

Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Allotments</b>							
49	<b>Environmental</b> Loss / Damage to water supply.  <i>To maintain adequate water supply and minimise loss/damage arising there from.</i>  Define responsibility for maintenance of water supply. Define responsibility for maintenance of water supply. Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	<b>Medium</b> <b>Medium</b>	4	Implement controls and act quickly on any identified issues.	<b>Clerk</b>  Clerk	31/03/2022	<input type="text"/>
52	<b>Environmental</b> Untidy Plots.  <i>To ensure that site is maintained to the required/acceptable standard.</i>  Define responsibility. Ensure site visits are carried out the by Clerk or the defined person/agent. Ensure that the rules, terms and conditions of tenancy agreements are enforced. Allotment tenants are notified of any identified issues on their plots as they arise and given appropriate time to rectify issues. Notices are served as and when required.	<b>Medium</b> <b>Medium</b>	4	Regular site visits and action to implement controls.	<b>Clerk</b>  Administrator	31/03/2022	<input type="text"/>
304	<b>Environmental</b> Vermin.  <i>To control and minimise impact.</i>  Define responsibility for standards of hygiene/cleanliness etc. of site. Rules, terms and conditions of tenancy agreements are enforced. All allotment sites are inspected on a regular basis. Appropriate action to deal with any identified problems is taken. There is liaison between the Council and the Allotments Association/s to identify and address issues early.	<b>Medium</b> <b>Medium</b>	4	Instigate appropriate action to deal with any identified problems. Asbestos management plan implemented at Coxhoe.	<b>Clerk</b>  Clerk	31/03/2022	<input type="text"/>

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**Signed by responsible Finance officer:** *Claire Llewelyn* \_\_\_\_\_

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<b>Bonfire Celebrations</b>							
391	<p><b>Financial</b> Insurance cover.</p> <p><i>To provide adequate protection.</i></p> <p>Ensure that appropriate insurance cover is in place as a prerequisite to events.</p>	<p>Medium</p> <p>Medium</p>	4	Ensure Safety Advisory Group process is undertaken and risk assessments are sent to insurers in good time. Check public liability insurance of all contractors.	<p>Clerk</p> <p>Clerk</p>	06/11/2021	<input type="text"/>
283	<p><b>Physical</b> Health &amp; Safety.</p> <p><i>To maintain a high standard of Health &amp; Safety and meet all statutory requirements</i></p> <p>Determine responsibility for Health &amp; Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place.</p>	<p>Medium</p> <p>Medium</p>	4	Take advice as necessary. Ensure thorough risk assessments and implement controls.	<p>Clerk</p> <p>Clerk</p>	06/11/2021	<input type="text"/>
284	<p><b>Physical</b> Personal Injury.</p> <p><i>Ensure that effective arrangements are in place to minimize risk.</i></p> <p>Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Arrange attendance of First Aid/ambulance service.</p>	<p>Medium</p> <p>High</p>	6	Ensure risk assessments are thorough and all relevant people understand the m.	<p>Clerk</p> <p>Clerk</p>	06/11/2021	<input type="text"/>

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<b>Car Parks</b>							
174	<b>Environmental</b> Cleaning and litter control.  <i>To maintain desired standard of cleanliness and minimise health risk.</i> Define standards required. Provide litter bins as deemed appropriate Define responsibility for cleaning and ensure any training complete. Ensure any hazardous litter properly dealt with. Provide for regular physical site inspections to ensure standard is maintained.	<b>Medium</b> <b>Medium</b>	4	Implement controls.	<i>Clerk</i>  Clerk	31/03/2022	<input type="text"/>
180	<b>Financial</b> Inadequate budgetary provision.  <i>To ensure that adequate funding is available to meet service requirement.</i> Ensure that service review is included in budgetary process.	<b>Medium</b> <b>Medium</b>	4	Implement control and seek to increase reserves and contingency spending to assist with unforeseen occurrences.	<i>Clerk</i>  Clerk	31/03/2022	<input type="text"/>
169	<b>Physical</b> Maintenance of Car Park Surfaces.  <i>To ensure that car park surfaces are maintained to the desired standard.</i> Define responsibility for and carry out periodic physical inspection, maintain records. Make arrangements for any required work to be carried out.	<b>Medium</b> <b>Medium</b>	4	Implement controls.	<i>Clerk</i>  Clerk	31/03/2022	<input type="text"/>

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**Cemeteries/Churchyards**

287	<b>Physical</b> Headstones/kerbstones safety survey.  To minimise risk of injury.  Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place.	Medium High	6	Get evidence from St Mary's Church that they are adhering to best practice and that toppling testing is taking place. Implement controls. Ensure risk assessment for all Churchyard which the parish council has an interest in, and implement control measures.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>
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234	<b>Physical</b> Inadequate maintenance of fences and boundaries.  Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs. Ensure that appropriate staff training is complete. Arrange for periodical inspection and report.	Medium Medium	4	Implement controls.	Clerk  Clerk	30/09/2021	<input type="checkbox"/>

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<b>Computing</b>							
318	<p><b>Physical</b>      Loss/damage arising from unauthorised use.</p> <p><i>Maintain security of computer.</i></p> <p>Access restricted through use of controlled passwords. Passwords are changed periodically. Maintain physical security of computer and site.</p>	<p>Medium</p> <p>High</p>	6	Ensure a record of passwords is kept securely away from the office in a location known to those who need to know and the keeper of the information.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
325	<p><b>Physical</b>      Loss arising from theft/misappropriation.</p> <p><i>Maintain adequate security of site and equipment.</i></p> <p>Access to Council offices only available when Council staff are present. The building is alarmed and all equipment is security tagged. All computers are password protected. High security of site and equipment is maintained at all times.</p>	<p>Medium</p> <p>High</p>	6	Implement risk assessments for items removed from office/location of services. Purchase cyber-crime insurance.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
27	<p><b>Technical</b>      Crash of IT System.</p> <p><i>To minimise risk arising from breakdown of equipment.</i></p> <p>Council computer systems are backed up daily, and backup devices rotated regularly. Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software is used. Council operate up to date anti-virus software. Council has a backup laptop it could independently use in the event of a total crash.</p>	<p>Medium</p> <p>High</p>	6	Implement controls.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>



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<b>Crime Prevention - CCTV</b>							
335	<p><b>Administration/Legal</b> Failure to comply with Code of Practice.</p> <p><i>To meet requirements of code.</i></p> <p>Ensure that where appropriate operatives are aware of code requirements. Provide for necessary training.</p>	<p>Medium</p> <p>High</p>	6	Ensure consultation with public; ensure requirements of Surveillance commissioner Code are met. Ensure if CCTV to be provided that a full risk assessment is undertaken and all control measures met.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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29	<p><b>Administration/Legal</b> Breach of confidentiality.</p> <p><i>To ensure that statutory requirements are met.</i></p> <p>That the Council is registered as a Data Controller with the Information Commissioners Office.                      That the Council has a Data Protection Policy.                      All Council Officers undertake training when they commence employment and and periodically afterwards.                      All Councillors are aware of their obligation under Data Protection and undergo ad hoc training.</p>	<p>Medium</p> <p>Medium</p>	4	Implement controls. Ensure Clerk is up to date with advice from NALC/SLCC/ICO/Surveillance Commissioner.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>

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<b>Employment of Staff</b>							
23	<p><b>Administration/Legal</b>      Failure to comply with Employment Law.</p> <p><i>To ensure that the council fulfils its responsibilities.</i></p> <p>Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention to all relevant parties.</p> <p>Training arranged as and when required including Clerks CPD.</p>	Medium High	6	Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>
18	<p><b>Professional</b>      Inability to retain staff.</p> <p><i>To minimise risk arising from high turnover of staff.</i></p> <p>Staff Appraisals conducted on an annual basis and when required. Complete exit questionnaire.</p>	Medium High	6	Implement controls. Ensure 'Good Employer's Guide' is provided to all Councillors in Councillor Handbook.	Clerk  Clerk	31/03/2022	<input type="text"/>
19	<p><b>Professional</b>      Loss of key staff.</p> <p><i>To avoid problems arising from loss of key personnel.</i></p> <p>Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.</p>	Medium High	6	Ensure Chair and Vice Chair are aware of action to take in the event of loss of key staff. Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>
21	<p><b>Professional</b>      Lack of Employee motivation/efficiency.</p> <p><i>To meet commitment of council employment policy.</i></p> <p>Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.</p>	Medium High	6	Implement controls. Implement workload reviews and measures to improve any unacceptable workload pressures as appropriate.	Clerk  Clerk	31/03/2022	<input type="text"/>

To protect staff.

- Ensure that an effective security system is in operation.
- Ensure appropriate insurance cover held.
- Ensure other workers in building are aware of staff working alone.
- Ensure staff have telephone access at all times during their work.
- Advise staff to take all relevant safe guides and precautions.
- Appropriate insurance is maintained.

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<b>Entertainment and the arts</b>							
198	<p><b>Administration/Legal</b>      Absence of key staff.</p> <p><i>To ensure that minimum staffing arrangements are in place to meet service need.</i></p> <p>Event Management Plan to be devised for all events clearly defining responsibilities, key personnel and their deputies as well as overall management of the event.</p>	<p>Medium</p> <p>High</p>	6	Ensure risk assessment processes include adequate employees, volunteers and contractors. Implement all controls.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
199	<p><b>Administration/Legal</b>      Staff training.</p> <p><i>To ensure that all staff have appropriate training.</i></p> <p>Determine Council policy for training for the event and ensure all staff and volunteers receive appropriate training where necessary. Maintain records of training provided.</p>	<p>Medium</p> <p>Medium</p>	4	Implement controls and seek specialist advice where appropriate.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
191	<p><b>Environmental</b>      Vandalism.</p> <p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.</p>	<p>Medium</p> <p>Medium</p>	4	Implement the controls.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
195	<p><b>Financial</b>      Box Office controls.</p> <p><i>To minimize the risk of loss by theft/misappropriation.</i></p> <p>Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.</p>	<p>Medium</p> <p>High</p>	6	Where cash/income is handled by a third party, robust controls to be introduced and frequent collecting and banking of monies to be arranged.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>

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1142	<p><b>Administration/Legal</b>      Not operating safe events.</p> <p>To operate safe events.</p> <p>Ensure insurance provision. Use SAG process where appropriate. Ensure thorough risk assessment and implement control measures.</p>	<p>Medium</p> <p>High</p>	6	Ensure responsibilities are defined. Undertake Safety Advisory Group process where appropriate. Ensure risk assessment and take external advice where needed. Implement control measures.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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<b>Financial Management</b>							
36	<b>Financial</b> Poor Financial Management	Medium High	6	Implement controls.	Clerk	31/03/2022	<input type="checkbox"/>
	<p>To ensure effective management of financial affairs of council.</p> <p>Responsibility for the management of the financial affairs of the Council has been established and is contained within Financial Regulations. Standing Orders and Financial Regulations reviewed as a minimum on an annual basis. Clerk maintains an effective budgetary control/financial reporting system. Council maintains an effective internal control system and internal audit.</p>				Clerk		
38	<b>Financial</b> Loss of money through theft/misappropriation.	Medium High	6	Ensure controls from Financial Regulations are implemented. Ensure robust controls on internet banking and use of credit card with limit defined by Council and agreed with internal auditor. Implement controls.	Clerk	31/03/2022	<input type="checkbox"/>
	<p>To ensure that effective financial controls are in place.</p> <p>Determine responsibility for cash at all sources. Receipts are issued for all income. Secure arrangements are in place for all monies held prior to banking. Proper arrangements are in place for prompt recording and banking of all cash received. Bank reconciliation carried out by Clerk/Assistant Clerk on a weekly basis, with Council receiving a monthly reconciliation.</p>				Clerk		

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848	<b>Administration/Legal</b> Failure in complying with special protection for children.	Medium High	6	Implement the controls and ensure all staff are aware.	Clerk	31/03/2022	<input type="checkbox"/>
<p><u>GDPR</u></p> <p><i>To have procedures and processes in place defining how to deal with special protection of data for children under the age of 13.</i></p> <p>There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 plus must be written in language that they will understand.</p>							

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314	<p><b>Administration/Legal</b> Failure to notify/record gifts.</p> <p>To protect interest of council and members.</p> <p>Ensure that all staff/members are aware of responsibilities. Maintain gift register.</p>	<p>Medium</p> <p>Medium</p>	4	Implement controls.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>

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<b>Land</b>				
157 <b>Environmental</b>	Vandalism	Medium	6	Implement controls.
	<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>	High		
	Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required. The Council will instigate legal action against perpetrators where appropriate.			Clerk
				Clerk
				31/03/2022
				<input type="text"/>
158 <b>Environmental</b>	Fly tipping	Medium	4	Implement controls.
	<i>To minimize risks associated with fly tipping.</i>	Medium		
	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify. The Council will address any issues as they arise. The Council will liaise with the police and/or other authorities where necessary.			Clerk
				Clerk
				31/03/2022
				<input type="text"/>
784 <b>Environmental</b>	Failure to comply within consultation deadline.	Medium	4	Clerk to assess planning applications as they are received, to ascertain if a response is required before the next full Council meeting. Clerk to liaise with Chair and/or Vice Chair as necessary to decide if an extraordinary meeting is required. Details of all planning applications received from the County Council and within the parish to be sent to Councillors.
	<i>To meet consultation timetable.</i>	Medium		
	Ensure adequate number of Planning and Environment committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.			Clerk
				Clerk
				31/03/2022
				<input type="text"/>
159 <b>Financial</b>	Inadequate budget provision	Medium	6	Implement controls. Budgetary process starts with Finance Committee prior to consideration and agreement by full Council.
	<i>To ensure proper budget provision.</i>	High		
	Ensure that all anticipated income/costs are provided for in Budgetary process.			Clerk
				Clerk
				31/03/2022
				<input type="text"/>

161	Financial	Failure to collect income	Medium High	6	Implement controls and review regularly.	Clerk	31/03/2022
		<i>To minimize risk of loss.</i>				Clerk	<input type="text"/>
		Maintain records of all rents, tithes etc. due from land holdings.					
		Ensure that conditions of contracts are adhered to.					
		Clerk responsible for collection of income					
		All income due to the Council and received is properly recorded.					
		Issue receipts for all income received.					
		Follow defined procedure for reminders in respect of unpaid accounts					
151	Physical	Public/Personal Injury	Medium High	6	Obtain contractors' public liability insurance document before work starts. Implement controls.	Clerk	31/03/2022
		<i>To minimize risk of injury.</i>				Clerk	<input type="text"/>
		Ensure that all staff have appropriate training and adhere to approved working practices.					
		Ensure that the correct, properly maintained tools/equipment are available as appropriate.					
		Ensure that all appropriate disclaimer notices, warning signs etc. are in place.					
		Ensure that any risks to the public are minimised and eliminated wherever possible.					
		Maintain records of training.					
		Maintain records of any injuries.					
152	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Medium Medium	4	Implement controls.	Clerk	31/03/2022
		<i>To ensure proper maintenance of council owned assets.</i>				Clerk	<input type="text"/>
		Define responsibility for maintenance and ensure that a planned programme is in place.					
		Ensure that any service contracts are properly signed and sealed.					
		Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.					
		All works undertaken by contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-compliant issues identified.					
153	Physical	Security of equipment	Medium Medium	4	Investigate CCTV for Sports field. Implement controls.	Clerk	31/03/2022
		<i>To ensure that proper security arrangements are in place.</i>				Clerk	<input type="text"/>
		Define policy for security of premises and equipment.					
		Determine responsibility for security/control of equipment.					
		Ensure effective security arrangements in place.					
		Maintain asset register.					

*To ensure proper maintenance of council assets.*

Clerk

Determine responsibility for maintenance and ensure that a planned programme is in place.  
 Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange f  
 or prompt repairs to damage.  
 Ensure that any service contracts are place.  
 All public furniture owned by the Council are listed on the Assets Register.

**Submitted to council:**

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*No of issues listed: 9***Minute reference:**

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**Date:**

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**Signed by chairperson - Chairperson name:** *Stuart Dunn*

---

**Signed by responsible Finance officer:** *Claire Llewelyn*

---

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Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Litter</b>							
7	<p><b>Administration/Legal</b>      Inefficient service provision</p> <p><i>To employ trained/experienced personnel.</i></p> <p>Ensure that staff have appropriate training.                      Ensure that staff are aware of all health &amp; safety issues                      All staff have a written contract of employment.                      Protective clothing and personal safety equipment issued to all operational staff.</p>	<p>Medium</p> <p>Medium</p>	4	Litter picks by volunteers to be thoroughly risk assessed with adequate controls put in place to reduce risk, agreed with the Clerk; PPE and suitable equipment to be provided by the Council; volunteers to be briefed before each session by the volunteer leader.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
4	<p><b>Environmental</b>      Vandalism/theft/damage</p> <p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Review security and monitor all areas on a regular basis.                      Maintain liaison with local enforcement agencies.                      Define a policy for dealing with anti-social behaviour.                      Instigate legal action against perpetrators where appropriate.</p>	<p>Medium</p> <p>Medium</p>	4	Implement controls. Ensure issues are reported to the County Council as soon as they arise.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>
339	<p><b>Financial</b>      Inadequate budget provision</p> <p><i>To ensure adequate funding.</i></p> <p>Ensure that service requirements are included in budgetary process.</p>	<p>High</p> <p>Medium</p>	6	Implement control.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="text"/>

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No of issues listed: **3**

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Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1138	<b>Administration/Legal</b> Non-collection of income from advertising.	Medium	4	Implement control.	Clerk	31/03/2022	
	To collect the income from all advertising.	Medium			Clerk		
	Clerk to monitor income collection and ensure it is received, preferably before the issue goes to print. Any business which has not paid for an advert will not be able to place subsequent adverts until payment is made.						

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Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Open spaces</b>							
368	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.</i>  Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>
125	<b>Financial</b> Inadequate budget provision  <i>To ensure proper financial provision.</i>  Ensure that service income/expenditure is detailed in budgetary process.	Medium High	6	Monitor budget and year-to-date expenditure regularly (at least quarterly).	Clerk  Clerk	31/03/2022	<input type="text"/>
117	<b>Physical</b> Personal injury.  <i>To minimize the risk of personal injury to persons using council facilities.</i>  Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place.	Medium High	6	Implement controls in a timely manner.	Clerk  Clerk	31/03/2022	<input type="text"/>
118	<b>Physical</b> Property Maintenance  <i>Top ensure that all council assets are properly maintained.</i>  Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover is in place.	Medium Medium	4	Implement controls. Check that contractors are competent and check their public liability insurance.	Clerk  Clerk	31/03/2022	<input type="text"/>

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No of issues listed: 4

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Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Provision of Office Accommodation</b>							
24	<b>Physical</b> Poor Office Conditions  <i>All office accommodation to be of a good standard</i>  Periodical inspection of office conducted by Clerk. Report any adverse conditions to Council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Medium Medium	4	Implement controls with periodic inspections.	Clerk  Clerk	31/03/2022	<input type="text"/>
25	<b>Physical</b> Poor/Faulty Office Furniture  <i>To maintain approved standards for office furniture and fittings.</i>  Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to Council/committee for approval to repair/replace.	Medium Medium	4	Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>

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**Risk / Hazard**

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b><u>Public buildings and Village hall</u></b>							
101	<b>Physical</b> Security of premises and contents  <i>To safeguard council assets.</i>  Define policy for security of premises and equipment. Maintain asset register and photographs of all items of any value together with a digital back up copy. Allocate responsibility for security/control of equipment. All offices/premises are locked outside working hours. Letting agreements are in place with a condition to secure building on departure.	Medium Medium	4	Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>
102	<b>Physical</b> Maintenance of buildings  <i>To ensure proper maintenance of premises and minimize risk of loss/damage/injury.</i>  Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed.	Medium High	6	Specialist advice to be obtained if deemed necessary. Implement controls.	Clerk  Clerk	31/03/2022	<input type="text"/>
105	<b>Physical</b> Vandalism.  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i>  Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Implement controls. Ensure sufficient insurance. Obtain periodic valuation of buildings.	Clerk  Clerk	31/03/2022	<input type="text"/>

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*Risk / Hazard*

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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**Shelters & Seats**

370	<b>Environmental</b> Vandalism	<b>Medium</b> <b>Medium</b>	<b>4</b>	Where possible seek to purchase vandalism-proofed seats. Implement controls.	<b>Clerk</b>  Clerk	31/03/2022	<input type="checkbox"/>
<p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i>  <i>To minimise risk arising from anti-social behaviour.</i></p> <p>Maintain liaison with enforcement agencies.                      The Council should instigate legal action against perpetrators where appropriate.</p>							

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Assessment year: 2021

## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Street/Footway Lighting</b>							
55	<b>Environmental</b> Failure to provide lighting  Monitor Service Level Agreement with major authority on a regular basis. Report any faulty lights as soon as possible. Monitor service performance and enforce agreement conditions.	<b>Medium</b> <b>Medium</b>	4	Consider provision of lighting in new projects and in budget setting process.	<b>Clerk</b>  Clerk	31/03/2022	<input type="checkbox"/>
85	<b>Environmental</b> Vandalism  To minimise the risk of loss/damage/injury arising from vandalism.  Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>Medium</b> <b>Medium</b>	4	Implement controls.	<b>Clerk</b>  Clerk	31/03/2022	<input type="checkbox"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
1140	<p><b>Administration/Legal</b> Provision of bunting and hanging baskets not carried out safely.</p> <p>To ensure safe services.</p> <p>Ensure insurance in place. Ensure contractor insurance in place. Ensure tests where necessary for example lamppost testing. Ensure suitability of equipment and products to be used.</p>	<p>Medium</p> <p>High</p>	6	Implement all controls including by receiving confirmation from contractors. Ensure fair tender process undertaken.	<p>Clerk</p> <p>Clerk</p>	31/03/2022	<input type="checkbox"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Town and Country Planning</b>							
62	<b>Administration/Legal</b> Failure to meet consultation deadlines.  To meet consultation timetable.  Planning applications are considered monthly at full Council meetings. Delegated arrangements are made during the Summer and Christmas recess. Where necessary liaise with the Planning Authority for possible extension. Council responses to planning applications are submitted to the Planning Authority the day after the meeting.	Medium High	6	Clerk to liaise with Chair and Vice Chair where appropriate to consider extraordinary meeting to ensure timely responses by Council.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Village Signs</b>							
58	Physical Vandalism  To minimise the risk of loss/damage/injury arising from vandalism.  Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Implement the controls.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>
357	Physical Inadequate maintenance.  Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Medium Medium	4	Grounds maintenance contractor has a duty of care to existing signs and furniture. Implement controls.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>War memorials</b>							
313	<b>Physical</b> Inadequate budget provision  To ensure annual service review.  Review service provision within annual budget process. Earmarked reserve fund is held for any unscheduled works that are required.	Medium Medium	4	Implement the controls.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>
359	<b>Physical</b> Inadequate maintenance.  To maintain war memorial and the surrounding area to an acceptable standard  Define responsibility for maintenance. War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor. Maintain detailed records of all work scheduled/completed. Annual maintenance carried out prior to Remembrance Sunday.	Medium Medium	4	Implement the controls, consider maintenance of memorial. Consider seeking funding to make improvements.	Clerk  Clerk	31/03/2022	<input type="checkbox"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Web Sites</b>							
373	<b>Administration/Legal</b> Insurance  To protect council. Ensure that appropriate insurance cover is held by Council.	Medium Medium	4	Review insurance provision annually. Where needed, check details of the policy with the insurer.	Clerk	31/03/2022	<input type="text"/>
376	<b>Administration/Legal</b> Dependence upon an individual  To ensure that the site activity is not restricted to one person. Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	High High	9	Ensure more than one individual is aware of all requirements including website accessibility.	Clerk	31/03/2022	<input type="text"/>
388	<b>Administration/Legal</b> The placing of information on site that may put people at risk.  To minimise risk. Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.	Medium Medium	4	Ensure the updating of information on the website is included in the council's Delegation Scheme.	Clerk	31/12/2022	<input type="text"/>
380	<b>Technical</b> Failure to meet needs/expectations of visitors to site.  To minimise risk. Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Medium Medium	4	Ensure site meets accessibility laws within timescales.	Clerk	31/03/2022	<input type="text"/>

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## Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Youth Service</b>							
1136	<b>Administration/Legal</b> Inadequate insurance	Medium	6	Employers and public liability insurance certificates to be displayed.	Clerk	31/08/2021	<input type="checkbox"/>
	<i>To ensure insurance cover for the Youth Service.</i>	High			Clerk		<input type="checkbox"/>
	Ensure adequate insurance is in place. Ensure all staff are aware of the insurance and of any restrictions, e.g. inflatables.						
1137	<b>Administration/Legal</b> Not operating a safe service.	Medium	6	Regular review through 1:1s with service manager(s) and at Youth Strategy Group committee meetings.	Clerk	31/03/2022	<input type="checkbox"/>
	<i>To operate a safe service.</i>	High			Clerk		<input type="checkbox"/>
	All provision to be overseen by a Youth Worker with suitable qualifications. Staff to risk assess provision and activities, and keep appropriate records. Records to be kept securely. Money to be banked in a timely manner. Incident reports and archived records to be passed to the Clerk in a timely manner and scored securely. Update reports to be provided to monthly Parish Council meetings by Youth Worker/Clerk.						

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