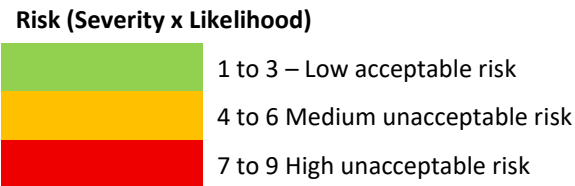




RISK ASSESSMENT SCHEDULE

The risk assessment schedule defines potential hazards associated with the running of the parish council, and assesses their uncontrolled risk. The table defines the control measures which are required to mitigate the potential hazard and reassesses the residual risk. Where this remains a medium or high risk, further measures should be considered.



Risk without mitigation



Risk with mitigation



Hazard	Receptor	Nature of Harm	Severity	Likelihood	Risk	Control Measures	Severity	Likelihood	Risk
Injury during activities on the recreation ground and sports field including use of the play equipment and skateboard park.	Member of the public including children	Physical injury due to trips, slips, falls, cuts, splinters.	3	3	9	Quarterly inspections including annual RoSPA inspection. Review of inspection reports by Operations Working Group, and prompt repair of any faults.	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
						<p>Display of appropriate signage with contact details so the public can report issues and accidents to the clerk.</p> <p>Issues reported by the public to the clerk to be reported on to the Operations Group.</p> <p>Operations Group coordination of PC's maintenance man and contractors to ensure prompt remedial measures.</p>			
Injury during use tennis courts. Surfacing known to be worn and slippery when wet.	Members of the public.	Physical injury due to trips, slips, falls or cuts.	3	3	9	<p>Tennis Court surface cleaned by specialist annually.</p> <p>Display of appropriate signage with contact details so the public can report issues and accidents to the clerk.</p>	3	2	6
Personal Accident	Councillors and Clerk	Physical Injury	3	2	6	<p>Complete risk assessments for any high risk activities.</p> <p>Undertake only activities within a councillors or employees capability, otherwise consider engaging a qualified contractor.</p> <p>Personal Accident insurance cover including Assault cover.</p> <p>Employer's Liability Insurance.</p>	3	1	3
Injury during use of North Building.	Members of the public, Councillors, Clerk	Fire Risk	3	3	9	<p>Complete and record fire risk mitigation including fire risk assessment, fire alarm check and fire extinguisher check.</p>	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
		Electrocution Risk	3	3	9	Complete and record electrical safety inspection, at least every 5 years. Annual PAT Testing of electrical small appliance.	3	1	3
		Physical injury due to trips, slips, falls	3	2	6	Operations Group to undertake periodic checks of decking and steps, and instruct maintenance man to keep them maintained and clean.	3	1	3
		Harm to health from Legionella	2	3	6	Undertake service of the hot water tank every two years and confirm water temperature is >60C.. Monitor temperature of hot and cold water from taps every two months which should be >50C and <20C. Run taps every week.	2	1	2
Injury during use of Parish Council owned infrastructure such as bus stops, seats, gates, steps, walls, notice boards.	Members of the public, Councillors, Clerk.	Physical injury due to trips, falls, cuts, splinters.	2	2	4	Operations Group supported by all councillor to undertake periodic checks of PC owned infrastructure. Infrastructure maintenance issues reported by the public to the clerk to be reported on to the Operations Group. Operations Group coordination of PC's maintenance man to ensure prompt remedial measures.	2	1	2
Injury arising from the activities of contractors employed by the Parish Council including maintenance, grass	Contractors	Physical injury due to trips, falls or cuts. Exposure to chemicals.	3	3	9	Engage experienced contractors. Contractors to provide and work in accordance with their Risk Assessments and Method Statements, utilising personal protective equipment (PPE).	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
cutting and tree cutting.						Employers Liability Insurance.			
		Physical injury from collision with vehicle.	3	3	9	Engage experienced contractors. Contractors to provide and work in accordance with their Risk Assessments and Method Statements, utilising personal protective equipment (PPE) including hi-vis vests and barriers and signs to cordon off work from traffic. Employers Liability and Public Liability Insurance.	3	1	3
	Members of the public	Physical injury due to due to contact with machinery or stones / chippings projected by strimming or mowing.	2	3	6	Engage experienced contractors. Contractors to provide and work in accordance with their Risk Assessments and Method Statements, utilising barriers where necessary to cordon off work from the public. Public Liability Insurance.	2	1	2
Falling branches from Parish Council owed trees.	Members of the public	Physical injury due to impact with falling branch.	3	2	6	Operations Group supported by all councillor to undertake periodic checks of PC owned trees. Tree issues reported by the public to the clerk to be reported on to the Operations Group. Operations Group engagement of experienced tree surgeon to ensure prompt assessment and remedial measures.	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
Protection of Council properties, street furniture and equipment from accidental or malicious damage.	SPC property	Financial loss.	3	2	6	Adequate Material Damage and All Risk Insurance. Up to date Asset Register.	1	2	2
Failure of Supplier or Contractor to fulfil provision of supplies and/or services to the Council	SPC funds. SPC operation.	Financial loss, reputational damage.	2	2	4	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations. Ensure Contractors have adequate insurance and public liability cover. Obtain references as required.	2	1	2
Loss through theft or dishonesty of PC staff.	SPC funds. SPC operation.	Disruption to the working of the council, financial loss, reputational risk.	3	2	6	All payments in line with Financial Regulations. Bank payments to be approved by 2 councillors and instructions to the bank to be signed by 3 councillors. Bank account reconciliation to be completed by the Clerk each month and checked by the Chair at the next PC meeting. Accounts and bank statements to be reviewed during the quarterly meeting of the finance working group. Work in accordance with the PC's Grievance and Whistleblowing procedure. Ensure PC's insurance includes adequate Fidelity Guarantee.	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
Loss through theft or dishonesty of volunteer Councillors.	SPC funds. SPC operation.	Financial loss, reputational risk.	2	3	6	<p>All payments in line with Financial Regulations.</p> <p>Bank payments to be approved by two councillors and instructions to the bank to be signed by three councillors.</p> <p>Accounts and bank statements to be reviewed during the quarterly meeting of the finance working group.</p> <p>Procedures in place for recording and monitoring members' interests, gifts and hospitality received</p> <p>Work in accordance with the PC's Grievance and Whistleblowing procedure.</p> <p>Ensure PC's insurance includes adequate Fidelity Guarantee.</p> <p>Code of Conduct signed and a Register of Interest completed by each Member of the Council</p> <p>Disclosure of interest register kept listing any interests, gifts and hospitality received</p> <p>Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting).</p>	2	1	2
Failure to keep proper financial records in accordance with statutory requirements	SPC funds. SPC operation.	Financial loss, reputational risk.	2	3	6	<p>Bank account reconciliation to be completed by the Clerk each month and checked by the Chair at the next PC meeting.</p>	2	1	2

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
						<p>Accounts and bank statements to be reviewed during the quarter meeting of the finance working group.</p> <p>Records kept in accordance with Accounts and Audit Regulations.</p> <p>Engage internal auditor and external auditor at year end.</p> <p>Ensure all requirements are met under Customs and Excise regulations (VAT).</p>			
Breakdown in employment relationship with staff leading to disruption in SPC work and/or dismissal, unfair dismissal claims	SPC Operation	Disruption to the working of the council, financial loss, reputational risk.	3	2	6	<p>Staff management of employees to be undertaken by suitably experience councillors on the Personnel Working Group.</p> <p>Performance reviews should be undertaken by at least two Councillors at intervals not less than every six months.</p> <p>Work in accordance with the PC's Grievance and Whistleblowing procedure.</p>	2	1	2
Failure to adhere to all employment rights, pay salary, National Insurance, Income Tax and Pension.	SPC funds. SPC operation. SPC employees.	Financial risk, employee grievance.	2	2	4	<p>Payroll to be undertaken by experiences external party, Regular returns to HMRC.</p> <p>Contract of employment, updated to reflect changes in relevant legislation.</p> <p>Salaries set in accordance with NALC / SLCC recommended scales.</p>	2	1	2

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
Failure to be compliant with general data protection regulations (GDPR)	SPC operation.	Failure to comply with the law, reputational risk	2	2	3	Data to be managed in accordance with SPC's Data Protection Policy and in accordance with the Data Protection Officer's instructions. The Parish Council's registration/subscription with ICO (Information Commissioner's Office) must be renewed annually.	2	1	2
Failure of computer system, hardware or software leading to loss of data or disruption to SPC work.	SPC operation.	Disruption to the working of the council, reputational risk, non compliance with financial reporting rules.	3	2	6	Work in accordance with IT Policy. Maintain anti-virus protection software on clerk's laptop. Councillors and clerk's email account to be managed by experience IT consultants.	3	1	3
Inability to provide services due to inadequate budgets or overspend.	SPC operation.	Disruption to the working of the council, reputational risk.	3	2	6	Draft budget to be reviewed by all councillors prior to finalising. Accounts, budgets and bank statements to be reviewed during the quarter meeting of the finance working group.	3	1	3
Inability to provide services due to loss of SPC money due to bank failure or administrative error.	SPC funds, SPC operation.	Financial risk, disruption to the working of the council, reputational risk.	3	2	6	Monthly bank reconciliations. All payments in line with Financial Regulations. Maintenance of adequate earmarked reserves and general reserves. Financial reserves to be distributed in banks to maintain balance below the Financial Services Compensation Scheme deposit protection limit.	3	1	3

Hazard	Receptor	Nature of harm	Severity	Likelihood	Risk	Control measures	Severity	Likelihood	Risk
Failure to collect money owed to SPC including SOSCIC rent, allotment rents, Cliff Hanger advertisers, North Building renters.	SPC funds. SPC operation.	Financial risk, disruption to the working of the council, reputational risk.	2	2	4	Regular monitoring of income received. Schedule of allotment agreement with due date maintained. Regular communication with cliffhanger administrators.	2	1	2

Approved: March 2026

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