

# Risk assessment



**Bradwell Parish Council**

Date of next review: May 2027

What are the hazards?	Risks identified	Management	Risk Level (L, M, H)	Control of risk	Who is responsible?	When is the action needed by?	Done
<b>Financial</b>							
<b>Income</b>							
<b>Precept</b>	Not paid by DDDC Request not submitted. Adequacy of precept	Check and report to full council. Diarise date for submission. Finance committee to calculate budget costs	Low	Ensure that timely request is submitted. · Monitoring of budget and 1 year budget requirement	Finance committee RFO	Ongoing	
<b>Café rent</b>	Rent not paid Inadequacy of rent amount.	Ensure invoices are sent on time	Low	Timely invoices are sent.	RFO Finance committee	Ongoing	

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		Reminders of non-payments Finance committee to regularly review income and running costs		Keep record of building costs Regular reviewal			
<b>Car park</b>	Fees not set at adequate levels Tenants not paying. Spaces becoming unoccupied	Keep monthly income records Regularly review costs. Keep a waiting list	Low	Monthly direct debit records and bank reconciliation. Reminders to non-payees.	Clerk/RFO Finance committee Amenities committee	Ongoing	
<b>Grants (Youth Activities)</b>		Ensure criteria is fulfilled, forms completed.	Low	Clerk to keep aware of grant opportunities	Clerk Youth Activities	As and when needed	
<b>Carnival proceeds</b>	Cash carried could be lost/stolen. Risk of 'mugging'	Ensure cash is kept safe, deposited as soon as possible.	Medium	2 Councillors to collect all cash income. Record sheet.	Clerk/RFO	Carnival 2026	

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				Use of proper banking bags			
<b>Bank interest</b>	2 savings account held in BPC. Risk of exceeding FSC deposit. Not getting best value	Monitor monetary levels. Stay up to date with interest rates	L	Monitoring	RFO Finance committee	Ongoing	
<b>Other fees: Severn Trent rent VAT rebates</b>	Not receiving rent Not reclaiming adequate VAT. Falsely recovering VAT	Monitor account for direct debit from ST. Clerk to submit quarterly returns Done via scribe software, less errors	L	Monitoring End of quarter task	RFO Finance committee	Ongoing	
<b><u>Expenditure</u></b>							
<b>Power to spend</b>	Ensure council have the power to spend against item.	Clerk is aware of the powers to prevent spending	Low	Clerk assigns power that	Clerk	Ongoing	

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		on something that the power is not there for.		expenditure is to go against.			
<b>Salary</b>	Wrong salary paid · Wrong hours paid · Wrong rate pay Wrong HMRC deductions	Check with NALC salary scales. · Frequent appraisals to ensure all staff are correctly paid. Check PAYE records.	Low	Use of MYHR software	Clerk/RFO HR Manager	Ongoing	
<b>Pension</b>	Legal duty as employer	Council is a member of a pension scheme	Low	Use of pension scheme. Annual statements from provider.	Clerk/RFO HR Manager	Ongoing	
<b><u>Other</u></b>							
<b>Reserves</b>	Ensure adequate reserves	Council must ensure that	Low	Keep reserve of £30,000	RFO	Ongoing	

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		£30,000 is always kept for reserves. Maintain record in 5 year rolling plan.		Budget monitoring of reserves	Finance committee		
<b>Internet Payments</b>	Mistakes Loss/fraud/dishonesty	All banking to be completed by 2 signatories. Clerk receives bank statements.	M	Ensure all payments are entered correctly. Bank reconciliation completed monthly.	RFO Finance committee Bank signatories	Ongoing	
<b>Assets</b>	Loss or damage to assets.	Ensure asset register is regularly reviewed. Add/delete assets as required	L	Review assets regularly for conditions. Maintenance of asset register	Clerk RFO Amenities committee	Ongoing	
<b>Insurance</b>	Inadequate cover	An annual review is undertaken of all insurance arrangements in	M	Ensure documents are thoroughly reviewed.	CLERK/RFO Full council	Annual	

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		place. Employers and public liability insurance is a necessity. Ensure compliance measures are in place.		Ensure all land, assets, property is insured. Proper measures in place.			
<b>Financial regulations</b>	Out of date regulations. Not covering all aspects of financial regulation.	Use Model documents. Keep up to date with legislations	L	Reviewal of regulations. Adoption of model documents.	CLERK Full council	Annual and as required	
<b>Staff</b>	Loss of staff Staff dishonesty Incapability.	Adequate fidelity insurance.  Regular meetings.	L	Annual appraisal Training as required Expansive recruitment Insurance	Admin and Training Committee HR manager Clerk	Ongoing	
<b><u>Village furniture and assets</u></b>							

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<b>Bus shelters</b>	Damage Injury Inadequate facilities	Regular cleaning and inspection Liaise with DCC	L	Regular cleaning by a reputable company. Inspection by council. Liaison with DCC as required	CLERK Amenities committee	Ongoing	
<b>Café Block</b>	Damage to facilities Maintenance costs Inability to fill tenant Public safety	Ensure tenants have their own insurance as well as council. Regular inspection of facilities and maintenance. CCTV installation	M	Review insurance regularly Proactive actions. Maintenance of amenities and regular services of equipment	Clerk Amenities committee Café tenant	Ongoing	
<b>Carpark</b>	Damage to vehicles Pedestrian and user safety Damage to carpark and furnishings	Ensure tenants cars are insured. Ensure parking is insured through council insurance.	L	Regular reviewal of insurance Regular reviewal of carparking for any wear and tear.	Clerk Amenities committee Tenants	Ongoing	

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		Relevant signage		Adequate/relevant signage. Each tenant receives a contract.			
<b>CCTV</b>	Damage Unauthorised access Data Loss Cameras covering housing Equipment failure Misuse of footage	Restricted access to clerk and one other councillor. Cameras positioned at a distance to avoid properties Routine inspection. Training	M	CCTV unit in a locked room. Password protected. Registry with the ICO and users DBS checked. Regular maintenance and servicing.	Clerk Amenities committee	Ongoing.	
<b>Green spaces</b>	Damage Natural wear and tear Accidents Untidiness		L	Inspections Regular repairs, gardening etc. Replacement of items.	Clerk Amenities committee		
<b>Notice boards</b>	Out of date/irrelevant information	Weekly checks	L	Ensure clerk holds the keys and	Clerk	Ongoing	

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	Damage- accidental or intentional Natural wear and tear	Service if necessary. Control of keys		spares are in a separate place.			
<b>Playing fields</b>	Play equipment Walls/boundaries Gates Safety surfacing Biodiversity	Regular reviews. Risk assessments Policies	M	Weekly playground inspections. Annual inspections.	Clerk Amenities committee Playground inspection	Ongoing	
<b>Public conveniences</b>	Vandalism Damage Wear and tear Accidents Health and safety Cleaning Conditions Proper waste disposal	Cleaning team. Proper PPE CCTV PHS contract for waste disposal	M	Regular weekly cleaning and checks. Timetable of bin collection. Inspections of building and amenities. Locking of toilets if necessary.	Clerk Cleaning team Amenities committee	Ongoing.	
<b>Seating</b>	Damage- intentional and accidental Accidents	Regular checks Asset register	L		Clerk Amenities committee	Ongoing	

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<b>Signage</b>	Damage-accidental/intentional Injury to public Permissions	Regular checks	L		Clerk Amenities committee		
<b>Speeding indicator device</b>	Damage Injury License DCC	Regular checks Structural surveys DCC communications Risk assessments and policies	L	Regular review or equipment and policies.	Clerk		
<b>Trees</b>	Risk of falling branches- injury and damage. Disease.	Regular inspections by tree surgeon.	M	Regular reviewal of trees by qualified surgeon. Regular crowning/pruning. Removal of diseased trees.	Clerk Amenities committee Tree surgeon	Ongoing.	
<b>Walls</b>	Falling stones and structure	Inspections	M	Regular 'walks' of playing fields.	Clerk	Ongoing	

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	Damage by cars				Amenities committee		
<b><u>Governance</u></b>							
<b>Code of conduct</b>	Poor behaviour of councils at meetings and generally.	Training Standing orders	L	All new councillors offered the code of conduct training. Refreshers as necessary. Standing orders reviewed as necessary.	Clerk Councillors	Ongoing	
<b>Council meetings</b>	Inquorate Disruption by members of the public Disruption by councillors	Standing orders to be followed. Chair to manage minutes. Ensure quoracy	L	Chair to manage the minutes. Removal of disruptive residents- closure of meetings if necessary. Summons are followed.	Clerk Chair Council	Ongoing	

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<b>Council minutes</b>	Accuracy Legality	Reviewal before next meeting. Assume as read	L	All council agree and approve minutes as per standing orders. Sign for legal record	Clerk, Chair Council	Each meeting	
<b>Council records</b>	Accidents Getting lost/misplaced	Electronic storage Archive old records Publication scheme	L	Regular reviewal of retention scheme. Adequate and protected computer/electronic storage. Locked manual storage	Clerk Admin committee	Ongoing	
<b>Council Standing orders</b>	Provision and updating	Annual reviewed	L	Regular reviewal Clerk to keep abreast of legislative changes.	Clerk Council	Annually Ongoing	
<b>Data Protection</b>	Data loss	Data protection policy, other	M	Password controls	Clerk Council	Ongoing	

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	<p>Unauthorised access to data</p> <p>Wrong email recipient</p> <p>Loss of devices</p> <p>CCTV</p>	<p>policies e.g. CCTV</p> <p>Signage for CCTV</p> <p>Software provided</p> <p>Data controls</p>		<p>Secure back up of data</p> <p>Adequate systems</p> <p>Training and awareness.</p> <p>CCTV controls</p> <p>Redaction of personal information.</p> <p>Use of council emails only.</p>			
<b>Freedom of information</b>	<p>Loss or corruption of data</p> <p>Accidental misuse of personal data</p> <p>Not responding within the timeline.</p> <p>Malicious or vexatious requests</p>	<p>Secure backup</p> <p>Use of retention scheme.</p> <p>Use of calendar and logs</p>	M	<p>Use of redaction tools</p> <p>Follow ICO guidance</p> <p>Training</p> <p>Use tools such as local ALC.</p>	Clerk	Ongoing	
<b>Pecuniary Interests</b>	<p>Conflict of interest</p>	<p>Every councillor to fill in the interests form</p>	L	<p>Update forms as necessary.</p>	Clerk Council	Ongoing	

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	Members not acting in best interests of public	and sent to DDDC.		Ensure all interests are relevantly declared			
<b>Planning and development</b>	Failure to identify material considerations. Members interests not declared Biodiversity impact not recognised Risk of data protection breaches.	Clerk to send all information to councillors. Clerk to provide material considerations checklist. Training opportunities Use policies alongside.	M	Redact items as necessary Reminder of pecuniary interests and if any dispensations are required. Awareness and training of material considerations.	Clerk Council	Ongoing.	
<b>Website</b>	Risk of 'hacking' Data breaches Accessibility Copyright misuse Accuracy of information	Secure server and hosting. Accessibility statement No use of pictures that are subject to copyright	L	Clear communications. Regular reviews and checks. Only use council images	Clerk Councillor	Ongoing.	

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		Ensure up to date.					