Datet	September 2018			Risk Assessment					DI	anston and M	ere Parisii Col
	Area / Item	Hazard	Risk Mitigation	Actions/Comments	Probability	Effect	Assessed Risk	Hazard Owned	Review of Risk	ALARP	Managed
	Business										
1	Business Continuity	Council unable to continue business due to unexpected circumstances for key Council staff (Parish Clerk) with use of facilities.	All recent files and records stored on hard drive back up. The Pavilion would provide space to continue business. Clerk could work remotely.	Staff have job descriptions which are up to date and accurate.	М	н		Council	Periodically	Yes	No
2	PC Meeting Location	Availability & adequacy	No bookings taken for the Pavilion first Monday of the month. Well maintained. Potential use of Branston or Branston Booths Village Hall if the Pavilion was not available.		L	M		Clerk	Ongoing	Yes	Yes
3	Provision of Office	Future clerks unwilling to provide workspace if the parish office is not available	Provision of workspace could be made available in Pavilion		L	н		Council	Periodically	Yes	No
4	Office Equipment	General deterioration	Inspected annually (Dec) Amount Included in Precept		M	М		Clerk & Council	Ongoing	Yes	Yes
5	Hard Copy Documents	Loss through theft or Fire	Documents since 2005 stored on PC with live back up to OneDrive (since June 2015) and weekly back up to hard drives.	Archived records stored at the Pavilion.	L	М		Clerk	Periodically	Yes	Yes
6	Computer records	Loss through theft, fire, hacking, virus attack or corruption of computer	Documents since 2005 stored on PC with live back up to OneDrive. Anti-virus and PC security installed.	Use of OneDrive from June 2015. Weekly back up to hard drive.	L	М		Clerk	Quarterly	Yes	Yes
7	Minutes, Agendas & Notices	Not produced within prescribed timeframe or accurate	Approved at the following meeting. Uploaded to website when approved.		L	М		Clerk	Monthly	Yes	Yes
8	Insurance	Adequacy & Compliance	Review prior to renewal or changes in need. £10m Public Liability Insurance in place.	Full Review with hiscox Oct 24 .	L	М		Clerk & Council	Annual - Oct	Yes	Yes
9	Data Protection	Non-compliance	Registered with Information Commissioner and confidentiality upheld	GDPR policies updated annually	L	L		Clerk & Cllrs	Annual renewal	Yes	Yes
10	Freedom of Information	Non-compliance	Publication scheme adopted and amended regularly. Published on the website.		L	L		Clerk	Regular updates as required.	Yes	Yes
11	Council Projects	Residents unhappy with decisions taken.	Carry out consultation with residents closest to the project prior to new projects. All residents kept informed through updates on the website and in parish magazines.		М	L		Council & clerk	As required.	Yes	Yes
	Financial										

Pated September 2018			Risk Assessment				D	ranston and Mer	e Parisii Co
12 Budget	Not set or Inaccurate	Draft produced by a working party of Councillors. Authorised by full Council.		L	н	RFO & Council	Annual - Dec/Jan April/ July/ Oct/Jan	Yes	Yes
13 Precept	Demand not submitted	Notice issued by NKDC in December.	Confirmation by clerk at January meeting	L	Н	RFO	Annual - Jan	Yes	Yes
14 VAT	Not reclaimed	Part of audit procedure	Reclaimed annually	L	L	RFO	Annual - April	Yes	Yes
15 Payroll	Failure to make PAYE , NI & Pension deductions and payments	HMRC's RTI and NEST software used. Regular monthly payment item	Reviewed by auditor annually	L	М	RFO	Monthly	Yes	Yes
16 Payment of Invoices	Unauthorised payments made or payments not received by payee	2 signatures required on checklist and payments minuted.	Online banking used. A review of the Financial Regulations was carried out.	L	М	RFO & Council Internal Auditor	Monthly	Yes	No
17 Cheque Books	Loss / theft	Stub numbers recorded and checked	Few payments made by cheque.	L	Н	RFO	Continuous	Yes	Yes
18 Cash	Loss through dishonesty or theft.	The Council does not have a petty cash system. Any cash transactions are receipted and reimbursed as expenses.	Fidelity insurance part of Council policy. Reviewed as part of Internal Audit.	L	н	RFO	Annual	Yes	Yes
19 Internal Audit	Not carried out.	Internal auditor engaged by March. Report given to Council in June/July prior to approval of Annual Return.		L	М	RFO & Internal audit	June/July	Yes	No
20 External Audit	Annual return not submitted within the time frame allowed.	Annual Return is inspected by the Internal Auditor and signed off by the Council in June/July.		L	н	RFO / Internal & external auditors	June	Yes	Yes
21 Reserves - General	Inadequate reserves to meet needs	Level reviewed annually		L	н	RFO & Council	Dec/Jan	Yes	Yes
22 Reserves - Earmarked	Inadequate amounts set aside or poor records of reserves.	Level reviewed annually		L	М	RFO & Council	April/May	Yes	Yes
23 Fixed Assets	Loss or damage.	Covered by Insurance Asset register maintained as part of the Annual Return.		M	L	Clerk & Council Clerk	Annual in May Updated annually	Yes	Yes
Employment									

Dateu	September 2018			RISK Assessment					oranston and ivid	cie ransii co
24	Employment of staff	Sudden loss of key personnel.	Detailed job descriptions in place for all staff. Use of Job Centre, References requested, Formal Contract issued.		M	н	Council	Existing Procedures adequate	Yes	No
25	Contracts	Poorly specified	Detailed job specification Full review of all employment policies carried out annually		L	М	Clerk	Existing Procedures adequate	Yes	Yes
26	Illegal Workers	Employing non-eligible staff.	Request work permit		L	M	Clerk	Existing Procedures adequate	Yes	Yes
27	Staff Training	Insufficient skills	Consideration of need when courses available. Training sought when needed. Training policy adopted	Training policy in place.	L	L	Clerk	Existing Procedures adequate	Yes	No
28	Councillors Training	Councillors acting inappropriately	LALC training courses available All new members issued with guidance		L	L	Clerk	Existing Procedures adequate	Yes	Yes
29	Code of Conduct	Cllrs Failure to declare a criminal offence.	Failure to update interests within 28 days Periodic agenda item to remind members to review their interests. Encourage best practice and regular updates. Standard agenda item to declare interests	ROI is available via a link to NKDC website	L	М	Councillors	Existing Procedures adequate	Yes	Yes
30		Cllrs acting independently or bullying		Grievance policy adopted and updated annually	L	Н			No	No
	Safety									
	Handyman Activities	Toxic/Hazardous Materials	COSHH report for all items stored	Separate storage for flammable products within container.	L	M	Handyman	Existing Procedures adequate	Yes	Yes
32		Lone working	Two handymen amployed - always work together on dangerous jobs. Risk assessment for tasks carried out. Handyman to phone in before and after tasks involving higher level of risk, although these will be kept to a minimum . Must always carry a mobile		L	Н	Clerk & handyman	As required.	Yes	Yes

Dated	September 2018			Risk Assessment				Br	ranston and Me	re Parish Cou
33	Volunteer Activities	Risk to safety of volunteers assisting the handymen or called upon as part of the Community Emergency Team.	Safety briefings, PPE Issued, First Aid Training.Extremely rare occurance for volunteers to work alongside the handymen. Unneccesary now we have two.		L	н	Clerk & handyman	As required.	Yes	Yes
34	Clerk's Activities	Clerk meeting parishioners one to one	Second person informed of meeting and if deemed appropriate a chaperone will be in attendance		L	M	Clerk	As required	Yes	Yes
35	IT Equipment	Use of DSE	DSE Workstation check carried out Jan 2025 Correct monitor risers and chairs purchased in jan 2025		L	L	Clerk	Ongoing	Yes	Yes
36		Electrocution	Annual PAT testing		L	н		Annual inspection	Yes	Yes
37		Vibration	PPE Issued with current and future equipment meeting vibration standards/requirements		L	М	Handyman & Clerks	As required	Yes	Yes
38	Assets Street Furniture	Loss or damage.	Covered by Insurance		М	L	Clerk & Council	Annual in May	Yes	Yes
		General deterioration	In house maintenance		М	L	Handyman & Clerks	On going	Yes	Yes
39	Play Equipment.	General deterioration	Annual inspection In house checks & maintenance Asst Clerk attended RoSPA training	Inspected annually Logged by handymen	М	М	Handyman & Clerks	Annual - August	Yes	Yes
40		Play areas Safer surfaces - Risk of trips	Monthly checks undertake by handymen. Risks mitigated through appropriate action		н	M	Handyman & Clerk	On going	No	Yes
41	Pavilion	Injury to the General Public	Professional Annual and regular in house checks & maintenance		L	н	,	Annual & Quarterly	Yes	Yes
42		Fire	Annual inspection of Fire Extinguishers.	Annually	L	н	Clerk	August	Yes	Yes
43			Annual Electrical Inspections of equipment conducted. (PAT)	Annually	L	н		Nov	Yes	Yes
			5 year inspection of system		-	••		18 July 1905	Yes	Yes
44	Astro Court	Injury to the General Public	Annual Boiler service Covered by Insurance				Clerk and	Nov	Yes	Yes Yes
44	ASUU CUUI L	injury to the General Public	•	Ongoing quarterly checks through Tech				Quarterly	les	Yes
				Surfaces	М	M				

45 Skat			Additional insurance taken out April 2015. Weekly inspections in line with other play equipment. Steps installed.		M	M	Council, public.	Professional inspection recommended annually in April.	Yes	Yes
46		Erosion of mounds around ramps, potential for trips, slips and falls Risk to children crossing Moor	2015. Weekly inspections in line with other play equipment. Steps installed.			М	Council, public.	inspection recommended annually in April.		Yes
	a lungle	ramps, potential for trips, slips and falls Risk to children crossing Moor								
47	a lungla		In 30mph limit		Н	М	Council	On going	No	Yes
	- Jungle				L	н	Council	On going	Yes	Yes
48 The	Juligic	Injury to the General Public	Covered by Public Liability Insurance Maintenance programme in place interanlly and with local arborers	The pipeline path has been fully realid at the start of 2025	L	L	Council	On going	No	Yes
49 Gar	rden of Rest		Safety inspections carried out by the PCC		М	М	PCC	On going	Yes	No
50 Wat	aterwheel Lane	Injury to the General Public	Covered by Public Liability Insurance. Wire added to Boardwalk in November 2011 to reduce slip hazard.		L	L	Council	On going	Yes	Yes
51 Roa	ad safety	Injury to the General Public	Extra repeater signage installed at the start of 2025	New speed limits have been put into place at the end of 2024 to reduce speeding on Lincoln Road. Extra speed signs, repeaters and a speed device all present	М	н	LCC		No	Yes
54 Tree	ees	Damage to persons or property from falling trees or branches.	Tree inspections kept up to date		L	М	Council & Clerks	Tri-annual inspection programme.	Yes	Yes
Bus	ety Risk siness Risk vironmental Risk	See below See below Not required								
Pro	bability Definitions									
	ry High	Most likely will occur on a regu	lar basis							
High		Likely to occur sometime								
	edium	Unlikely to ever occur								
Low		Most unlikely to ever occur								
Safe High		Single/Multiple Deaths								

						Risk Assessment		
∕ledium	S	Serious Injuries						
.ow	N	Minor Injuries						
Business Eff	fect Definition	<u>ns</u>						
ligh	F	Has a significant financia	al effect or detrimen	tal impact on the	good stan	nding and running of the PC		
Лedium	F.	Has a noticeable financi	al effect or major im	pact on the good	standing a	and running of PC		
.ow	H	Has a minor financial eff	ect or limited impac	t on the good star	nding and	I running of the PC		
Risk Definiti	tions							
Jntolerable	e A	Action must be taken to	resolve Risk					
Jndesirable	e A	Action should be taken t	to resolve Risk down	to ALARP				
olerable	N	No further action requir	ed					
LARP Defir	nition A	As Low As Reasonably P	racticable - Would r	normally only be u	used for Sa	afety Risk,		
			however wo	ould be prudent to	also use	against Business Risks		
	I.	Territoria de la Contraction d	territorial and the state of th				I	
	tl ri g w	risks must be averted ur gross disproportion mea	ant in relation to the nless there is a gross ans that an ALARP ju ying out the safety ir	e sacrifice (in termands) disproportion beto dgement in the Ul	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is ere is no broad consensus on the precise		
	tl ri g w	the risk must be signification risks must be averted ungross disproportion measurighted to favour carro	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate.	e sacrifice (in termands) disproportion beto dgement in the Ul	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
	tl ri g w	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
S	tl ri g w fa	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
ilities	tl ri g w fa	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
babilities	Very High	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply the High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
Probabilities	tl ri g w fa	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply the High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
Probabilities	Very High	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply the High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		
Probabilities	Very High High Medium	the risk must be signification risks must be averted ungross disproportion measuring weighted to favour carrefactor that would be apply the High	ant in relation to the nless there is a gross ans that an ALARP jurying out the safety in propriate. Effects	e sacrifice (in term disproportion bet dgement in the UI mprovement. How	ns of mone tween the K is not a	ey, time or trouble) required to avert it: e costs and benefits of doing so. Including simple cost benefit analysis, but is		