



BOUGHTON UNDER BLEAN PARISH COUNCIL
Risk Management Policy

Adopted: 10 December 2024

Next review: December 2025

1. Introduction

1.1 This document forms Boughton under Blean Parish Council's Risk Management Policy. It sets out:

- What risk management is;
- Why the Parish Council needs a risk management strategy;
- The Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Parish Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario Government intervention.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council's strategic objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy;

Financial – Those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Council's ability to deliver its strategic priorities;

Technological – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Council's ability to deliver its objectives;

Legal – The ability of the Council to meet legislative demands affecting breaches of legislation;

Environmental – Those relating to the environmental consequences of progressing the Council's objectives in terms of energy-efficiency, pollution, recycling etc.

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that the Council has an understanding of risk and adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Boughton under Blean Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Register

The Risk Register (*Appendix A*) will be regularly refined and updated as part of this Risk Management Strategy. The Council also records Health and Safety Risk Assessments.

5.2 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Strategy will be reviewed at least annually by the Clerk and then by the Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and probability of risks occurring, with impact and probability being scored using a matrix. For each identified area of risk, its Impact (I) and its Probability (P) are assessed and the numerical values multiplied together to give a total Risk Rating (RR).

Priority Ranking		Impact of Risk Occurring (I)			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Probability of Risk Occurring (P)	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

Risks will be subject to consideration in order of their priority ranking and preparation of a contingency/action plan to appropriately control the risk.

High Risk	Immediate action required
Medium Risk	Action as soon as possible
Low Risk	To be addressed within the next 3-6 months
Negligible Risk	Further action only when viable to do so

5.4 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – Loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer – The financial impact is passed to others e.g. by revising contractual terms;

Sharing – The risk is shared with another party;

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Councillors** – Risk management is seen as a key part of Councillors' stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i) Approval of the Risk Management Strategy;
- ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to the Chair or Personnel Committee.

6.4 **Parish Clerk/RFO** – will act as the lead officer on risk management, and be responsible for overseeing the implementation of the Risk Management Strategy. The Clerk/RFO will:

- i) Provide advice as to the legality of policy and service delivery options;
- ii) Provide advice on the implications for service areas of the Council's strategic aims and objectives;
- iii) Update the Council on the implications of new or revised legislation;
- iv) Assist in handling any litigation claims;
- v) In consultation with the Parish Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- vi) In consultation with external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- vii) Assess and implement the Council's insurance requirements;
- viii) Assess the financial implications of strategic policy options;
- ix) Provide advice on budgetary planning and control;
- x) Ensure that the financial information systems and processes allow effective budgetary control;
- xi) Ensure the Council's Risk Register is maintained;
- xii) Effectively manage the Council's investment and loan portfolio.

- 6.5 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

The Council (as the body corporate) – Review and future development of the Risk Management Policy and Strategy will be overseen by the Council.

- 6.6 **Training** – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and in-house service familiarisation.

- 6.7 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. **Future Monitoring**

- 7.1 **Review of Risk Management Strategy** – This Strategy and the associated risk assessments will be reviewed annually by the Council (as the body corporate).

8. **Conclusion**

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

RISK REGISTER

GENERAL RISK ASSESSMENT

	Description	Hazard	I	P	RR	Control Measures	Action Required
FINANCE							
1	Banking	Misappropriation of Council funds and financial loss	1	1	1	Banking arrangements and changes to banking provision approved by Council and minuted. Dual authorisation by councillors required on all payments. Bank statements presented for checking and signature at monthly meetings.	Existing controls adequate
2	Budget	Inadequate budget to meet financial commitments	2	1	2	Clerk/RFO and Finance Committee to propose a sound budget to Full Council. Members to consider Reserves Policy. Clerk provides quarterly budget review to Full Council.	Existing controls adequate
3	Cash	Loss through theft or dishonesty	1	1	1	Cash to be banked as soon as practicable. No petty cash float is held.	Existing controls adequate
4	Councillor Expenses	Councillors overpaid	1	1	1	Adherence to Councillor Allowance Policy. Payments made by payroll accountants in accordance with HMRC PAYE.	Existing controls adequate
5	Election Costs	Risk of election costs	1	2	2	Maintain sufficient earmarked reserves for an election year.	Existing controls adequate
6	Expenditure	Inaccuracy in orders for goods, services and work on behalf of Council	1	2	1	Obtain quotes for work in accordance with Financial Regulations. Clerk checks invoices against information held. Council provided with a monthly schedule of invoices to cross check against payments for approval at the meeting.	Existing controls adequate
7	External audit/Annual Return	Failure to comply with statutory requirements for completion and publication of Audit	2	1	2	To complete AGAR documentation by May each year. Council to minute resolutions on approving section 1 and 2 of AGAR.	Existing controls adequate
8	Financial Records	Failure to maintain compliant financial records.	2	1	2	Financial Regulations set out the requirements for maintaining and reporting information to the Council. Statement of accounts available with agenda each meeting and checked by chairman. Accounting records checked by the Internal Auditor. Insured.	Existing controls adequate
9	Income	Lack of income	2	2	4	Regular review of football pitch hire fees, cemetery charges, allotment rents in line with budget setting.	Review fees and charges. Other controls adequate

	Description	Hazard	I	P	RR	Control Measures	Action Required
10	Internal audit	Failure to comply with independent internal audit	1	1	1	To appoint an independent internal auditor in May each year. Internal audit to be undertaken twice a year. Internal Audit section of AGAR to be completed.	Existing controls adequate
11	Salaries	Incorrect HMRC calculations and/or illegal expenditure	2	1	2	Parish Council authorises and minutes the appointment of all employees. Employees issued with a contract of employment. Salary rates are assessed annually by the Council and based on agreed NJC rates. Payroll process outsourced to accountants.	Existing controls adequate
12	Precept	Inadequacy of precept for Council to carry out statutory duties	2	1	2	Clerk/RFO and Finance Committee hold a precept/budget meeting. Proposal put forward to full council. Members to consider Financial Regulations and Reserves Policy.	Existing controls adequate
13	Reserves	Holding excessive or inadequate reserves	1	1	1	Adherence to Reserves Policy which uses JPAG guidance.	Existing controls adequate
14	VAT	Failure to comply with HMRC regulations on reclaiming VAT	2	1	2	Clerk/RFO records details of VAT invoices in the cashbook, ensuring all entries are legal. Regular quarterly VAT claim made to HMRC.	Existing controls adequate
INSURANCE							
15	Employer Liability	Non-compliance with employment law	2	1	2	Employers Liability cover included in insurance. Employer to have adequate employment law training. Knowledge advice to be obtained from Kent Association of Local Councils.	Existing controls adequate.
16	Fidelity guarantee	Dishonesty, theft by councillors and employees	2	1	2	In accordance with Financial Regulations, ensure a suitable fidelity guarantee to cover maximum risk exposure.	Existing controls adequate.
17	Overall cover	Inadequate insurance cover provided for Council's financial and other activities	2	1	2	Review insurance schedule annually. Review is undertaken before renewal date of all insurance arrangements and checked against parish asset register.items are purchased. Employers and Employees liability insurance are a necessity. Notify insurers of all new activities.	Existing controls adequate.

	Description	Hazard	I	P	RR	Control Measures	Action Required
18	Public liability cover	Damage to people or third party property caused by council provision of services and/or amenities	2	1	2	To maintain an appropriate level of public liability cover. Risk assessments completed for all services and events. H&S advice available.	Existing controls adequate
GOVERNANCE & MANAGEMENT							
20	Business Continuity	Interruption to effective provision of council services and amenities	2	1	2	The Scheme of Delegation allows certain matters to be resolved between meetings. Matters resolved in this way to be noted to the Full Council at the next meeting.	Existing controls adequate
21	Code of Conduct	Non compliance of 'The code'	2	2	4	Registers of Interest are maintained and Councillor conduct is required to be within the adopted Code. Councillors have a duty to declare any interests at a meeting. Dispensations sought as necessary. Interests are published on the council website and held by the District Council.	Request councillors to check and update the register of interests as necessary. Other controls adequate
22	Council records	Loss of documents relating to Parish Council property and activity	3	2	6	Valuable physical documents stored at Village Hall. Computer files stored on a remote drive and maintained by the Clerk Chairman to have access to computer files at all times.	Review document storage facility. Scan land title deeds. Other controls adequate
23	Human Resources	Loss of experienced staff through turnover or employment issues	3	3	9	Training for the Personnel Committee in HR processes. Training, employee handbook for staff. Locum to be appointed in the short term.	All members of Personnel Committee to be booked on to appropriate training
24	Employees	Reduced duty of care to staff	2	1	2	Employer to make suitable and sufficient assessment of risk to which employees are exposed while at work. To include use of Lone Worker Policy.	Existing controls adequate
25	GDPR	Failure to comply with GDPR regulations, including Freedom of Information and Subject Access Requests	2	1	2	Registered (annual auto-renewal) with the Information Commissioner's Office. Privacy notices and Privacy Policy in place. Personal data held by Clerk to be in accordance with GDPR regulations.	Existing controls adequate

	Description	Hazard	I	P	RR	Control Measures	Action Required
26	Legal Powers	Illegal activity or payments	2	1	2	Activity and payments to be resolved and minuted. BPC does not have the General Power of Competence. Clerk informs the council on legal powers.	Existing controls adequate
27	Meetings	Inadequacy of venue	1	1	1	BPC meetings held in a suitable sized venue, to allow for accessible attendance, in accordance with Health & Safety policy.	Existing controls adequate
		Failure to be legal	2	1	2	Minutes recorded as a legal record of a meeting. Checked and approved by resolution at the next meeting. Meetings only take place when quorate, otherwise no business to be transacted.	Existing controls adequate
28	Publication of information	Lack of dissemination of information to the public	1	1	1	Information provided in accordance with the publication scheme. Noticeboard, website, social media and community magazine used as publication platforms.	Existing controls adequate
29	Reputation	Reputational damage based on poor decision making	2	1	2	Chair to ensure council business is managed and conducted appropriately at meetings. Clerk to provide advice at meetings. Councillors to note the Code of Conduct and all other policies.	Existing controls adequate
	ASSETS						
30	Land	Loss or damage. Risk to third party(ies) property	2	1	2	Asset register kept up to date including details of title deeds. Insurance held at appropriate land value. Insured.	Existing controls adequate
31	Street furniture	Loss or damage. Risk to third party(ies) property	1	2	2	Asset register kept up to date including location of street furniture assets. Insured.	Existing controls adequate

ALLOTMENTS RISK ASSESSMENT

	Description	Hazard	I	P	RR	Control Measures	Action Required
1	Gate	Injury due to defects	3	4	12	Clerk to undertake regular inspections and instruct repairs as necessary.	Following a recent inspection, a new gate is needed.
2	Grounds maintenance	Risk of slips, trips or falls from uneven ground	2	2	4	Tenants are responsible for maintaining the path around their plot. Council is responsible for maintenance of common paths. Clerk to undertake regular inspections.	Existing controls adequate
3	Plot maintenance	Plot is not maintained to an acceptable level	1	2	2	All Tenants sign a tenancy agreement which acknowledges implications of not maintaining their plot.	Existing controls adequate
4	Tools & equipment	Risk of injury	1	2	2	Tenants are responsible for using personal equipment and wearing appropriate protective clothing / footwear.	Existing controls adequate
5	Trees	Injury from branches	2	1	2	Inspected regularly and repairs carried out as necessary.	Existing controls adequate
6	Vacant plots	Plot becomes overgrown	1	2	2	Vacant allotments are advertised. Weed membrane placed on vacant plots to minimise weed growth.	Existing controls adequate
7	Vandalism	Financial cost	1	2	2	Public Liability included in insurance cover which is reviewed annually.	Existing controls adequate
8	Weed killers & pesticides	Risk of injury	1	1	1	It is the responsibility of all tenants to only use chemicals in line with the tenancy agreement, and according to manufacturer's guidelines. No chemicals to be stored on site.	Existing controls adequate

CIVIC CEMETERY RISK ASSESSMENT

	Description	Hazard	I	P	RR	Control Measures	Action Required
1	Interments	Burying persons in the wrong plot	4	1	4	Paperwork and payments for interments received a minimum of 7 days before interment. Clerk to mark out grave space for grave digger.	Create plot map to identify grave locations. Other controls adequate
		Graves being dug out of allocated area	1	1	2	Good communication between the Clerk, Funeral Directors and Grave Digger. Clerk to mark out grave space for grave digger.	Existing controls adequate
		Inadequate records	3	1	3	Paperwork for interments & memorials in place to ensure correct records. Membership of ICCM for advice if needed.	Records to be scanned for digital storage
2	Gates	Injury due to defects	2	1	2	Clerk to undertake regular inspections and instruct repairs as necessary.	Existing controls adequate
3	Grass Cutting	Lack of tidy and presentable grounds	1	1	1	Mowing contract issued & reviewed every 3 years. Contractor to provide Risk Assessments. Contractor's Public Liability insurance checked and held on file.	Review contract for start of 2025
4	Grounds Maintenance	Risk of slips, trips or falls from uneven ground	2	1	2	Public Liability included in insurance cover which is reviewed annually. Clerk to undertake regular inspections and instruct repairs as necessary. Grave Digger required to supply risk assessments & method statements.	Existing controls adequate
5	Litter	Insufficient waste disposal facilities	1	2	2	Litter bins provided. Bins routinely emptied.	Existing controls adequate
6	Machinery	Injury	2	1	2	Contractors' Risk Assessments & Public Liability checked and held on file.	Existing controls adequate
7	Memorials	Injury due to unsafe monuments	2	2	4	All new monuments compliant with current NAAM safety regulations. Stability tests of all memorials every 5 years.	Awaiting repairs on identified memorials. Re-check when repairs complete.
8	Memorial Benches	Injury due to damaged bench	1	1	1	Clerk to undertake regular inspections and instruct repairs as necessary.	Existing controls adequate
9	Trees	Injury due to falling branches	2	1	2	Tree condition survey every three years. Remedial work to be carried out as identified. Public Liability included in insurance cover which is reviewed annually	Existing controls adequate

	Description	Hazard	I	P	RR	Control Measures	Action Required
10	Vandalism	Injury due to damage caused	1	2	2	Clerk to undertake regular inspections and instruct remedial work as necessary. Public Liability included in insurance cover which is reviewed annually.	Existing controls adequate
		Financial cost	1	2	2	Property damage included in insurance cover which is reviewed annually	Existing controls adequate
11	Vegetation	Injury due to stings, cuts, poisoning etc. Damage to memorials, plants & wildlife	1	2	2	Clerk inspects for hazardous vegetation as part of regular maintenance. Any hazardous vegetation reported as relevant and removed by suitably qualified contractors.	Existing controls adequate

RECREATION GROUNDS RISK ASSESSMENT

	Description	Hazard	I	P	RR	Control Measures	Action Required
1	Anti-social Behaviour	Intimidating other users	1	3	3	Regular engagement with local Police Officer. Report issues directly to Kent Police.	Request regular police presence. Other controls adequate
2	Litter	Insufficient waste disposal facilities	1	2	2	Litter bins provided. Bins routinely emptied. Litter picker checks site twice a week.	Existing controls adequate
3	Gates	Entrapment	2	1	2	Quarterly inspection carried out by Play Inspection Company and repairs carried out as necessary. Weekly basic inspection carried out by the Clerk.	Existing controls adequate
4	Grass Cutting	Lack of tidy and presentable grounds	1	1	1	Mowing contract issued & reviewed every 3 years. Contractor to provide Risk Assessments. Contractor's Public Liability insurance checked and held on file.	Review contract for start of 2025
6	Machinery	Injury	2	1	2	Contractors' Risk Assessments & Public Liability checked and held on file.	Existing controls adequate
7	Paths & open space	Dog fouling leading to infection. Injury due to attack	1	3	3	Dog bins located on recreation ground. District Council empty bins.	Increase signage for dog waste bin. Other controls adequate
		Risk of slips, trips & falls	1	2	2	Inspected regularly for safety defects e.g. uneven grass surfaces, glass etc. Public Liability included in insurance cover which is reviewed annually	Existing controls adequate
8	Benches / Picnic tables	Injury due to lack of maintenance	2	1	1	Quarterly inspection carried out by Play Inspection Company and repairs carried out as necessary. Weekly basic inspection carried out by the Clerk. Budget made available for repairs/maintenance.	Existing controls adequate
9	Play Equipment	Injury due to defective equipment	2	1	1	Annual inspection carried out by qualified inspectors & repairs carried out based on the report. Quarterly operational inspection carried out by Play Inspection Company and repairs carried out as necessary. Signage provided detailing Parish Council ownership of equipment and contact number.	Existing controls adequate
		Injury due to falls	2	1	1	Signage provided detailing parish council ownership of equipment and contact number to report accidents. Public Liability included in insurance cover which is reviewed	Existing controls adequate

	Description	Hazard	I	P	RR	Control Measures	Action Required
						annually	
10	Football Pitch	Injury due to uneven surface and defective goals	3	3	9	Annual inspection carried out by qualified inspectors & repairs carried out based on the report. Quarterly inspection carried out by Play Inspection Company and repairs carried out as necessary.	Soil store to be provided for teams, to enable them to make minor repairs to the pitch. Other controls adequate.
11	Trees	Injury due to falling branches	2	1	2	Tree condition survey every three years. Remedial work to be carried out as identified. Public Liability included in insurance cover which is reviewed annually	Existing controls adequate
12	Vandalism	Injury due to damage caused	1	2	2	Clerk to undertake regular inspections and instruct remedial work as necessary. Public Liability included in insurance cover which is reviewed annually.	Existing controls adequate
		Financial cost	1	2	2	Property damage included in insurance cover which is reviewed annually	Existing controls adequate
13	Vegetation	Injury due to stings, cuts and poisoning Damage to memorials, plants & wildlife	1	2	2	Clerk inspects for hazardous vegetation as part of regular maintenance. Any hazardous vegetation reported as relevant and removed by suitably qualified contractors.	Existing controls adequate

PUBLIC TOILETS RISK ASSESSMENT

	Description	Hazard	I	P	RR	Control Measures	Action Required
1	Cleaning	Transmission of diseases due to inadequate cleaning	2	1	2	Toilets cleaned daily. Contractor provides Risk Assessment & Cleaning Method Statements. Clerk undertakes regular inspection of premises. COSHH risk assessment.	Existing controls adequate
2	Electrics	Injury due to faulty wiring / electrics	2	1	2	EICR (Fixed Wire test) carried out every 5 years by a qualified contractor.	Next EICR (Fixed Wire test) due March 2028
3	Flooring	Risk of slips, trips or falls from uneven ground	1	2	2	Cleaner to dry floor as much as possible and put up sign notifying the public when cleaning is in progress. Public Liability included in insurance cover which is reviewed annually. Regular inspections and repairs carried out as necessary	Existing controls adequate
4	Hygiene	Transmission of diseases due to poor hygiene	2	1	2	Soap & warm water are available at all times for handwashing. Driers are provided.	Existing controls adequate
5	Legionella	Risk of infection	2	1	2	Legionella Risk Assessment carried out every 2 years.	Clerk to undertake legionella training.
6	Waste Material	Possible contamination from hygiene waste	2	1	2	PHS provides Duty of Care Controlled Waste Transfer Note for managing hygiene waste removal. Clerk undertakes regular inspection of premises.	Existing controls adequate
7	Water	Water leak	1	2	2	Monthly check of meter reading	Existing controls adequate
8	Security	Accidental lock-in of public	2	1	2	Check building is empty of people before locking up. Visible signs on interior of building with telephone contact details for Parish Council.	Existing controls adequate