

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

| (1)<br>Subject      | (2)<br>Risk(s) Identified                                                               | (3)<br>H/M/L | (4)<br>Management/Control of Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (5)<br>Review/Assess/Revise                                                                                                |
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| <b>MANAGEMENT</b>   |                                                                                         |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                            |
| Business Continuity | Risk of Council not being able to continue its business due to unexpected circumstances | Low          | Necessary records are retained in accordance with the Council's Retention Policy. Electronic records are maintained securely and appropriate back-ups undertaken regularly. Key Council documents are also published on the Parish Council website where required.<br>Appropriate arrangements are maintained to enable access to essential Council records and information in the event of equipment failure or the Clerk being unavailable.<br>In the event of prolonged absence of the Clerk, the Council will arrange appropriate locum or other temporary cover.<br>Alternative meeting accommodation is available if the normal meeting venue becomes unavailable. | Review business continuity and data back-up arrangements annually and following any significant change to Council systems. |

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| Meeting Location           | Adequacy<br><br>Health & Safety                                                                                                                    | Low<br><br>Low | Meetings are normally held at Amy Robsart Village Hall. The premises and facilities are considered adequate for the Clerk, Councillors and members of the public attending meetings. The venue is insured and subject to appropriate health and safety arrangements.                                                                                                                                                                                                                                | Existing location adequate                                       |
| Council Records/Documents  | Loss through theft, fire, damage                                                                                                                   | Low            | Council records are retained in accordance with the Council's Retention Policy. Paper records held by the Clerk are stored securely. Electronic copies/back-ups are maintained where appropriate. Records containing personal or confidential information are stored securely with access restricted as appropriate.                                                                                                                                                                                | Damage or theft is unlikely and so provision adequate.           |
| Computer Records/Documents | Loss through damage, fire, corruption of computer                                                                                                  | Med            | Electronic Council records are stored securely with regular back-ups undertaken. Appropriate anti-virus, firewall and device security measures are maintained on equipment used for Council business. Access to Council systems and accounts is password protected. Passwords and other authentication information are not shared except where specifically required and authorised. Software and operating systems are kept up to date.                                                            | Review data security and back-up arrangements annually.          |
| Cyber Security             | Phishing/fraudulent emails<br>Compromised email or online accounts<br>Malware/ransomware<br>Unauthorised access to Council systems<br>Loss of data | Med            | Council email accounts and electronic systems are password protected and appropriate security measures are maintained. Councillors and Clerk should exercise caution when opening links or attachments and when responding to requests for financial or confidential information. Changes to bank details or unusual payment instructions should be independently verified before payment. Security updates should be installed promptly and suspected security breaches reported and investigated. | Review annually and following any cyber-security incident.       |
| Data Protection GDPR       | Policy<br><br>Provision                                                                                                                            | Low<br><br>Low | Data Protection Policy and associated procedures are in place and reviewed periodically. An Information Audit is maintained and reviewed as appropriate.                                                                                                                                                                                                                                                                                                                                            | Existing procedure adequate<br>Provide training where necessary. |

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|                   | Breach of regulations                                                                                                    | Low                          | Councillors are made aware of their data protection responsibilities through induction and appropriate guidance/training.<br>The Clerk oversees the Council's day-to-day compliance with data protection requirements and seeks specialist advice where necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                |
| Legal Powers      | Illegal or unlawful activity or payments                                                                                 | Low                          | Council activities and expenditure must be undertaken within the Council's statutory powers and in accordance with Standing Orders, Financial Regulations and any properly delegated authority. Decisions are recorded in the minutes where required. All Councillors aware of their legal powers and duties.                                                                                                                                                                                                                                                                                                                                                                                                               | Existing procedures adequate. Legal powers and delegated authority to be considered as required.<br>Councillors to receive appropriate induction and training. |
| Employees (Clerk) | Loss of Key Personnel<br>Fraud by Staff<br>Unlawful action taken by staff<br>Breach of Health & Safety                   | Med<br>Low<br>Low<br><br>Med | Proactive management to ensure that employees are well motivated and respected.<br>Contingency arrangements and funding in place to provide adequate cover in the event of employee absence.<br>Policies are in place to address staff grievances.<br>All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance in accordance with financial regulations.<br>All employees are made aware of their responsibilities for health and safety through their contract and training provided as required.<br>The Clerk will be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.<br>Regular contact with Chair. | Existing procedure adequate<br>Chair to maintain regular contact<br>The Clerk receives an annual appraisal carried about by the HR Subgroup.                   |
| <b>FINANCE</b>    |                                                                                                                          |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                |
| Precept           | Adequacy of precept<br><br>Requirements not submitted to Borough Council<br><br>Amount not received from Borough Council | Low<br><br>Low<br><br>Low    | Sound budgeting underlies the annual precept requirement. Budget monitoring information is regularly presented to the Council during the financial year. A detailed budget and precept requirement is considered and approved by the Council annually and submitted to the Borough Council by the required deadline.                                                                                                                                                                                                                                                                                                                                                                                                        | Existing procedure adequate                                                                                                                                    |

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| Budget    | Not set                                                                                        | Low                      | The annual budget is considered and approved by the Council prior to setting the precept. Expenditure against budget is monitored during the financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Existing procedure adequate                                                                                                                     |
| Insurance | Inadequate Cover<br>Expensive Policy<br>Lack of Compliance                                     | Low<br>Low<br>Low<br>Low | Insurance arrangements and sums insured are reviewed annually, having regard to the Council's current Asset Register and activities. Appropriate Public Liability, Employers' Liability, Fidelity Guarantee and asset/property cover is maintained as required. Significant acquisitions and disposals are reflected in the Asset Register and insurance arrangements as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Existing procedure<br>Adequate<br>Review provisions and compliance annually                                                                     |
| Banking   | Inadequate checks<br>Bank Mistakes<br>Loss/Charges<br>Internet Hacking<br>FSCS limits exceeded | Low<br>Low<br>Low<br>Med | The Council has Financial Regulations and an Internet Banking Policy setting out the requirements for banking and electronic payments. Bank accounts are reconciled regularly by the RFO and reconciliations presented to the Council in accordance with the Council's financial control arrangements. Electronic payments require appropriate authorisation in accordance with the Council's Financial Regulations and Internet Banking Policy. Bank signatories and user access are reviewed regularly and amended promptly following changes in Council membership. Bank statements and transactions are regularly monitored and discrepancies investigated promptly. FSCS protection for eligible deposits is currently £120,000 per eligible depositor, per authorised firm. The Council will monitor balances and consider the need to spread funds between institutions where appropriate. | Existing procedures<br>Adequate Review Financial Regulations as necessary<br>Monitor Bank Statements<br>Bank signatories are reviewed annually. |
| Cash      | Loss through theft or dishonesty                                                               | Low                      | The Council does not maintain petty cash or a cash float. Cash transactions are avoided wherever practicable. Any cash received is appropriately recorded, receipted where necessary and banked promptly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Existing procedures<br>adequate                                                                                                                 |

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| Invoices                       | <p>Goods not supplied but billed</p> <p>Incorrect Invoicing<br/>Errors in authorisation<br/>Unpaid Invoices</p> | <p>Low</p> <p>Low<br/>Low<br/>Low</p> | <p>Invoices are checked by the Clerk/RFO against the goods or services supplied before being submitted for payment.</p> <p>Payments are approved in accordance with the Council's Financial Regulations and any delegated authority.</p> <p>Supporting invoices are made available to the appropriate payment authorisers.</p> <p>Electronic payments are subject to the Council's dual-authorisation arrangements.</p> <p>A schedule of payments is presented to Council and recorded in the minutes as appropriate.</p>                                                                                                                                                      | <p>Existing procedures<br/>Adequate<br/>Review the financial regulations when necessary.</p>        |
| Financial controls and records | <p>Inadequate checks<br/>Financial irregularities</p>                                                           | <p>Low<br/>Low</p>                    | <p>The Council has Financial Regulations and an Internet Banking Policy setting out appropriate financial controls.</p> <p>Bank reconciliations are prepared regularly by the RFO and reported to Council.</p> <p>Payments require appropriate authorisation in accordance with the Council's Financial Regulations.</p> <p>Financial commitments and expenditure must be authorised by Council or under properly delegated authority.</p> <p>Internal control checks and internal audit are undertaken in accordance with the Council's agreed arrangements.</p> <p>The Clerk/RFO undertakes appropriate training and keeps relevant financial requirements under review.</p> | <p>Existing procedures<br/>adequate<br/>Review the Financial regulations when necessary.</p>        |
| Reporting and Auditing         | <p>Information<br/>Communication<br/>Compliance</p>                                                             | <p>Low<br/>Low</p>                    | <p>A monitoring statement will be produced monthly.</p> <p>This will include bank reconciliation and a breakdown of receipts and payments.</p> <p>Appropriate internal control checks are undertaken during the financial year and an independent internal audit is undertaken annually.</p>                                                                                                                                                                                                                                                                                                                                                                                   | <p>Existing communication<br/>procedures adequate</p>                                               |
| Grants and support – payable   | <p>Power to pay<br/>Authorisation of the<br/>Council to pay</p>                                                 | <p>Low</p>                            | <p>All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Existing procedures<br/>adequate.<br/>Parish Councillors request<br/>S137 rules if required.</p> |

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| Grants – receivable           | Incorrect amount received or paid                                                                                                         | Low                                  | Grant income is recorded separately within the Council's financial records.<br>The Clerk/RFO ensures that the terms and conditions attached to grants are identified and reported to Council as appropriate.<br>Grant expenditure is monitored to ensure funds are used for the purpose for which they were awarded.<br>Evidence of expenditure and other documentation is retained in accordance with grant conditions.<br>Any reporting or claim requirements and deadlines are monitored by the Clerk/RFO.        | Existing procedures adequate. Grant conditions and reporting requirements to be reviewed for each grant received. |
| Procurement and Best Value    | Work awarded incorrectly<br>Failure to comply with procurement requirements<br>Overspend on contracts                                     | Low<br>Low<br><br>Low                | Procurement is undertaken in accordance with the Council's Financial Regulations and applicable procurement requirements.<br>Quotations/tenders are obtained where required by the Council's Financial Regulations.<br>Significant contracts and expenditure are approved by Council or under appropriate delegated authority.<br>Performance or contractual issues are investigated by the Clerk and reported to Council where necessary.                                                                           | Existing procedure adequate.<br>Review the financial regulations when necessary.                                  |
| Salaries and associated costs | Salary paid incorrectly<br><br>Wrong hours/rate paid<br><br>Wrong deductions of tax<br><br>Unpaid tax contributions to the Inland revenue | Low<br><br>Low<br><br>Low<br><br>Low | The Council approves the appointment, contractual terms and salary scale of its employees.<br>Salary is calculated in accordance with the Clerk's contract and applicable national pay awards.<br>Payroll calculations, PAYE and pension requirements where applicable are administered and checked through the Council's agreed payroll arrangements.<br>Salary payments are made by BACS and authorised in accordance with the Council's financial controls.<br>Appropriate payroll records are retained securely. | Existing appointment and payment system adequate                                                                  |
| Staff (Clerk)                 | Loss of clerk<br><br>Fraud<br><br>Actions undertaken                                                                                      | Med<br><br>Low<br><br>Low            | Appropriate contingency arrangements are maintained to enable temporary/locum cover in the event of prolonged absence or resignation of the Clerk.                                                                                                                                                                                                                                                                                                                                                                   | Existing procedures adequate<br>Include in financial statement when setting precept<br>Monitor working conditions |

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|                                                    | Salary paid incorrectly                                                         | Low | Essential Council records and information are maintained in a manner which enables an appropriate handover.<br>Fidelity Guarantee requirements are complied with.<br>The Clerk is provided with appropriate training, professional support, reference material and access to legal/technical advice.<br>The Clerk receives an annual appraisal.                                                                                                                                                                                         | Clerk receives an annual appraisal.                 |
| Councillor allowances/expenses                     | Councillors over-paid                                                           | Low | No allowance has been allocated to Parish Councillors.<br>Any expenses are claimed by presenting the relevant receipt to the Council for approval.<br>Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.                                                                                                                                                                                                                                                                      | Existing procedures adequate                        |
| Election costs                                     | Unexpected election cost                                                        | Low | Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election.<br>Sufficient monies in reserves are budgeted to be available should the need arise.                                                                                                                                                                                                                                                                                                                   | Include in financial statement when setting precept |
| VAT                                                | Failure to reclaim                                                              | Low | The Council has financial regulations which set out the requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Existing procedures adequate                        |
| Annual Governance and Accountability Return (AGAR) | Not submitted within time limits<br>Not published in compliance with regulation | Low | Year-end accounts and the AGAR are prepared and considered in accordance with the statutory timetable.<br>The Annual Internal Audit is completed by an independent and competent internal auditor.<br>The Council considers and approves the Annual Governance Statement and Accounting Statements as required.<br>Where eligible, the Council considers and submits a Certificate of Exemption within the required timescale.<br>Statutory documents and notices are published on the Council's website within the prescribed periods. | Existing procedures adequate                        |

| <b>ASSETS</b>         |                                                                                                                      |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                   |
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| Infrastructure Assets | Protection of physical assets                                                                                        | Low | The Asset Register is reviewed and updated at least annually. Insurance values and cover are reviewed alongside the Asset Register. Council assets are inspected and maintained at frequencies appropriate to their nature, condition and level of risk.                                                                                                                                                                                                                                                                          | Existing procedures adequate                                                                                                                                      |
| Street Furniture      | Theft/Loss/Damage to benches, noticeboards and other street furniture<br>Failure to maintain assets                  | Low | Council-owned street furniture is recorded on the Asset Register and insured where appropriate. Condition is monitored and defects reported and addressed according to risk.                                                                                                                                                                                                                                                                                                                                                      | Existing procedures adequate                                                                                                                                      |
| Play Equipment        | Injury to users<br>Defective equipment<br>Inadequate inspection/maintenance<br>Failure to act on inspection findings | Med | Weekly visual inspections of the play area and equipment are undertaken and recorded.<br>An annual independent inspection is undertaken by an appropriately qualified play inspection provider. Defects identified through inspections are assessed and prioritised according to risk.<br>Repairs are arranged as appropriate and equipment restricted from use where a defect presents an unacceptable risk.<br>Inspection and maintenance records are retained. Appropriate Public Liability and asset insurance is maintained. | Existing procedures adequate                                                                                                                                      |
| Maintenance           | Poor performance of assets or amenities.                                                                             | Low | All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the procedures agreed by the Council.                                                                                                                                                                                                                                                                                                                    | Existing procedure adequate. Ensure timely inspections carried out.                                                                                               |
|                       | Risk to third parties                                                                                                | Low |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                   |
| Parish Land           | Playing Field and Play Area.                                                                                         | Low | Council-owned or managed land is inspected at appropriate intervals and maintained in a reasonably safe condition.<br>Identified hazards are assessed and addressed according to risk.<br>Contractors working on Council land must have appropriate insurance and, where applicable, suitable risk assessments/method statements.<br>Appropriate Public Liability insurance is maintained.                                                                                                                                        | Council land to be inspected at appropriate intervals. Identified defects or hazards to be addressed according to risk. Insurance arrangements reviewed annually. |

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| SAM Speed Signs   | Theft/Loss/Damage<br>Roadside accident<br>Manual handling<br>Incorrect<br>installation/relocation                                                                      | Low<br>Med<br>Med<br>Med | SAM equipment is insured and secured appropriately when installed.<br>Only authorised persons should install, remove or relocate equipment.<br>Manufacturer's instructions and relevant Highway Authority requirements are followed.<br>Appropriate manual-handling precautions are taken when moving equipment.<br>Persons undertaking roadside work should follow appropriate safety procedures and avoid working in unsafe traffic conditions.<br>Equipment and mounting arrangements are checked for damage or defects.                                                         | Existing procedures adequate                                                                                                              |
| Office equipment  | Loss                                                                                                                                                                   | Low                      | Council-owned equipment is recorded on the Asset Register where appropriate and insured where required. Equipment used for Council business is kept secure and appropriate cyber-security precautions are taken.                                                                                                                                                                                                                                                                                                                                                                    | Existing procedures adequate                                                                                                              |
| Defibrillator/AED | Equipment unavailable or defective<br>Expired pads/battery<br>Cabinet/electrical failure<br>Failure to undertake checks<br>Incorrect registration/location information | Med                      | Defibrillator and cabinet are maintained in accordance with manufacturer requirements.<br>Regular checks are undertaken and recorded.<br>Battery and pad expiry dates are monitored and replacements arranged before expiry.<br>Defects are reported and addressed promptly.<br>The defibrillator's registration details are maintained on the appropriate national defibrillator register.<br>Electrical work associated with the cabinet is undertaken by a competent person and appropriate certification obtained where required.<br>Appropriate insurance cover is maintained. | Regular checks undertaken.<br>Consumable expiry dates monitored. Arrangements reviewed annually and following any use or equipment fault. |
| <b>LIABILITY</b>  |                                                                                                                                                                        |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                           |
| Legal powers      | Illegal activity or payments<br>Working Parties taking decisions                                                                                                       | Low<br><br>Low           | Council activities and expenditure must be undertaken within the Council's statutory powers and in accordance with Standing Orders, Financial Regulations and properly delegated authority.<br>Working Parties must understand that they cannot                                                                                                                                                                                                                                                                                                                                     | Existing procedures adequate                                                                                                              |

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|                                     |                                                                                                  |                           | exercise decision-making powers unless specifically authorised to do so.                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                  |
| Minutes/Agendas/Statutory documents | Accuracy and Legality<br><br>Non compliance with statutory requirements                          | Low<br><br>Low            | Minutes and agendas are produced in the prescribed manner by the Clerk and adhered to legal requirements.<br>Minutes are approved and signed at next meeting.<br>Minutes and agendas are displayed according to legal requirements on notice board and PC website.<br>Business conducted at Council meetings should be managed by the Chairman and advised by the Clerk.<br>Statutory documents are published on the Council website within applicable deadlines. | Existing procedures adequate<br>Undertake adequate training Members to adhere to Code of Conduct |
| Employer's Liability                | Comply with Employment Law<br>Comply with HMRC requirements                                      | Low<br><br>Low            | The Council maintains appropriate Employers' Liability insurance and employment policies. The Council obtains professional advice and guidance on employment matters where necessary. PAYE and other HMRC requirements are administered within the required timescales.                                                                                                                                                                                           | Existing procedures adequate                                                                     |
| Public Liability                    | Risk to third party, property or individuals                                                     | Low                       | Appropriate Public Liability insurance is maintained. Risks associated with Council activities, events, land and assets are assessed as appropriate and additional event-specific risk assessments undertaken where necessary.                                                                                                                                                                                                                                    | Existing procedures adequate                                                                     |
| Legal Liability                     | Legality of activities<br><br>Proper and timely reporting via Minutes<br>Proper document control | Low<br><br>Low<br><br>Low | Clerk to clarify legal position on proposals and to seek advice if necessary.<br>Council always receives and approves minutes at monthly meetings.<br>Retention of document policy in place.                                                                                                                                                                                                                                                                      | Existing procedures adequate                                                                     |
| Contractors                         | Public Accident                                                                                  | Low/Med                   | Contractors appointed by the Council are required to hold appropriate Public Liability insurance. Competence, qualifications and appropriate certification are checked where relevant to the work being undertaken.<br>Risk assessments and/or method statements are obtained where appropriate.                                                                                                                                                                  | Council to review when awarding contracts for work.                                              |

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|                              |                                                                               |                       | Contractors are provided with relevant information concerning known hazards at Council sites.                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                          |
| <b>COUNCILLORS PROPRIETY</b> |                                                                               |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                          |
| Members Interests            | <p>Conflict of interest not declared</p> <p>Register of Members Interests</p> | <p>Med</p> <p>Med</p> | <p>Councillors are responsible for declaring interests in accordance with the Code of Conduct and applicable legislation. A reminder to declare interests is included on meeting agendas.</p> <p>Councillors are individually responsible for ensuring that their Register of Interests is complete and kept up to date.</p> <p>New Councillors receive appropriate information and guidance on interests as part of their induction.</p> | <p>Existing procedures adequate. Members responsible for keeping their Register of Interests up to date. Appropriate guidance/induction provided to new Councillors.</p> |

## Annual Review Schedule

| Item                               | Frequency                                               |
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| Council insurance and sums insured | Annually                                                |
| Asset Register                     | Annually and following significant acquisition/disposal |
| General Risk Assessment            | Annually                                                |
| Play Area visual inspection        | Weekly                                                  |
| Independent Play Area inspection   | Annually                                                |
| Defibrillator checks               | In accordance with agreed monitoring arrangements       |
| Banking arrangements/signatories   | Annually and following membership changes               |
| Bank reconciliation                | Monthly                                                 |
| Budget monitoring                  | Regularly during financial year                         |
| VAT reclaim                        | In accordance with Council's arrangements               |
| Precept                            | Annually                                                |
| Payment approval                   | In accordance with Financial Regulations                |
| Clerk's salary/pay award           | Annually/as applicable                                  |
| Internal Audit                     | Annually                                                |
| Internal Control checks            | In accordance with Council's agreed arrangements        |
| Register of Interests              | Ongoing                                                 |
| Declarations of Interests          | At each meeting as applicable                           |

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| Employment arrangements                    | Annually                                                      |
| Contractor insurance/documentation         | On appointment/as required                                    |
| Cyber-security arrangements                | Ongoing and formally reviewed annually/following any incident |
| Website/statutory publication requirements | Ongoing/as required                                           |

**This Risk Assessment was reviewed and approved by Syderstone Parish Council at its meeting held on 8th September 2026.**