance	In Place	John Lloyd Clerk	1	1	1

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	<u>Section 2</u>	<u>Financial and Business Risks</u>										
12	Precept	Councillors, Clerk and the public	1. Consequential loss of income or overspend	1	2	2	Monthly review against expenditure and budget (Clerk/RFO, Assistant RFO and nominated Councillors)	In Place	Clerk/Deputy Clerk/ PC Chair, VBT Chair	1	1	1
			2. Precept inadequate	1	3	3	Reserves held to cover min 3 to max 12 month's expenditure	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 the public	1. Inconsistency in accounts	1	3	3	Bank accounts reconciled monthly by Deputy Clerk Accounts reviewed at least quarterly by nominated Councillors Mandatory annual Audits Interim internal audits	In Place In Place In Place In Place	Deputy Clerk PC Chair, VBT Chair Currently Moore Lightatouch Audit	1	1	1
14	Cash / Cheques	Councillors, Clerk and the public	1. Loss through theft	1	3	3	Fidelity Insurance for loss Minimise use of cash Reviewed quarterly (Clerk/RFO, Assistant RFO and nominated Councillors) Reduced use of cheques due to electronic banking	In Place In Place In Place In place	Clerk n/a Clerk/Deputy Clerk/ PC Chair, VBT Chair n/a	1	1	1
15	Financial control and records	Councillors, Clerk and the public	Financial irregularities:				Quarterly review of financial records (Clerk/RFO, Assistant RFO and nominated Councillors)	In place	Clerk/Deputy Clerk/ PC Chair, VBT Chair			
			Accounts not up to date	1	1	1	Maintain paper bank statements	In Place	Deputy Clerk	1	1	1
			Payments not supported by invoices, authorised and minuted	1	2	2	Monthly statement of bank position by Deputy Clerk	In Place	Deputy Clerk	1	1	1
			VAT checked, recorded and reclaimed	1	2	2	Annual Internal and External audit	In Place	Moore/ Lightatouch	1	1	1
			S.137 expenditure not separately recorded & in limit.	1	2	2	Financial Regulations to be implemented by Clerk and checked	In place	Clerk	1	1	1
			Income not properly recorded and banked	1	2	2	Debtors chased monthly	In Place	Deputy Clerk	1	1	1
			Inadequate security over cash	1	2	2	Procedure for Debit card payments	In Place	Clerk/Deputy Clerk	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. £mom Public Liability cover held	In Place	Clerk	1	1	1
			2. Adequate insurance cover – plot holders	2	3	6	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	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/ PC Chair, VBT Chair	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/ PC Chair, VBT Chair	1	1	1
22	Budgetary Control	Parish Council and the 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/PC Chair/VBT Chair	1	1	1
			3. General and Earmarked reserves not held at reasonable levels	1	2	2	Level of reserves reviewed monthly	In Place	Clerk/ Deputy Clerk/PC Chair/VBT Chair	1	1	1

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23	Payroll	Parish Council, staff	1. Salaries paid incorrectly	1	3	3	Payroll tasks shared and cross-checked by Clerk and Deputy Clerk	In Place	Clerk/Deputy Clerk	1	1	1	
			Wrong hours										
			Wrong rate				Payments approved by Council Chair monthly	In Place	Clerk/PC Chair				
			Wrong deductions				Interim internal audits	In Place	Lightatouch Audit	1	1	1	
			2. False employee	1	3	3				1	1	1	
24	Annual Return	Parish Council	3. Unpaid Tax/NI	1	3	3				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 place	Clerk	1	1	1	
			1. Late or incomplete return	1	2	2	Clerk to prepare and submit to Council on time, per external auditor timetable	In Place	Clerk	1	1	1	
							Council to approve on time, per external auditor timetable	In Place	Full Council				
25	Banking	Parish Council, suppliers, the Public					Recommendations implemented	In Place	Clerk				
			1. Inadequate bank checks	1	1	1	Regular reconciliation/checking of receipts against bank statements	In Place	Deputy Clerk	1	1	1	
			2. Bank mistakes, including loss and charges	1	2	2	All Councillors, Clerk and Deputy Clerk 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 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	8	Keep proper financial records	In place	Deputy Clerk	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/ Deputy Clerk/Personnel Committee	1	2	2	
							Arrange timely annual staff appraisals	In Place	Clerk/Personnel Committee				
							Arrange timely annual audits	In Place	Clerk/Deputy Clerk				
							Develop Business Continuity Policy	In Progress	Clerk				
							Develop Disaster Recovery Plan	TBC	Clerk/Hall Manager				
27	Legal Risks to Parish Council	Parish Council					Ensure all activities are within legal powers applicable to the Council	In Place	Clerk				
			1. Legal challenges on Council procedures, expenditure and activities	2	3	6	Councillors and employees declare interests as appropriate	May-23	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/ Deputy Clerk				
							Annual review of insurance level	In Place	Clerk				
				Annual review of Council policies and procedures	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	Ensure all relevant bodies carry adequate and appropriate insurance	In Place	Clerk/ Deputy Clerk	1	2	2
29	Election costs	Parish Council	1. Risk of unexpected election cost	1	2	2	Budget each year for regular elections Ensure sufficient level of reserves to cover the costs of unexpected election	In Place In Place	Clerk Clerk	1 1	1 1	1 1

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Section 3		Data protection / GDPR										
30	Handling of information (GDPR & FOI)	The Council, the 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 fulfil 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				In Place	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 the Public	1. Lack of Formally adopted Standing Orders and Financial regulations	1	1	1	Standing orders and financial regulations reviewed annually	In Place	Clerk/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	1	1	1
32	Risk Assessment	Councillors/Trustees, Clerk and the 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 the 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 Barrington's 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 its activities are within the law	In Place	Council	1	2	2
			2. Illegal activity or payments	1	2	2			Clerk	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 its activities are within the law Clerk to regularly review the terms of grants received to ensure they are met	In Place In Place	Council Clerk	1 1	1 1	1 1
			2. Terms and conditions of grants received not met	2	1	2						
40	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	In Place May-19	Councillors Clerk	1 1	2 2	2 2
							Clerk to regularly review members interests	In Place	Clerk			
41	Council/Trust Records	Parish Council/Viscountess Barrington's 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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	<u>Section 5</u>	<u>Personnel</u>																	
42	Employees	All staff	1. Accident or injury	1	3	3	Annual review of health & safety policy and associated requirements	In Place	Health & Safety Officer	1	1	1							
							Annual review of adequate employee liability insurance cover (£10M)	In Place	Clerk										
							Regular Health & Safety reviews	In Place	Health & Safety Officer										
							Where applicable: Provision of safety equipment and training in its use	In Place	Health & Safety Officer										
							Regular inspection and servicing of equipment used	In Place	Health & Safety Officer										
							Use of warning cones/signs on roads	In Place	Handyman										
							2. No contract of employment	1	2				2	Contracts to be in place and reviewed regularly	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	Salary and other payments in line with national scales and reviewed annually	In Place	Clerk/Personnel Committee	1	1	1
							4. Loss of key staff	3	3				9	Ensure up to date grievance procedure	In Place	Clerk/Grievance Committee	1	2	2
														Up to date Business Continuity Policy	Under Development	Clerk			
							5. Fraud by staff	1	4				4	Conduct annual appraisals	In Place	Clerk/Chair	1	1	1
							6. Inappropriate actions undertaken by staff	1	2				2	Strict financial controls	In Place	Clerk/Deputy clerk	1	1	1
							7. Breach of H&S regulations	3	2				6	Adequate staff training	In Place	Clerk/Chair	2	1	2
														Regular Health & Safety monitoring	In Place	Health & Safety Officer			
							8. Staff Stress	2	2				4	Health & Safety Policy in place	In Place	Health & Safety Officer	1	2	2
							9. Mental Health Issues/discomfort due to bullying or harassment	1	3				3	Health & Safety Policy reviewed annually	In Place	Health & Safety Officer	1	2	2
														Health & safety policy offers support via the Health & Safety Officer	In Place	Health & Safety Officer			
				Personnel and Grievance Committees available to all employees	In Place	Personnel and Grievance Committees													
				Employees Annual appraisal process give chance to voice concerns	In Place	Clerk/Chair													

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43	Employees – Lone Working	Staff and the Public	1. Lone working.	4	1	4	Implement lone working policy Clerk to notify Council or Trust of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)	In Progress In Place	Clerk Clerk	2 1 2
44	Risks to Parish Councillors/Trustees	Councillors/Trustees	1. Councillors expenses incorrect 1. Accident or injury on Council business	1 1	1 2	1 2	Strict financial controls Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt Annual review of public liability insurance level (£10M) Where applicable: Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads	In Place In Place In Place In Place In Progress In Place	Clerk/Deputy Clerk Clerk/Chair Clerk Health & Safety Officer Health & Safety Officer Handyman	1 1 1 1 1 1
45	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	Volunteer names and activities to be understood and agreed by Council Annual review of public liability insurance level (£10M) Where applicable: Provision of safety equipment and training in its use Regular inspection and servicing of equipment used Use of warning cones/signs on roads	In place In Place In Place In Progress In Place	Council Clerk Health & Safety Officer Health & Safety Officer Handyman	1 2 2
46	Meetings	Councillors, Clerk and the Public	Health & Safety: 1. Failing to escape in event of fire. 2. Access around doors, entrances and toilets. 3. Trip hazards and obstruction. 4. Failure to meet statutory duty 5. Access 6. Security 7. Personal injury 8. Accessibility	1 2 2 2 4 1 1 2	5 2 2 2 1 1 3	5 4 4 4 4 1 1 6	. Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk Public informed of action in the event of a fire at the beginning of each meeting - Chair Meeting room, toilets and accesses checked for safety and accessibility prior to the meeting – Chair/Clerk Meeting room to be accessible to all ages and abilities Regular Health & Safety checks Regular Fire Safety checks	In Place In Place In Place In Place In Place In Place In Place	Clerk/Chair Clerk/Chair Clerk/Chair Clerk/Chair Health & Safety Officer Fire Safety Officer	

Assessment Completed by	Mrs J Evans, Mrs L Frape, Mr L Hilsdon
Location	Shrivenham
Date	Feb-25
Adopted by Shrivenham Parish Council on	
Date for Review	March 2026, 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
01/09/2020	Mrs J Evans, Mrs L Frape, Mr L Hilsdon	Not Issued	
01/02/2021	Mrs J Evans, Mrs L Frape, Mr L Hilsdon		
01/03/2022	Mrs J Evans	SPC	44623

**SHRIVENHAM PARISH COUNCIL
GENERAL RISK ASSESSMENT**

01/02/2023	Mrs J Evans	SPC	44986
01/03/2024	Cllr G Pearson	SPC	45352
01/02/2025		SPC	

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.