



# LCRS 5. Risks report Allotments

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|---|--|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 415 | Administration/<br>Legal | Absence of a completed agreement with every allotment holder. | Ensure agreement completed and signed by all parties prior to occupation.<br>Maintain allotment register.<br>Review agreement periodically to ensure adequacy of conditions.   | Annually         | Low                            | Low                     | 1             |                                     |
| 467 | Administration/<br>Legal | Provision of adequate insurance cover                         | Carry out an annual review of insurance to ensure that all appropriate risks are covered.<br>Carry out annual inspection of insurance held by third parties.   | Annually         | Medium                         | Low                     | 2             |                                     |
| 49  | Administration/<br>Legal | Maintenance of Allotment Register                             | Maintain proper register ensuring all amendments promptly recorded.<br>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.<br>Maintain proper records of income received and banked<br>Enforce provisions of tenancy agreements<br>Maintain allotment register.<br>Follow defined procedure for outstanding debt.<br>Enforce conditions of tenancy agreement.<br>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: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

Average  
score:

1



# LCRS 5. Risks report

Allotments

Bradwell Parish Council

Assessment for year 2025 To 2026





# LCRS 5. Risks report Bus Shelters

Bradwell Parish Council  
Assessment for year 2025 To 2026

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/<br>Legal | Absence of Highway Authority Licence. | Maintain register of licence requirements.<br>Carry out periodical review..   | Annually           | N/A                      | Low                    |                |                            |
| 97                         | Administration/<br>Legal | Provision of adequate insurance cover | Ensure that all risks are reviewed annually.<br>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 .<br>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.<br>Liaise with local enforcement agencies.<br>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.<br>Ensure that shelters are properly sited.  | As and when        | N/A                      | Low                    | 1              |                            |
| 102                        | Physical                 | Maintenance of Bus Shelters           | Ensure that property is entered on a schedule for periodical maintenance.<br>Maintain proper records of work carried out.<br>Carry out periodical physical inspection.              | Quarterly          | Medium                   | Low                    | 2              |                            |
| Completed by: Vanessa Ball |                          |                                       |   | Date: 09/04/2025   |                          | Position: Parish Clerk |                |                            |
|                            |                          |                                       |   | No of risks scored |                          | 4                      | Average score: | 1                          |



# LCRS 5. Risks report

## Bus Shelters

Bradwell Parish Council

Assessment for year 2025 To 2026

|  |  |
|--|--|
|  |  |
|--|--|



# LCRS 5. Risks report Bye Laws

Bradwell Parish Council  
Assessment for year 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

1

Average  
score:

1.0



# LCRS 5. Risks report Bye Laws

Bradwell Parish Council  
Assessment for year 2025 To 2026

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|



# LCRS 5. Risks report Car Parks

Bradwell Parish Council  
Assessment for year 2025 To 2026

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



# LCRS 5. Risks report Car Parks

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|-----------|----------------------------------|---|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 196 | Financial | Loss of income.                  | Define responsibility for collection of income.<br>Maintain proper records of tickets issued/sold etc and reconcile to cash collected on a regular basis.<br>Ensure that all ticket machines are fully maintained and tested daily.<br>Collect and bank cash daily.<br>Enforce regulations.<br>Carry out audit/spot checks. | Annually         | Medium                         | Low                     | 2             |                                     |
| 186 | Physical  | Maintenance of equipment         | Define responsibility for maintenance of equipment.<br>Ensure that appropriate maintenance schedule is in place and maintain records.<br>Ensure that any appropriate staff training is complete.<br>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.<br>Consider alternatives for achieving desired standard.<br>Maintain liaison with local enforcement agencies.<br>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.<br>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 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

14

Average  
score:

2



# LCRS 5. Risks report

## Car Parks

Bradwell Parish Council

Assessment for year 2025 To 2026

Your Duty = Power to provide & maintain.

|  |  |
|--|--|
|  |  |
|--|--|



# LCRS 5. Risks report Code of Conduct

Bradwell Parish Council  
Assessment for year 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

1

Average  
score:

1.0



# LCRS 5. Risks report

## Council Meetings

Bradwell Parish Council

Assessment for year 2025 To 2026

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/<br>Legal | Failure to meet statutory duty | Ensure that all members are notified of meeting by way of summons and agenda.<br>Ensure that all public notices are posted as prescribed.<br>Ensure meeting quorate and maintain attendance records.<br>Complete minutes of proceedings.<br>Arrange signing by chairman and maintain file.                    |                    | Low                      | Medium                 | 2              |                            |
| 453                        | Administration/<br>Legal | Access                         | Ensure that access is available to all.<br>Have regard to provisions for Disablement & Disability<br>Set aside specific area for Press & Public.  | Annually           | Medium                   | Low                    | 2              |                            |
| 454                        | Physical                 | Security                       | Define policy for security of staff, members, premises and equipment<br>Allocate responsibility for security/control and implementation.<br>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.<br>Ensure that defined standards are being maintained.<br>Ensure that, where necessary, appropriate notices are in place.<br>Ensure that the council has appropriate insurance cover. | Annually           | Low                      | Low                    | 1              |                            |
| Completed by: Vanessa Ball |                          |                                |   | Date: 09/04/2025   |                          | Position: Parish Clerk |                |                            |
|                            |                          |                                |   | No of risks scored |                          | 4                      | Average score: | 1.5                        |



# LCRS 5. Risks report

Council Meetings

Bradwell Parish Council

Assessment for year 2025 To 2026





# LCRS 5. Risks report

## Council Property and Documents

Bradwell Parish Council  
Assessment for year 2025 To 2026

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 because of Asset Ownership | Ensure that adequate Public Liability Insurance is in place.   | Annually | Low           | Medium            | 2          |                            |
| 307 | Physical     | Loss of assets                             | Allocate responsibility for and maintain effective security of all assets.<br>Maintain an Asset Register<br>Ensure that adequate and appropriate insurance cover is held.      | Annually | Low           | Medium            | 2          |                            |
| 313 | Professional | Failure to effectively process documents   | Allocate responsibility for maintenance of effective control of documentation.<br>Define procedure for recording document's receipt, circulation, response, handling & filing. | Daily    | Low           | Medium            | 2          |                            |

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

3

Average score:

2.0



# LCRS 5. Risks report Data Protection

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|---------------------------|--|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 37  | Administration/<br>Legal | Breach of Confidentiality | Arrange Registration under the Data Protection Act.<br>Formalize Procedure for dealing with Confidential Data. | Daily            | Low                            | Medium                  | 2             |                                     |

Completed by: Vanessa Ball

Date: 09/04/2025

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 2025 To 2026

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills its responsibilities.

Aim =

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

| Ref | Risk                     | Hazard                                    | Control  | Review<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|---|--|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 364 | Administration/<br>Legal | Failure to comply with<br>Employment Law  | Issue of employment contracts to all employees<br>Arrange annual review of Staff Contracts of Employment<br>Awareness of new legislation.<br>Arrange the necessary training to fulfil requirements   | Annually         | Low                            | Medium                  | 2             |                                     |
| 38  | Professional             | Inability to retain staff                 | Regular Staff Appraisals<br>Complete exit questionnaire.   | Annually         | Low                            | Medium                  | 2             |                                     |
| 352 | Professional             | Attacks on Personnel                      | Ensure that an effective security system is in<br>operation. Ensure appropriate insurance cover held.<br>Ensure other workers in building are aware of staff<br>working alone.<br>Ensure staff always have telephone access during their<br>work.<br>Advise staff to refuse admittance to the Council Offices to<br>people unknown to them until such time as Members of<br>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<br>motivation/efficiency | Ensure that each employee has job description.<br>Arrange regular staff appraisals.<br>Maintain appropriate staff records.<br>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.<br>Arrange annual review.<br>Regular Staff Appraisals to highlight any training needs.<br>Take advantage of any localised training through local<br>associations, SLCC etc..  | Annually         | Low                            | Medium                  | 2             |                                     |





## LCRS 5. Risks report

### Employment of Staff

Bradwell Parish Council

Assessment for year 2025 To 2026

*Your Duty* = Duty to Appoint

Encourage staff to network with other Clerks in the area.  
Maintain appropriate training records.



# LCRS 5. Risks report Employment of Staff

Bradwell Parish Council  
Assessment for year 2025 To 2026

Your Duty = Duty to Appoint  
Requirement = To meet council commitment to staff training  
Aim =

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

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

7

Average  
score:

2



# LCRS 5. Risks report

## Financial Management

Bradwell Parish Council

Assessment for year 2025 To 2026

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/<br>Legal | Failure to comply with Customs & Excise Regulations          | Ensure that value added tax is properly administered.<br>Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary.<br>Ensure that all input tax and output tax is properly recorded<br>Complete and submit vat claims promptly and on a regular basis.<br>Reconcile claims to cashbook.   | Quarterly     | Low                      | Medium            | 2          |                            |
| 302 | Administration/<br>Legal | Failure to comply with Inland Revenue Regulations            | Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay<br>Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk<br>Arrange prompt payment of all sums due.  | Quarterly     | Low                      | Medium            | 2          |                            |
| 0   | Administration/<br>Legal | Incurring expenditure without proper legal authority         | Record in minutes powers under which expenditure is being approved.  | Annually      | Low                      | Low               | 1          |                            |
| 0   | Administration/<br>Legal | Failure to maintain record of council assets.                | Define responsibility for maintenance of asset register.<br>Ensure that all acquisitions/disposals are accurately and promptly recorded.<br>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.<br>Ensure that presentation to committee/council follows an agreed timetable.<br>Ensure that the precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure.<br>Review all charges made by the council.<br>Review adequacy of all balances and reserves.<br>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 2025 To 2026

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



# LCRS 5. Risks report

## Financial Management

Bradwell Parish Council

Assessment for year 2025 To 2026

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.<br>All payments to be supported by an invoice/voucher.<br>All details to be checked and payment entered into a cashbook.<br>All payments to be approved by council and recorded in minutes.<br>All cheques to be signed by at least two authorized members.<br>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.<br>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.<br>Ensure that receipts are issued for all income.<br>Ensure that secure arrangements are in place for all monies held pending banking.<br>Ensure that proper arrangements are in place for prompt recording and banking of all cash received.<br>Ensure regular bank reconciliation<br>Arrange regular report to council.<br>Ensure that council holds adequate fidelity guarantee insurance.                                      | Monthly            | Low                      | Medium                 | 2              |                            |
| Completed by: Vanessa Ball |           |   |   | Date: 09/04/2025   |                          | Position: Parish Clerk |                |                            |
|                            |           |   |   | No of risks scored |                          | 11                     | Average score: | 1                          |



# LCRS 5. Risks report Land

## Bradwell Parish Council Assessment for year 2025 To 2026

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



# LCRS 5. Risks report Land

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council<br>Value | Your<br>action<br>Risk<br>Value<br>(> 3) |
|-----|-----------|---|---|------------------|--------------------------------|----------------------------------|--|
| 26  | Financial | Failure to collect income                 | Maintain records of all rents, tithes etc. due from land holdings.<br>Ensure that conditions of contracts are adhered to.<br>Define responsibility for collection of income<br>Ensure that all income due to the council and received is properly recorded.<br>Issue receipts for all income received.<br>Follow defined procedure for reminders in respect of unpaid accounts.<br>Take appropriate recovery action where necessary.<br>Write of irrecoverable sums to be subject to council approval<br>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 process.<br>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.<br>Arrange regular inspection of seats etc. and maintain adequate records of inspection.<br>Arrange for prompt repairs to damage.<br>Ensure that any service contracts are properly signed and sealed.<br>Enforce penalties for non-performance.  | Monthly          | Medium                         | Low                              | 2  |
| 230 | Physical  | Security of equipment                     | Define policy for security of premises and equipment.<br>Determine responsibility for security/control of equipment.<br>Ensure effective security arrangements in place.  | Annually         | Low                            | Low                              | 1  |



## LCRS 5. Risks report Land

Bradwell Parish Council  
Assessment for year 2025 To 2026

Your *Duty* = Power to acquire by agreement, to appropriate, to dispose of  
Maintain asset register.





# LCRS 5. Risks report Land

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing   | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value  | Your<br>action<br>required<br>(> 3) |
|----------------------------|----------|--|--|--------------------|--------------------------------|-------------------------|----------------|-------------------------------------|
| 235                        | Physical | Maintenance of fences, hedges, gates, footpaths etc. | Define responsibility for maintenance and ensure that a planned programme is in place.<br>Ensure that any service contracts are properly signed and sealed.<br>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met.<br>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.<br>Ensure that the correct, properly maintained tools/equipment are available as appropriate.<br>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.<br>Ensure that any risks to the public are minimized and eliminated wherever possible.<br>Maintain records of training.<br>Maintain records of any injuries.<br>Define responsibility in job descriptions etc. | Annually           | Low                            | Low                     | 1              |                                     |
| 414                        | Physical | Unauthorised access/trespass                         | Ensure that the council holds adequate insurance cover.<br>Determine council policy for access.<br>Ensure that appropriate signage is in place.<br>Maintain liaison with enforcement agencies.<br>Instigate appropriate action against offenders.  | Annually           | Medium                         | Low                     | 2              |                                     |
| Completed by: Vanessa Ball |          |  |  | Date: 09/04/2025   |                                | Position: Parish Clerk  |                |                                     |
|                            |          |  |  | No of risks scored |                                | 11                      | Average score: | 2                                   |



# LCRS 5. Risks report Litter

Bradwell Parish Council  
Assessment for year 2025 To 2026

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/<br>Legal | Inefficient service provision         | Ensure that staff have appropriate training.<br>Ensure that staff are aware of all health & safety issues<br>Arrange for issue of written contract of employment.<br>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.<br>Carry out periodical review.  | Annually      | Low                      | Low               | 1          |                            |
| 3   | Environmental            | Unauthorised Fly posting/nuisance.    | Define policy on fly posting<br>Maintain liaison with enforcement agencies.<br>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.<br>Maintain liaison with local enforcement agencies.<br>Define a policy for dealing with anti-social behaviour.<br>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.<br>Arrange periodical review  | Annually      | Low                      | Low               | 1          |                            |
| 2   | Physical                 | Failure to empty                      | Define responsibility for clearing bins<br>Implement effective programme,<br>Ensure appropriate plans in place for emergency/overflow situation.  | Monthly       | Low                      | Low               | 1          |                            |

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

7

Average score:

1



# LCRS 5. Risks report

## Meetings of the Council

Bradwell Parish Council

Assessment for year 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

5

Average score:

1



# LCRS 5. Risks report Open spaces

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|--|---|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 0   | Administration/<br>Legal | Absence of agreements with user permits etc. | Ensure that signed contracts/agreements/permits are place where necessary.<br>Maintain a register of users.   | Annually         | Low                            | Low                     | 1             |                                     |
| 433 | Environmental            | Fly tipping                                  | Carry out regular site inspections.<br>Arrange for safe disposal facility.<br>Ensure any hazardous substances are properly dealt with.<br>Maintain liaison with local enforcement agencies.<br>Enforce regulations/byelaws as appropriate.                    | Weekly           | Low                            | Medium                  | 2             |                                     |
| 320 | Environmental            | Pollution                                    | Carry out regular site inspections.<br>Maintain record of any complaints received and instigate prompt action where appropriate.<br>Liaise with local enforcement agencies.   | Monthly          | Low                            | Low                     | 1             |                                     |
| 324 | Environmental            | Vandalism                                    | Take reasonable action to maintain security of sites.<br>Arrange for regular site visits.<br>Consider use of professional security service where necessary.<br>Maintain liaison with local enforcement agencies.<br>Define policy for dealing with offenders. | Daily            | Medium                         | Medium                  | 2             |                                     |
| 0   | Environmental            | Vandalism                                    | Maintain liaison with local enforcement agencies.<br>Take action as appropriate against offenders.  | Monthly          | Medium                         | Medium                  | 2             |                                     |
| 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 2025 To 2026

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



# LCRS 5. Risks report Open spaces

Bradwell Parish Council  
Assessment for year 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

11

Average  
score:

2



# LCRS 5. Risks report

## Planning & Development Control

Bradwell Parish Council  
Assessment for year 2025 To 2026

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

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.

Review  
Likelihood of  
Impact on Council  
Risk Value  
Your action required (> 3)

Annually Low Medium 2

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

1

Average score:

2.0



# LCRS 5. Risks report Play Areas

Bradwell Parish Council  
Assessment for year 2025 To 2026

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   | Administration /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 council's 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.<br>Define responsibility for and ensure regular inspection of play equipment & play surfaces<br>Arrange periodical inspection and report by suitably qualified professional.<br>Ensure that inspection timetable is adhered to and inspection log completed.<br>Maintain records of all inspections/maintenance.<br>Ensure that a maintenance contract is in place. | Weekly        | Medium                   | Low               | 2          |                            |
| 0   | Physical              | Contracting Covid-19              | 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                      | Low               | 1          |                            |

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

5

Average score:

1





# LCRS 5. Risks report Public Conveniences

Bradwell Parish Council  
Assessment for Year 2025 To 2026

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



# LCRS 5. Risks report Public Conveniences

*Your Duty* = Power to provide

**Bradwell Parish Council**  
**Assessment for Year 2025 To 2026**



# LCRS 5. Risks report

## Public Conveniences

Bradwell Parish Council

Assessment for Year 2025 To 2026

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<br>Allocate responsibility for security/control.<br>Maintain asset register.  | Annually      | Low                      | Low               | 1          |                            |
| 284 | Physical | Water supply                | Define responsibility.<br>Ensure that system is in place to report and rectify all faults.<br>Maintain such arrangements as necessary with local contractor.   | Daily         | Low                      | Low               | 1          |                            |
| 283 | Physical | Hazardous substance control | Determine responsibility for use and control.<br>Provide for any necessary training.<br>Provide for appropriate protective clothing.<br>Ensure that any necessary licenses, certificates for use have been obtained.<br>Ensure that security is sound.<br>Ensure that any disposals are properly dealt with.<br>Maintain proper records. | Annually      | Low                      | Medium            | 2          |                            |
| 282 | Physical | Maintenance                 | Define responsibility for maintenance.<br>Ensure contractual arrangements in place for renewal/repair<br>Carry out regular inspections of all premises.<br>Maintain detailed records of all work scheduled/completed   | Annually      | Low                      | Medium            | 2          |                            |

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

10

Average score:

2



# LCRS 5. Risks report Shelters & Seats

Bradwell Parish Council  
Assessment for year 2025 To 2026

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

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

3

Average  
score:

2



# LCRS 5. Risks report Shelters & Seats

Bradwell Parish Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide





# LCRS 5. Risks report Village Signs

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|--------------------------------------|--|------------------|--------------------------------|----------------------------------|-------------------------------------|
| 0   | Administration/<br>Legal | Failure to obtain necessary approval | Determine responsibility for administration.<br>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.<br>Arrange periodic inspection.<br>Arrange for repairs/maintenance as required.                    | Quarterly        | Low                            | Low                              | 1                                   |
| 206 | Physical                 | Vandalism                            | Carry out regular inspection of signs.<br>Maintain liaison with local enforcement agencies.<br>Take action as appropriate against offenders. | Monthly          | Low                            | Medium                           | 2                                   |

Completed by: Vanessa Ball

Date: 09/04/2025

Position: Parish Clerk

No of risks scored

4

Average  
score:

1



# LCRS 5. Risks report

Village Signs

Bradwell Parish Council

Assessment for year 2025 To 2026

|  |  |
|--|--|
|  |  |
|--|--|



# LCRS 5. Risks report War Memorials

Bradwell Parish Council  
Assessment for year 2025 To 2026

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<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value          | Your<br>action<br>required<br>(> 3) |
|----------------------------|----------|-----------------------------|--|------------------|--------------------------------|-------------------------|------------------------|-------------------------------------|
| 208                        | Physical | Vandalism                   | Maintain security.<br>Maintain liaison with local enforcement agencies.<br>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.<br>Carry out regular inspections of memorials.<br>Maintain detailed records of all work scheduled/completed | Annually         | Low                            | Low                     | 1                      |                                     |
| Completed by: Vanessa Ball |          |                             |  |                  | Date: 09/04/2025               |                         | Position: Parish Clerk |                                     |
|                            |          |                             |  |                  | No of risks scored             |                         | 3                      | Average score: 2                    |





# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2025 To 2026

Your Duty =  
Requirement = To minimise risk  
Aim =

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

| Ref | Risk                     | Hazard  | Control   | Review<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|---|---|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 0   | Administration/<br>Legal | Lack of motivation for continued management of website.   | Recognize risks associated with poor site maintenance and development - lack of users - lack of feedback - user dissatisfaction - waste of resources.<br>Ensure that proper recognition is given to site manager.<br>Arrange for regular review of site content, and development.<br>Consider setting up a small committee of interested members to support ongoing development of website. | Quarterly        | Low                            | Medium                  | 2             |                                     |
| 0   | Administration/<br>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.<br>Ensure that hosting charges and domain renewal charges are met by council.<br>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/<br>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.<br>This is particularly important where the site is built or managed on behalf of the council.  | Annually         | Low                            | Low                     | 1             |                                     |
| 0   | Administration/<br>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.<br>Provide training where necessary to minimise risk.   | Annually         | Low                            | Low                     | 1             |                                     |
| 0   | Administration/<br>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.<br>Where website is subject to outside management carry out monthly review.   | Monthly          | Low                            | Medium                  | 2             |                                     |



464

Administration/ Insurance  
Legal  
Your Duty =

# LCRS 5. Risks report

## Web Sites

Bradwell Parish Council

Assessment for year 2025 To 2026

Ensure that appropriate insurance cover is held by council.

Low

Low

1



# LCRS 5. Risks report Web Sites

Bradwell Parish Council  
Assessment for year 2025 To 2026

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/<br>Legal | Content   | Ensure that all content is specifically approved by council.  |               | Low                      | Low               | 1          |                            |
| 0   | Administration/<br>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/<br>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/<br>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/<br>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          |                            |



# LCRS 5. Risks report

## Web Sites

Bradwell Parish Council

Assessment for year 2025 To 2026

|   |                                      |  |   |          |     |     |   |
|---|--------------------------------------|--|---|----------|-----|-----|---|
| 0 | Administration/ Legal<br>Your Duty = | Compromise of copyright by inclusion of website links or frames. | If a 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 2025 To 2026

Your Duty =  
Requirement = To maintain adequate statistics  
Aim =

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

| Ref | Risk                     | Hazard  | Control   | Review<br>timing | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value | Your<br>action<br>required<br>(> 3) |
|-----|--------------------------|---|---|------------------|--------------------------------|-------------------------|---------------|-------------------------------------|
| 0   | Administration/<br>Legal | Lack of visibility of visitor numbers.                  | Ensure that a website statistics package is available on site.<br>Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.<br>Ensure that examination of detail is an integral part of the review process.  | Annually         | Low                            | Low                     | 1             |                                     |
| 0   | Administration/<br>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/<br>Legal | Non compliance with Freedom of Information Act          | Ensure that legal requirements are met in full.<br>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.<br>Maintain a record of all views, comments, complaints received.<br>Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary.<br>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.<br>Get details of and view previously developed sites.<br>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 2025 To 2026

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<br>timing   | Likelihood<br>of<br>occurrence | Impact<br>on<br>Council | Risk<br>Value  | Your<br>action<br>required<br>(> 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).<br>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).<br>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: Vanessa Ball |           |   |  | Date: 09/04/2025   |                                | Position: Parish Clerk  |                |                                     |
|                            |           |   |  | No of risks scored |                                | 19                      | Average score: | 1                                   |