

General Risk Assessment for – St Dennis Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
1	St Dennis Playing Field Play Equipment Footpaths Signage Fencing Gates Storage shed CCTV	Vandalism Cost of Replacement	Injury to people using Playing Field Equipment, staff and contractors	8	4	32	Weekly Visual inspection of Play area by staff. Annual inspection carried out by ROSPA Dated Insurance including Public Liability. Detailed separate risk assessment to cover the area	A
2	Trees	Falling Branches/ Debris	Injury to staff, contractors, public, pets and vehicles & property	8	4	32	Tree condition survey undertaken every 3 years Dated Insurance including Public Liability	T
3	Amenities areas Monuments Memorials Village green Verges Notice Boards Signage	Impact damage Vandalism	Public, staff, contractors, vehicles	4	4	16	Repair cost Dated insurance including Public Liability Detailed separate risk assessment covering amenities.	T

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
4	Public Toilets Sanitary ware Building	Fire, vandalism, flooding	Public, Staff, contractors, properties, vehicles	4	4	16	Repair costs Dated Insurance including Public Liability Regular inspections Detailed separate risk assessment.	T
5	Cemetery Seating Paths Gates Notice board. Headstones. Storage shed	Vandalism Slips trips & falls. Falling headstones	Public, Staff, Contractors.	8	4	32	Dated Insurance including Public Liability and Employers Liability. Regular site inspections Separate detailed risk assessment.	T
6	Street Furniture Seating Rubbish Bins Grit Bins	Vandalism Impact Damage Repair costs Cost of Replacement	Public, Staff	4	4	16	Repair cost Dated insurance including Public Liability Regular inspection Included in detailed risk assessments amenities, Playing field & Cemetery	T

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
7	Loss of office or Computers & Printer Monitors Loss / damage to files or paper documents	Cost of replacement Repair cost Accidental Damage Fire & Theft	Clerk Councillors Parishioners	8	4	16	Dated Insurance Including Public Liability Make contingency provision in Parish Council Reserves for replacement. Files backed up regularly. Electronic files stored on the cloud. All computers password protected. Fireproof safe for storage of important documents. Business continuity plan in place. Separate detailed risk assessment for the office.	T

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
8	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standards regime.	A
9	Failure to calculate/submit precept on time. Inadequate annual precept and unsound budget	Adequacy of precept Requirements not submitted to CC in time. Amount not received by PC. Inadequate resources to meet commitments. Costs of re-billing	Clerk Members	1	3	3	Clerk to respond to Cornwall Council notices. Agenda item for Members to consider and approve. Clerk & Members to build sound budget using risk register and known commitments. Members to consider Reserves Policy in addition to Financial Regulations.	A
10	Financial Records	Inadequate records Financial irregularities Potential for wasted resources	Clerk Members Public Services	2	2	4	RFO to ensure all transactions are entered into the system in a timely manner. Regular internal checks to be undertaken by Cllrs. Financial regulations to be followed. Regular checks of financial reports to be undertaken Regular bank reconciliations to be undertaken to ensure accuracy.	A

No	Item	Hazard	Persons in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures / Comments	Result
11	Bank & Banking	Inadequate checks Bank mistakes. Loss of signatories Internet Banking	Clerk Members Public Services	4	2	8	Financial Regulations to be followed. All payments to be double authorised. Regular reconciliation of accounts Signatories to be reviewed regularly. Financial Regulations stipulate use of internet banking	A
12	Financial loss	Loss through theft or dishonesty Misappropriation of Council funds	Public Services	2	2	4	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by cheque/internet banking Cheques only signed at Council meetings Two councillors to sign each cheque, invoice and Cheque stub. Internet Banking two Councillors to authorise online. Monthly reconciliation of Parish Accounts to be signed by the Chairman at each meeting. Annual scrutiny of all Financial Records by a Councillors & internal auditor. External Auditor to advise Clerk of the Council and the Chairman Dated insurance including fidelity guarantee. All changes in banking instructions, mandates etc. to be in writing with a hard copy kept on file.	A
13	Litigation	Risk of legal action being taken against the council	Clerk	2	3	6	Maintain inspection regime Maintain insurance Liaison with Police	A

No	Item	Hazard	Person in Danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures / comments	result
14	Reporting and Auditing Failure to complete / submit	Poor Auditors report Public Confidence suffers	Clerk	1	2	2	Clerk to liaise with internal and external auditor. Councillors appointed to undertake periodic internal audit.	A
15	Salaries and associated costs	HMRC Requirements not met. Salary paid incorrectly. Wrong rate hours paid	Clerk Staff Members	1	3	3	Clerk to liaise as necessary. Salary payments included within Cllrs internal Audit. Payments agreed at monthly meetings. Financial Regulations to be followed. Contracts of employment for hours worked and pay rate.	A
16	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk	1	3	3	Financial regulations adopted. Clerk adequately trained	A
17	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	4	Business Continuity Plan in place Maintain membership with CALC. Office administrator trained to undertake wide range of administrative tasks. Clerk to keep a diary.	
18	Councillor Allowances	Councillors overpaid. Income tax not deducted.	Members Clerk	0	0	0	Allowances are not paid to councillors	A
19	VAT	VAT not being reclaimed	Clerk	1	3	3	Financial Regulations set out requirements for VAT reclaims. Internal Auditor to check.	A

No	Item	Hazard	Person in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures / Comments	Result
20	Income / expenditure	Unable to fulfil responsibilities	Members Clerk	1	2	2	Ensure Council understands and complies with Financial Regulations Dated insurance includes fidelity Guarantee Annual review of all charges and fees. Regular budget monitoring undertaken.	A
21	Orders for work goods and services	Work incorrectly awarded. Overspend on services. Unable to fulfil responsibilities	Public Service Members Clerk	1	2	2	Reviewed at internal audit Financial regulations in place Regular inspection / valuation of works. Council approval of payments Copy of contractors insurance held on file.	A
22	Failure to stay within agreed budgets	Inadequate control Potential wasted resource	Members Clerk	1	2	2	Clerk to review. Budget monitoring to be undertaken by members. Internal Auditor to check. Reserves policy to mitigate short term impact of any loss.	A
23	Holding of inadequate or excessive reserves	Auditors report Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set up percentage of precept. Council to review size of reserves.	
24	Fraud by Clerk	Reputation costs Litigation	Clerk	1	3	3	Adequate internal Audits. Regular reporting to members Control systems in place for managing expenditure	A
25	Fraud by Members	Reputation costs, Litigation	Clerk	1	3	3	Adequate internal Audits. Regular reporting to members Control systems in place for managing expenditure	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
26	Insurance	Inadequate cover Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	
27	Lack of defined objectives or strategy	Resources not directed. Poor performance Risks not base lined	Members	1	2	2	Council to produce an agreed 3-year Corporate Plan	A
28	Inadequate document control	Loss through Theft, fire, damage corruption of the computers	Clerk	1	2	3	Regular backups undertaken. Document Version control. Important documents stored in fireproof safe.	
27	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership to CALC/ NALC Clerk to train / qualify	
29	Failure to comply with relevant legislation	Litigation costs Reputational damage	Members Clerk				Maintain membership to CALC/ NALC Clerk to maintain training Liaise with internal & external Auditors Dated insurance	
30	Failure to maintain fixed asset register	Improper control Poor maintenance Poor auditors report	Clerk	1	2	2	Council to review Internal Audit to review.	
31	Noncompliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor. Internal control measures in place Data protection policy in place. Adequate dated insurance	

No	Item	Hazard	Person in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures / Comments	Result
32	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied. Democratic deficit	Members	1	3	3	maintain close contact with local residents advertise parish meetings to obtain residents' feedback use questionnaires to identify local wishes (e.g. Post Office, Shop) publicise plans and invite comments review local papers, especially correspondence sections use events to seek views and feedback.	A
33	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies. Lack of transparency	Members	1	2	2	ensure meetings publicised on notice board. place articles in local parish magazine. include public participation on all agendas. Ensure seating available at meeting for public. provide advice for members of the public attending. publish agendas and minutes on website	A
34	Allegations of libel or slander	Potential for litigation Costs of investigation Loss of confidence	Members	1	3	3	Clerk to intervene at meetings review all press releases or newsletter articles before release. Adequate dated Insurance Cover	A

No	Item	Hazard	Persons in Danger	Severity 1-10	Likelihood	Risk Rate	Measures / Comments	Result
35	Bad publicity	Reduces confidence	Members Clerk	1	3	3	review all press releases or newsletter articles before release manage press relations.	A
36	Members acting alone outside of meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	2	4	Provide copy of Good Councillor Guide Avoid making commitments on behalf of the Council. Attend relevant training.	A
37	Inaccurate, untimely, improper minutes	Poor evidence of decisions. Minutes mis-interpreted	Members	1	2	2	Clerk to check minutes with councillors not more than 5 days after the meeting.	A
38	Failure to attract sufficient candidates for member vacancies and elections	Reduced representation of the community Lack of resources	Members	2	2	4	Actively publicise Council activities Publicise elections and vacancies on notice boards	A

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

RISK ASSESSMENT CARRIED OUT BY: The clerk

DATE: 21.02.24

RISK ASSESSMENT VALIDATED BY: MEMBERS OF *St Dennis Parish Council*

DATE:

At a meeting held on the:
Minute Reference:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable
		Immediate action required