

4	Office Equipment	General deterioration	Inspected annually (Dec) Amount Included in Precept		M	M		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	M		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	M		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	M		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 2024.	L	M		Clerk & Council	Annual - Oct	Yes	Yes
9	Data Protection	Non-compliance	Registered with Information Commissioner and	GDPR policies updated annually	L	L		Clerk & Cllrs	Annual renewal	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	M		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	M		RFO & Council Internal Auditor	Monthly	Yes	No
17	Cheque Books	Loss / theft	Stub numbers recorded and checked	Few payments made by cheque.	L	H		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	H		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	M		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	H		RFO / Internal & external auditors	June	Yes	Yes
21	Reserves - General	Inadequate reserves to meet needs	Level reviewed annually		L	H		RFO & Council	Dec/Jan	Yes	Yes
22	Reserves - Earmarked	Inadequate amounts set aside or poor records of reserves.	Level reviewed annually		L	M		RFO & Council	April/May	Yes	Yes
23	Fixed Assets	Loss or damage.	Covered by Insurance		M	L		Clerk & Council	Annual in May	Yes	Yes
			Asset register maintained as part of the Annual Return.					Clerk	Updated annually		
	Employment										
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	H		Council	Existing Procedures adequate	Yes	No
25	Contracts	Poorly specified	Detailed job specification Full review of all employment		L	M		Clerk	Existing Procedures adequate	Yes	Yes

			policies carried out annually								
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	M		Councillors	Existing Procedures adequate	Yes	Yes

30		Cllrs acting independently or bullying		Grievance policy adopted and updated annually	L	H				No	No	
		Safety										
31	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 employed - 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	H		Clerk & handyman	As required.	Yes	Yes	
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 occurrence for volunteers to		L	H		Clerk & handyman	As required.	Yes	Yes	

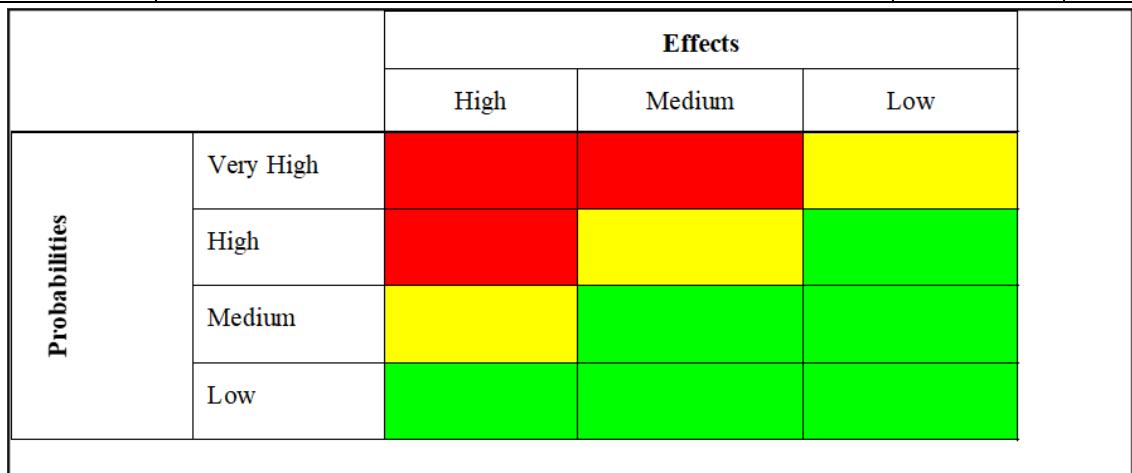
			work alongside the handymen. Unnecessary now we have two.								
34	Clerk's Activities	Clerk meeting parishioners one to one	Second person informed of meeting and if deemed appropriate a chaperone will be in attendance		L	M		Clerk	As required	Yes	Yes
35	IT Equipment	Use of DSE	DSE Workstation check 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	H		Clerk	Annual inspection	Yes	Yes
37		Vibration	PPE Issued with current and future equipment meeting vibration standards/requirements		L	M		Handyman & Clerks	As required	Yes	Yes
	Assets										
38	Street Furniture	Loss or damage.	Covered by Insurance		M	L		Clerk & Council	Annual in May	Yes	Yes
		General deterioration	In house maintenance		M	L		Handyman & Clerks	On going	Yes	Yes

39	Play Equipment.	General deterioration	Annual inspection	Inspected annually	M	M		Handyman & Clerks	Annual - August	Yes	Yes	
			In house checks & maintenance	Logged by handymen								
			Asst Clerk attended RoSPA training 2024									
40		Play areas Safer surfaces - Risk of trips	Monthly checks undertake by handymen. Risks mitigated through appropriate action		H	M		Handyman & Clerk	On going	No	Yes	
41	Pavilion	Injury to the General Public	Professional Annual and regular in house checks & maintenance		L	H		PI & Handyman /Clerks	Annual & Quarterly	Yes	Yes	
42		Fire	Annual inspection of Fire Extinguishers.	Annually	L	H		Clerk	August	Yes	Yes	
43		Electrocution	Annual Electrical Inspections of equipment conducted. (PAT)	Annually	L	H		Clerk	Nov	Yes	Yes	
			5 year inspection of system						18 July 1905	Yes	Yes	
			Annual Boiler service						Nov	Yes	Yes	
44	Astro Court	Injury to the General Public	Covered by Insurance		M	M		Clerk and		Yes	Yes	

			Professional quarterly service & annual inspection	Ongoing quarterly checks through Tech Surfaces				Handyman	Quarterly		Yes	
			In house checks	Weekly					weekly		Yes	
45	Skate Park	Injury to the General Public	Covered by insurance. Weekly inspections in line with other play equipment.		M	M		Council, public.	Professional inspection recommended annually in April.	Yes	Yes	
46		Erosion of mounds around ramps, potential for trips, slips and falls	Steps installed.		H	M		Council	On going	No	Yes	
47		Risk to children crossing Moor Lane	In 30mph limit		L	H		Council	On going	Yes	Yes	
48	The Jungle	Injury to the General Public	Covered by Public Liability Insurance Maintenance programme in place internally and with local arborers	The pipeline path has been fully relayed at the start of 2025	L	L		Council	On going	No	Yes	
49	Garden of Rest	Injury to the General Public and Council employees, contractors and volunteers	Safety inspections carried out by the PCC		M	M		PCC	On going	Yes	No	

	Environmental Risk	Not required											
	Probability Definitions												
	Very High	Most likely will occur on a regular basis											
	High	Likely to occur sometime											
	Medium	Unlikely to ever occur											
	Low	Most unlikely to ever occur											
	Safety												
	High	Single/Multiple Deaths											
	Medium	Serious Injuries											
	Low	Minor Injuries											
	Business Effect Definitions												
	High	Has a significant financial effect or detrimental impact on the good standing and running of the PC											
	Medium	Has a noticeable financial effect or major impact on the good standing and running of PC											
	Low	Has a minor financial effect or limited impact on the good standing and running of the PC											
	Risk Definitions												
	Untolerable	Action must be taken to resolve Risk											
	Undesirable	Action should be taken to resolve Risk down to ALARP											
	Tolerable	No further action required											
	ALARP Definition	As Low As Reasonably Practicable - Would normally only be used for Safety Risk,											
			however would be prudent to also use against Business Risks										

		The key question in determining whether a risk is ALARP is the definition of reasonably practicable. This term has been enshrined in the UK case law since the case of Edwards v. National Coal Board in 1949. The ruling was that the risk must be significant in relation to the sacrifice (in terms of money, time or trouble) required to avert it: risks must be averted unless there is a gross disproportion between the costs and benefits of doing so. Including gross disproportion means that an ALARP judgement in the UK is not a simple cost benefit analysis, but is weighted to favour carrying out the safety improvement. However, there is no broad consensus on the precise factor that would be appropriate.									
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DOCUMENT HISTORY

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Responsible Committee	Full Council
Approval by	Full Council
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