



# LCRS 5. Risks report Allotments

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To have a completed agreement on file for every allotment

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Medium	Low	2	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for ourstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.	Quarterly	Low	Low	1	
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

5

Average score:

1.2



# LCRS 5. Risks report Bus Shelters

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the authority has all necessary licences

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	N/A	Low		
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Low	Low	1	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly	Low	Medium	2	
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	As and when	N/A	Low		
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Medium	Low	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

4

Average score:

1.5



# LCRS 5. Risks report Bye Laws

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to make bye-laws in regard to

Requirement = Need to maintain a comprehensive register of all byelaws

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
105	Physical	Failure to maintain register	Ensure that the register is up to date and properly maintained.	Annually	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

1	Average score:	1.0
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# LCRS 5. Risks report Car Parks

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide & maintain.

Requirement = To ensure proper control and operation of car parks.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
182	Administration/ Legal	Failure to police/enforce regulations	Make proper provision for enforcement of regulations. Define responsibility for action. Carry out regular policing of car parks. Maintain liaison with local enforcement agencies.	Monthly	Low	Medium	2	
181	Administration/ Legal	Failure to meet statutory requirements - parking orders etc.	Define responsibility for meeting requirements. Ensure that all service requirements are met.	Annually	Low	Low	1	
180	Administration/ Legal	Staff training	Define responsibility for staff training. Ensure that all necessary training is complete. Maintain appropriate records.	Annually	Low	Low	1	
193	Environmental	Fly tipping	Arrange regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Annually	Low	Medium	2	
194	Environmental	Noise/light/emissions pollution	Arrange regular site inspections. Maintain records of all complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Quarterly	Low	Medium	2	
191	Environmental	Cleaning and litter control.	Define standards required. Provide litter bins as deemed appropriate Define responsibility for cleaning and ensure any training complete. Ensure any hazardous litter properly dealt with. Provide for regular physical site inspections to ensure standards maintained.	Monthly	Low	Medium	2	
195	Financial	Failure to review charges	Ensure annual review of all charges as an integral part of the budget process.	Annually	Low	Low	1	



# LCRS 5. Risks report Car Parks

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide & maintain.

Requirement = To minimize risk of loss of income

Aim = Ensure effective collection and banking of all income due to

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
196	Financial	Loss of income.	Define responsibility for collection of income. Maintain proper records of tickets issued/sold etc and reconcile to cash collected on a regular basis. Ensure that all ticket machines are fully maintained and tested daily. Collect and bank cash daily. Enforce regulations. Carry out audit/spot checks.	Annually	Medium	Low	2	
186	Physical	Maintenance of equipment	Define responsibility for maintenance of equipment. Ensure that appropriate maintenance schedule is in place and maintain records. Ensure that any appropriate staff training is complete. Review conditions of agreement with contractor and enforce where necessary.	Quarterly	Low	Low	1	
185	Physical	Security	Define responsibility for and prepare statement of standards required. Consider alternatives for achieving desired standard. Maintain liaison with local enforcement agencies. Ensure that all disclaimer notices etc. are in place.	Quarterly	Low	Low	1	
184	Physical	Maintenance of Car Park Surfaces	Define responsibility for and carry out periodic physical inspection, maintain records. Make arrangements for any required work to be carried out.	Annually	Low	Medium	2	



# LCRS 5. Risks report Car Parks

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide & maintain.

Requirement = To minimize risk of injury to persons using council facility.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
201	Physical	Personal injury	Arrange regular physical inspection of car parks and maintain records. Ensure that appropriate insurance cover is held and reviewed annually. Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc.	Annually	Low	Medium	2	
189	Physical	Theft from car parks.	Define responsibility for security of sites and equipment. Review periodically. Empty all machines daily. Ensure disclaimer notices are in place. Ensure adequate insurance cover. Maintain records of incidents. Maintain liaison with law enforcement agencies.	Quarterly	Low	Low	1	
188	Physical	Vandalism	Arrange regular monitoring of sites Maintain liaison with local enforcement agencies. Instigate appropriate action against offenders.	Monthly	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

14

Average score:

1.6



# LCRS 5. Risks report Code of Conduct

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Quarterly	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

1

Average score:

1.0



# LCRS 5. Risks report Council Meetings

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file.		Low	Medium	2	
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Annually	Medium	Low	2	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

4

Average score:

1.5





# LCRS 5. Risks report

## Council Property and Documents

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref			Review	Likelihood of	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Annually	Low	Medium	2	
307	Physical	Loss of assets	Annually	Low	Medium	2	
313	Professional	Failure to effectively process documents	Daily	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

**3**

Average score:

**2.0**



# LCRS 5. Risks report Data Protection

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

1

Average score:

2.0



# LCRS 5. Risks report Employment of Staff

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration / Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Medium	2	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Medium	2	
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Medium	2	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	Low	1	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Low	Medium	2	



# LCRS 5. Risks report Employment of Staff

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To meet council commitment to staff training

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.9



# LCRS 5. Risks report Financial Management

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	Medium	2	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Medium	2	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Medium	2	
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	Low	1	



# LCRS 5. Risks report Financial Management

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the cashbook.</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council.</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to committee/council</p> <p>Ensure that all approvals are properly recorded in council minutes.</p>	Quarterly	Low	Low	1	
347	Financial	Poor Financial Management	<p>Ensure that no alternative statutory authority is available.</p> <p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p> <p>Maintain an effective budgetary control/financial reporting system.</p> <p>Maintain an effective internal audit.</p>	Annually	Low	Low	1	
41	Financial	Failure to keep proper financial records	<p>Define responsibility through appointment of Proper Financial Officer</p> <p>Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.</p> <p>Implement effective independent internal audit.</p> <p>Introduce periodical checks by Chairman/other appointed members.</p> <p>Arrange for regular financial reports to committee/council</p>	Monthly	Low	Low	1	
305	Financial	Risk to third party as a consequence of providing a service	<p>Ensure that appropriate insurance cover/policy is in force.</p>	Annually	Low	Low	1	



# LCRS 5. Risks report Financial Management

**Bradwell Parish Council**  
**Assessment for year 2024 To 2025**

*Your Duty = Duty to ensure responsibility for financial affairs*

*Requirement = To minimize the risk of loss*

*Aim =*

*Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3*

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Medium	2	

**Completed by: Caroline Preston**

**Date: 17/03/2024**

**Position: Parish Clerk**

*No of risks scored*

11

**Average score:**

1.4



# LCRS 5. Risks report Land

## Bradwell Parish Council Assessment for year 2024 To 2025

*Your Duty* = Power to acquire by agreement, to appropriate, to dispose of  
*Requirement* = To ensure security of records.  
*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Annually	Low	Medium	2	
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1	
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Medium	Low	2	
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Annually	Low	Medium	2	
21	Environmental	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1	





# LCRS 5. Risks report Land

## Bradwell Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of  
Requirement = To minimize risk of loss.  
Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
26	Financial	Failure to collect income	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Write of irrecoverable sums to be subject to council approval Arrange appropriate internal audit testing..	Annually	N/A	Low		
24	Financial	Failure to review rents and other charges	Ensure that all rents and charges are subject to review as part of the budgetary porocess. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.	Annually	N/A	Low		
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Monthly	Medium	Low		2
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Low		1



# LCRS 5. Risks report Land

Bradwell Parish Council  
Assessment for year 2024 To 2025

*Your Duty* = Power to acquire by agreement, to appropriate, to dispose of  
*Requirement* = To ensure proper maintenance of council owned assets.  
*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Medium	Low	2	
239	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.	Annually	Low	Low	1	
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Annually	Medium	Low	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

11

Average score:

1.5



# LCRS 5. Risks report Litter

**Bradwell Parish Council**  
**Assessment for year 2024 To 2025**

*Your Duty* = Power to provide receptacles; Duty to empty & cleanse those

*Requirement* = To employ trained/experienced personnel

*Aim* =

Scoring note:  
 Low = 1,  
 Medium =2  
 and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Low	1	
7	Environmental	Inappropriate location of litter bins	Define council policy and plan for location of bins. Carry out periodical review.	Annually	Low	Low	1	
3	Environmental	Unauthorised Fly posting/nuisance.	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Low	1	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Monthly	Low	Low	1	

**Completed by: Caroline Preston**

**Date: 17/03/2024**

**Position: Parish Clerk**

No of risks scored

7

Average score:

1.1



# LCRS 5. Risks report

## Meetings of the Council

Bradwell Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Low	1	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Low	1	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Medium	2	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

5

Average score:

1.2



# LCRS 5. Risks report Open spaces

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are placed where necessary. Maintain a register of users.	Annually	Low	Low	1	
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Low	Medium	2	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Low	1	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Daily	Medium	Medium	4	Yes
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Medium	Medium	4	Yes
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2	



# LCRS 5. Risks report Open spaces

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To maximise income and minimize risk of loss

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect all income due to the council	<p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Issue receipts for all income received.</p> <p>Arrange prompt banking of all income.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p>	Monthly	Low	Low	1	
0	Financial	Failure to review charges	<p>Ensure that all charges are reviewed as an integral part of the budgetary process.</p>	Annually	Low	Low	1	
441	Physical	Personal injury	<p>Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users.</p> <p>Arrange regular site inspection to ensure that defined standards are being maintained.</p> <p>Ensure that, where necessary, appropriate signage is in place.</p> <p>Maintain detailed records.</p> <p>Ensure appropriate insurance cover in place.</p>	Annually	Low	Medium	2	
315	Physical	Property Maintenance	<p>Define policy for maintenance of assets.</p> <p>Allocate responsibility and ensure that any training requirement is complete</p> <p>Staff employed or contract with service provider in place.</p> <p>Ensure all property is properly maintained through regular inspection/servicing.</p> <p>Ensure that proper maintenance records are complete and up to date.</p>	Annually	Low	Medium	2	



# LCRS 5. Risks report Open spaces

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To minimize risk of loss

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
318	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

11

Average score:

1.9



# LCRS 5. Risks report

## Planning & Development Control

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Category	Description	Control	Review	Likelihood of	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

1

Average score:

2.0





# LCRS 5. Risks report Play Areas

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administrative/Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Low	1	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Low	Low	1	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance.	Weekly	Medium	Low	2	
0	Physical	Contracting Covid-19	Ensure that a maintenance contract is in place. Attach clear notices to all entrances to the play areas advising the actions that parents and guardians need to take to avoid children contracting Covid-19	Monthly	Low	High	3	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

5

Average score:

1.6



# LCRS 5. Risks report Public Conveniences

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To meet statutory obligations for service provision.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
261	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Low	1	
260	Administration/ Legal	Contract with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Low	1	
292	Environmental	Pollution	Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Ensure that all drains etc. are properly maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place to deal promptly with any problems arising.	Daily	Low	High	3	
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Low	2	
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually	Low	Low	1	
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Monthly	Low	High	3	



# LCRS 5. Risks report Public Conveniences

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To safeguard council property.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Low	1	
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Daily	Low	Low	1	
283	Physical	Hazardous substance control	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Medium	2	
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **147/03/2024**

Position: **Parish Clerk**

No of risks scored

10

Average score:

1.7



# LCRS 5. Risks report Shelters & Seats

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimise risk arising from provision.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. Ensure that all prospective donors are provided with copy of policy Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Annually	Medium	Low	2	
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Annually	Medium	Low	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

3

Average score:

1.7



# LCRS 5. Risks report Village Signs

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to erect (with Highway Authority approval)

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administrative/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Low	1	
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

4

Average score:

1.3



# LCRS 5. Risks report War Memorials

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement = To minimize associated risk

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Medium	Low	2	
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored	<b>3</b>	Average score:	<b>1.7</b>
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# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Low	Medium	2	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	Low	1	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Low	Low	1	
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Medium	2	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	



# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty =

Requirement = To maintain effective administration

Aim = To have proper control of web-site

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	Low	1	
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Low	1	
0	Administration/ Legal	Risk arising from paid advertising	Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards.	Annually	Low	Low	1	
0	Administration/ Legal	The placing of information on site that may put people at risk.	Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.. Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Low	1	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	





# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty =

Requirement = To maintain adequate statistics

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of visiibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	Low	1	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views,comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	



# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk arising from third party input

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Low	1	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Low	Low	1	

Completed by: **Caroline Preston**

Date: **17/03/2024**

Position: **Parish Clerk**

No of risks scored

19

Average score:

1.1