TICKTON AND ROUTH PARISH COUNCIL

RISK ASSESSMENT

The Health and Safety at Work Regulations places a responsibility on owners and managers of premises to undertake a risk assessment of the facilities. The purpose of risk assessment is to undertake a systematic review of the potential for harm and evaluate the likelihood of harm occurring. Once this has been done it is necessary to decide whether the existing control measures are adequate or whether more needs to be done.

The new audit regulations also require the Parish Clerk being the Responsible Financial Officer to undertake risk assessments in respect of their financial accounting.

Risk Identified	Likelihood of Occurrence	Severity of Risk to the Council	Existing Controls of Hazard	Additional Measures	Further actioned required Yes/No	Review
Pandemic						
Coronavirus*	Medium	Low	• Risk Assessments in operation following government guidelines for meetings, outdoor playgrounds, staff and Councillors	• Update Risk Assessment and work practices as required on change of legislation.	No	Ongoing.
Financial Management						
Control of Financial Management	Low	High	• Adoption of Standing Orders and Financial Regulations	• The Financial Regulations were updated using the 2024 NALC Model (revised 2025). • Annual review and update of Financial Regulations and Standing Orders – available from ERNLLCA. • Seek guidance from ERNLLCA • Clerk undertaken ERNLLCA Finance and to continue professional development as required.	No	Annually

			• Monthly bank reconciliations • Presentation to Council of regular statements of receipts and payments and balances held • Appointment of Internal Auditor • Annual internal and external audit • All cheques to be signed by at least two members of the Council • All payments to presented at the Bank in a timely manner • Schedule of accounts for payment authorised by a meeting of the Council and recorded in Minutes • All spending authorised within powers available to the Council • Ensure Clerk has appropriate training if required • Councillors offered training • No petty cash held/no cash transactions			Monthly
Precept	Low	High	• Continue to present budget to Parish Council meetings • Continue to ensure that all expenditure is within legal powers	• Monthly Report	No	Monthly
'Ultra Vires' Expenditure	Medium	Low	• Professional advice available from ERNLCCA and SLCC • Training Available • Clerk to gain ILCA qualification • Reference Books available to Clerk	• Clerk to continue professional development as required	As required.	As required.
Section 137 funding	Low	High	• Community Fund Policy • Monitoring of Community Fund/Grant Allocations • Monthly reports on spending to date and balance outstanding	• Annual review of Policy • Monthly report	No	Annually Monthly
Charges-rents receivable	Low	Low	• The Parish Council collects Allotment rents in April each year. • Rent income reviewed annually. • Allotment holders to sign agreements	• Review annually	No	Annually
Insurance provision	Low	High	• Public liability insurance policy in place • Employee Fidelity insurance policy in place • Employer liability insurance in place	• Council to consider level of insurance cover once per year	No	Annually
Risk to third party as consequence of providing a service	Low	High	• Public Liability Insurance	• Council to consider level of insurance cover once per year Council to review	No	Annually

Claim against organisation for negligence	Med	High	• Regular maintenance of assets • Appropriate signage • Records kept of maintenance • Insurance • References obtained • Weekly inspection of play equipment • Handymen undertaken training in inspection	• Council to review annually.	No	Annual
HMRC	Med	High	• Council registered • Returns made to Customs & Excise • Pheonix Business & Accountancy Consultancy (previously known as ERVAS) undertake payroll and pension requirements			As specified by HMRC

Employment of Staff

Attacks/ Harassment on Personnel	Low	Low	• Employer's Liability Insurance • Lone Working Policy • HSE Lone Working Guidance • Sexual Harassment Policy	• Council to review Lone Worker and Sexual Harassment Policy annually.	No	Annually
Failure to comply with employment law	Low	Low	• Awareness of legislation • Updates and information distributed by ERNLCCA and SLCC • Arrange training if appropriate • Reports to Council on significant changes • Personnel Committee • Policies; Equality & Diversity, Disciplinary & Grievance	• Council to review policies annually	No	Annually
Health and Safety Failure	Med	Medium	• Risk assessment undertaken for maintenance jobs • Health & Safety Risk Assessment • Safety Equipment issued to handyman The following information shared with staff; • Guidance for disposing of discarded syringes/needles • Health & Safety Policy • Home Working & Risk Assessment • Lone Working Policy • HSE Leaflets; *Health & Safety, Lone Working, Working at Heights, Safe use of Ladders and Stepladders, Manual Handling at Work and Preventing Slips and Trips at Work Guidance*	• Council to review Policy annually	No	Annually
Safeguarding Children & Vulnerable Groups	Low	Low	• Safeguarding Policy	• Council to review Policy annually	No	Annually

Loss of services of employee	Low	Low	• Immediately advertise any vacancy (if permanent loss) and request help from ERNLLCA, Community Vision to cover temporary loss.	• Existing procedures adequate	No	Annually

Code of Conduct

Failure to update registers	Medium	Medium	• Ensure Councillors aware of duties • Code of Conduct adopted • Copies of Code to Councillors • Training available • Annual review of interests by Councillors	• Council to review annually	No	Annually
Members interests	Low	Medium	• Declarations of interest by members at Council meetings • Register of members interests forms reviewed regularly	• Existing procedures adequate • Members take responsibility to update register	No	Annually

Council Property and Documents

Meeting locations	Low	Low	• The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public • Adequate Health & Safety provision in place	• Existing procedures adequate	No	As required.
Parish owned/maintained land	Low	Low	• The handyman regularly inspects areas removing and clearing debris that may cause a hazard and reports anything that may require additional attention to the Clerk • The handyman inspects, maintains and repairs assets sited on parish owned/maintained land • Maintenance records held • Insurance	• Existing procedures adequate	No	As required.
The protection of assets owned by the Council	Low	High	• Up-to-date asset register • Regular maintenance checks • Insurance Policy	• Annual review of Asset Register and level of insurance policy • Budget provision for maintenance costs	No	Annually
Play equipment and tennis courts (MUGAs) - unsafe/vandalised	High	High	• Regular inspections by handyman • Insurance against damage/claims • Training for handyman • Annual Safety Inspection • CCTV near Recreation Ground Children's Play Area		No	Weekly/ Quarterly

Notice Boards, planters, bus shelters, litter bins, salt bins and public benches	Low	Low	• All notice boards, planters, bus shelters, litter bins, salt bins, public benches owned by the Parish Council are regularly inspected and maintained. All repairs and relevant expenditure for any repair is actioned and authorised in accordance with the correct procedures of the Parish Council. • Assets owned by the Parish Council are insured.	• Council to review assets annually	No	Annually
Defibrillators	Low	Low	• The Tickton Defibrillator Group and the Parish Council have entered an Agreement. • The Parish Council insurance this equipment and is documented on the asset register. • Maintenance and running costs as per Agreement.	• Council to review annually	No	Annually
War Memorial	Low	Low	• The war memorial is regularly inspected and maintained. All repairs and relevant expenditure for any repair is actioned and authorised in accordance with the correct procedures of the Parish Council.	• Council to review annually	No	Annually
IT Equipment (Laptop, printer, projector)	Low	Low	• Insurance • Asset Register • Password and security protected	• Existing procedures adequate	No	Annually
Maintenance contracts fail to meet delivery specifications	Medium	High	• Contracts and Specifications in writing sent by clerk • Regular inspections • Investigate Complaints	• Clerk to monitor work provided by Contractors	No	As required.
Website/Emails	Low	Low	• Updated regularly • Disclaimer included on emails • Website Accessibility Statement • Gov.uk website and email addresses (Clerk and Councillors)	• Existing procedures adequate	No	As required.
Legal Liability	Low	Low	• Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	• Existing procedure adequate	No	As required.
Minutes, Agenda, Notices & Statutory Documents	Low	Low	• Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. • Minutes are approved and signed at the next Council meeting and/or following government guidelines* • Agenda displayed according to legal requirements. • Business conducted at Council meetings should be managed by the Chair as per Code of Conduct	• Existing procedures adequate	No	As required.
Council records – paper	Low	Medium	• The Parish Council records are stored at the home of the Clerk in a lockable filing cabinet and larger files in a cupboard in the study.	• Damage (apart from fire) and theft is unlikely and so	No	As required.

			• Historical records are held or archived in accordance with document retention policy.	provision is adequate		
Council records – electronic	Low	Low	• The Parish Council electronic records are stored on the Council laptop held with the Clerk at his/her home. Back-ups of electronic data is made at regular intervals.	• Damage (apart from fire) and theft is unlikely and so provision is adequate.	No	As required.
Data protection (GDPR)	Low	Low	• The Parish Council is registered with the Data Protection Agency. • Implement policy and procedures in line with GDPR Legislation 2018	• Ensure annual renewal of registration • Ensure compliance to GDPR Legislation; action Policy, Privacy Notices & associated documentation. Undertake Data Mapping/Audit, and Privacy Impact Statements for new projects*	No	Annually
Freedom of Information	Low	Low	• The Council has a Model Publication scheme in place. • The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	• Monitor any requests made under FOI	No	As required.

Approved at the meeting held on 18 May 2026 Minute Ref. 089/26 3.
Next review: May 2027