

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
1	Administrati on/Legal	Bus Shelters	Power to provide and maintain shelters	s 4 LG (Misc Provisions) Act 1953	Provision of adequate insurance cover.	Ensure that all insurance cover is reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1
2	Environment al	Bus Shelters	as above	s 4 LG (Misc Provisions) Act 1953	Cleaning of Bus Shelters.	Define responsibility and standards for cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required.	Weekly	High	Low	3
3	Environment al	Bus Shelters	as above	s 4 LG (Misc Provisions) Act 1953	Vandalism.	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly			
4	Physical	Bus Shelters	as above	s 4 LG (Misc Provisions) Act 1953	Maintenance of Bus Shelters.	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly			
5	Physical	Bye Laws	Power to make bye-laws in regard to Cycle Parks Open spaces and burial grounds	various	Failure to maintain register.	Ensure that the register is up to date and properly maintained.	Annually			
6	Administrati on/Legal	Cemeteries/Churc hyards	Power to provide	s 214(2) LG Act 1972	Loss of burial records through theft or natural disaster.	Determine responsibility for security. Ensure that all relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.	As and when			
7	Administrati on/Legal	Cemeteries/Churc hyards	Power to provide Power to acquire and maintain	LG Act 1972, s 214(2) Parish Councils and Burial Authorities (Misc Provision) Act 1953, s 1	Incorrect assignment of burial rights	Clerking staff receive appropriate training Records are kept up to date Links are maintained with ICCM	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
8	Environmental	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Maintenance of Cemetery including grass cutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Maintain adequate records of inspection.	Annually			
9	Environmental	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Vandalism.	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly			
10	Environmental	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Dog fouling.	Consider banning dogs from cemeteries. Provide bags/receptacles for dog waste. Ensure appropriate signs in place.	Quarterly			
11	Financial	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Failure to review charges.	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually			
12	Financial	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Failure to collect charges.	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Ensure appropriate internal audit testing procedures are in place. Ensure council approval required for write-off of any bad debts.	Annually			
13	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Control of hazardous substances.	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are made according to the legal requirement.	Monthly			
14	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Maintenance of buildings.	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed.	Annually			
15	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Security/control of equipment.	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually			

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16	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Personal injury.	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place.	Annually			
17	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Headstones/kerbstones safety survey.	Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place. Topple testing needs to be done by trained personnel.	Quarterly			
18	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Theft.	Define responsibility for security. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually			
19	Physical	Cemeteries/Churchyards	Power to provide	s 214(2) LG Act 1972	Failure of Water Supply.	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	As and when			
20	Administration/Legal	Code of Conduct	Duty to adopt a code of conduct	p 3 LG Act 2000	Failure to adhere to Code of Conduct requirements/ Nolan principles	All council members are aware of their statutory responsibilities. Every Councillor is issued with information for new councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office. Register of Members' Interests maintained. Councillors are reminded on a six monthly basis of the need to review their Register of Members' Interests to ensure it is accurate and up to date. Chairman asks for interests to be declared at each meeting. Councillors are encouraged to attend refresher training.	Quarterly			
21	Physical	Computing	Power to facilitate discharge of any function	s 111 LG Act 1972	Loss/damage arising from unauthorised use.	Access restricted through use of controlled passwords. Passwords are changed periodically. PCs are 'locked' when staff are away from the desks	Annually			

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22	Physical	Computing	Power to facilitate discharge of any function	s 111 LG Act 1972	Loss arising from theft/misappropriation.	The building is alarmed and equipment is security tagged. All computers are password protected. Office Key owner details are recorded Security of site and equipment is maintained at all times.	Annually			
23	Technical	Computing	Power to facilitate discharge of any function	s 111 LG Act 1972	Crash of IT System.	Council computers are backed up regularly with 2 different hard drives being rotated regularly. Equipment is properly maintained. Access is restricted to authorised users. Only approved software is used. Council operates up to date anti virus software. Council has a laptop it could independently use in the event of a total crash.	Monthly			
24	Administrative/Legal	Council Meetings		LG Act 1972	Failure to meet statutory duty.	Meetings comply with LGA 1972. Members are notified of meeting by way of summons and agenda in accordance with LGA 1972. Public notices are posted as prescribed in LGA 1972. Clerk/Assistant Clerk ensures meetings are quorate and attendance records are maintained. Minutes are taken of all Council and Committee meetings and signed at the next meeting by the Chairman. Minutes are produced in accordance with legislation and kept in files in the Council office.				
25	Physical	Council Meetings		LG Act 1972	Security.	Staff are aware of responsibility for security/control and implementation in order to protect themselves and others.	Annually			
26	Physical	Council Meetings		LG Act 1972	Personal Injury.	Appropriate controls are in place to minimise the risk of injury to officers, members and public. Designated seating is available Council has appropriate insurance cover which is reviewed on an annual basis as a minimum.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
27	Physical	Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Loss of assets.	Key documents are kept in locked containers in the office. Security measures in place to protect Council buildings. Asset Register maintained and reviewed annually. Controlled access to the Council office/groundsman's shed and other buildings. Records kept of key holders to Council buildings. Power tools and vehicles are security marked and tools registered on Immobilise.com	Annually			
28	Professional	Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Failure to process documents or to keep them safe.	Clerk is responsible for maintenance of effective control of documentation. Deeds and leases stored in locked containers in Council office. Security waste is shredded or large quantities disposed of via Security Waste Contractor. Documents kept on computer are backed up regularly with 2 hard drives being rotated. Restricted access to Council Offices unless with a Council Officer in attendance. Copies of all incoming and outgoing correspondence are held electronically. Financial information held electronically as well as paper copy.	Daily			
29	Administration/Legal	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Failure to provide for recording media.	Ensure that responsibility for supply of recording media, including adequate history, is determined.	Annually			
30	Administration/Legal	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Failure to comply with Code of Practice.	Ensure that where appropriate operatives are aware of code requirements. Provide for necessary training.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
31	Administrati on/Legal	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Data Protection - Registration & compliance.	ICO registration is kept up to date. Personnel are aware of compliance requirements. Arrange necessary training. A log is kept up to date to record access to Tillage hall facility	Annually			
32	Financial	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Inadequate budget provision.	Ensure that service/facility requirements are detailed in budget process.	Annually			
33	Physical	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Vandalism.	Inspect camera images regularly. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly			
34	Physical	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Failure of system - equipment.	Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.	Annually			
35	Physical	Crime Prevention CCTV	Powers to spend money on various crime prevention measures	s 31 LG and Rating Act 1997; Crime & Disorder Act 1998	Security of control room operations.	Details of CCTV cupboard keyholders are with the Clerk Ensure users are aware of need to complete a records log when CCTV facilities are used Maintain appropriate liaison with local enforcement agencies.	Quarterly			
36	Administrati on/Legal	Data Protection	Duty of Notification and Duty to Disclose (subject access)	Data Protection Act 1998	Breach of confidentiality.	The Council is registered as a Data Controller with the Information Commissioners Office. Council Officers undertake training when they commence employment and periodically afterwards. Councillors are aware of their obligation under Data Protection and undergo ad hoc training.	Daily			
37	Administrati on/Legal	Drainage	Power to deal with ponds and ditches	s 260 Public Health Act 1936	Agreements with Internal Drainage Boards, re: discharge etc.	Ensure that proper Drainage Board agreements are in place. Arrange for periodical review.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
38	Environmental	Drainage	Power to deal with ponds and ditches	s 260 Public Health Act 1936	Flooding.	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Annually			
39	Financial	Drainage	Power to deal with ponds and ditches	s 260 Public Health Act 1936	Inadequate budget provision.	Review service provision as integral part of Budget process.	Annually			
40	Physical	Drainage	Power to deal with ponds and ditches	s 260 Public Health Act 1936	Maintenance of ditches & drains.	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility.	Annually			
41	Administration/Legal	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Failure to comply with Employment Law.	Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Town Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention of the Employment Panel. Training arranged as and when required including Clerks CPD. Clerk has access to specialised advice via subscription to relevant organisation (currently LCPAS). Clerk is able to commission professional legal advice when necessary.	Annually			
42	Financial	Employment Of Staff	Duty to Appoint	s 112 LG Act 1972	Overpayment or underpayment of salaries and expenses.	Monthly payroll schedule to be verified by the relevant number of parties/staff. Monthly employers payments to be verified by the relevant third party/ies as laid out in policy. Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.	Monthly			
43	Professional	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Inability to recruit.	Recruitment policy reviewed when the need arises to recruit staff.	As and when			
44	Professional	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Inability to retain staff.	Staff Appraisals are conducted on an annual basis and when required Staff are supported in carrying out their duties Staff are not distracted by unjustified demands from Members Staff have sufficient resources (time, equipment etc) to carry out their duties	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
45	Professional	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Loss of key staff.	Procedures for key functions are documented. Clerk and Assistant Clerk 1 can both access and operate bank accounts and make payments/bank income Clerking staff can provide flexibility and cover to enable the schedule of Council and committee meetings to proceed. Clerk has trained Assistant Clerk in all key duties/functions. Council holds details of trained individuals who may be willing to provide emergency cover for essential tasks	Quarterly			
46	Professional	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Lack of Training.	Induction programme developed and implemented for new members of staff. Training provided as and when identified/requested, including CPD. Training requirements reviewed as part of the annual appraisal system. Advantage taken of any localised training through local associations, SLCC, LCPAS etc. Clerking staff encouraged to network with other Clerks in the area. Appropriate training records maintained.	Annually			
47	Professional	Employment of Staff	Duty to Appoint	s 112 LG Act 1972	Lack of Employee motivation/efficiency.	Each employee has job description. An induction programme is prepared/implemented for new members of staff Staff appraisals are carried out annually supported by one to ones when required. Training provided as and when requested or identified, subject to confirmation of need.	Annually			
48	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to comply with Inland Revenue regulations.	Salaries and pension payments outsourced to Cambridgeshire ACRE who employ specialised staff. Records received relating to the payment of salaries are checked and maintained. Prompt payment of all sums due are arranged.	Quarterly			
49	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to comply with Customs & Excise regulations.	Scribe accounting system used. VAT properly administered, with returns being made on a quarterly basis. Refer to guidance from HMRC where necessary. All input tax is properly recorded on Scribe accounting package. All claims reconciled to cashbook.	Quarterly			



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50	Administrati on/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to maintain record of council assets.	Clerk is responsible for maintenance of asset register. All acquisitions/disposals are accurately and promptly recorded. Asset register reviewed annually as a minimum.	Annually			
51	Administrati on/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Incurring expenditure without proper legal authority.	WPC Financial Regulations in place Clerk checks to ensure all expenditure is within legal authority.	Annually			
52	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to keep proper financial records.	Clerk is appointed Responsible Financial Officer and Proper Officer. Standing Orders and Financial Regulations are in place. Independent internal auditor appointed. Reports relating to expenditure and receipts are approved by the Council on a monthly basis. Bank reconciliations are checked by Members on a rota basis. Year To Date budget sheets are presented and approved by Finance Committee quarterly. External audit requirements for Notice to the Public of the accounting records are complied with.	Monthly			
53	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Poor Financial Management	Responsibility for the management of the financial affairs of the council is contained within Financial Regulations. Standing Orders and Financial Regulations reviewed annually. Clerk maintains an effective budgetary control/financial reporting system.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
54	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to set a precept within sound budgeting arrangements.	Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe These are reviewed annually. Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year for all heads of income and expenditure. All charges made by the council are reviewed. Adequacy of all balances and reserves are reviewed as a minimum annually. Effective budget monitoring is in place throughout the year, with year to date budget sheets presented to Council on a quarterly basis.	Quarterly			
55	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Loss of money through theft/misappropriation.	Receipts are issued for all income. Cheques and cash are banked promptly Bank reconciliation carried out by Clerk/Assistant Clerk on a monthly basis. Council presented with financial reports on a monthly basis. Council does not hold petty cash.	Quarterly			
56	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to ensure proper use of funds under specific powers / S137.	Clerk ensures that all grant applications are complete and fully supported Approvals for expenditure are properly recorded in council minutes and on the Scribe accounting package.	Quarterly			
57	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Failure to maintain an effective payments system.	Clerk is responsible for control of expenditure. Payments supported by an invoice/voucher. Details are checked and payment entered onto Scribe Accounting software package. Payments are approved by Council. Payment schedules are published on the website. E-payments are authorised by two members. Files open to enable Members to check payments against invoices/payment vouchers. All expenditure is subject to sound budgetary control.	Monthly			
58	Administration/Legal	Gifts	Power to accept	s 139 LG Act 1972	Failure to notify/record gifts.	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
59	Administrati on/Legal	Land	Power to acquire by agreement/ appropriate, dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Maintenance and Security of Deeds of ownership etc.	All deeds, leases and relevant documents are held securely within the Council offices Where possible paper and electronic copies are also held.	Annually			
60	Administrati on/Legal	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Maintenance of Asset Register	Asset register is available. All purchases/disposals are accurately and promptly recorded.	Annually			
61	Environment al	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Maintenance of land including grass cutting	A framework programme of work is in place but is sufficiently flexible to enable staff to adjust it and respond to needs as they arise. Action taken to remedy any issues when and where identified.	Annually			
62	Environment al	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Vandalism	Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required.	Annually			
63	Environment al	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Fly tipping	All Council owned land is inspected on a regular basis. Members of the public are able to report any issues they identify. Council addresses issues as they arise. Council will liaise with the police and/or other authorities where necessary. Ensure any hazardous substances are properly dealt with.	Annually			
64	Environment al	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Failure to comply within consultation deadline.	Ensure adequate number of Planning committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually			
65	Financial	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually			

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ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
66	Financial	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Failure to review rents and other charges	All rents and charges are subject to review as part of the budgetary process.	Annually			
67	Financial	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Failure to collect income	Maintain records of fees obtained from sports clubs and others who hire facilities. Ensure that conditions of use are adhered to. Income due to the council and received is properly recorded. Issue receipts for income received. Take appropriate recovery action where necessary. Write off irrecoverable sums to be subject to council approval. Arrange appropriate internal audit testing.	Annually			
68	Physical	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Public/Personal Injury	Ensure that staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that appropriate disclaimer notices, instruction signs etc. are in place. Ensure that any risks to the public are minimised and eliminated wherever possible. Ensure that the council holds adequate insurance cover.	Annually			
69	Physical	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Maintenance of fences, hedges, gates, footpaths etc.	Fixtures and furniture are regularly inspected and remedial work undertaken to comply with health and safety requirements.	Annually			
70	Physical	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually			
71	Physical	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Maintenance of furniture	Register of all furniture is maintained. Regular inspections are carried out with action taken to remedy any issues identified.	Monthly			

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72	Physical	Land	as above	s 124, 126, 127 and 139 - LG Act 1972, LG Act 1972	Unauthorised access/trespass	CCTV coverage of key facilities. Appropriate signage is in place. The Council liaises with local police as and when required.	Annually			
73	Environmental	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Inappropriate location of litter bins	Plan showing location of bins is available. Carry out periodical review.	Annually			
74	Environmental	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Instigate action against perpetrators if appropriate.	Annually			
75	Environmental	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Unauthorised Fly posting/nuisance	Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually			
76	Financial	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review.	Annually			
77	Financial	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Inadequate budget provision	Ensure that service requirements are included in budgetary process. Maintain links with the District Council.	Annually			
78	Physical	Litter	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Failure to empty	Define responsibility for clearing bins Bins cleared at least twice weekly in summer, weekly in winter Ensure appropriate plans in place for emergency/overflow situation and for one-off events	Monthly			

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79	Administrati on/Legal	Local functions	N/a - Local group to cover any risks not listed in other groups	Not applicable		Amend to your local requirement.  For information / set-up purposes.				
80	Administrati on/Legal	Meeting of the Council	Duty to meet	s 12 LG Act 1972	Failure to meet statutory duty on meetings	Notices are posted in the prescribed places 3 clear days prior to any meeting. Councillors are notified of Meetings by way of a summons and agenda. Minutes of meetings are taken and filed securely. Attendance records are maintained. Meetings comply with LGA 1972.	Annually			
81	Administrati on/Legal	Meeting of the Council	Duty to meet	s 12 LG Act 1972	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. All minutes are signed and comply with the requirements of LGA 1972. Resolutions clearly identifiable. Accurate minute numbering. Master copy securely filed.	Annually			
82	Administrati on/Legal	Meeting of the Council	Duty to meet	s 12 LG Act 1972	Failure to comply with new Regulations /Legislation	Clerk to keep up to date with changing regulations/legislation and undertake training as required. Council to ensure membership of appropriate local/national associations is maintained. Encourage staff networking. Clerk to undertake CPD and training. Poster is displaying regarding the recording of meetings.	Monthly			
83	Administrati on/Legal	Meeting of the Council	Duty to meet	s 12 LG Act 1972	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Document procedures for dealing with enquiries. Increase awareness of Council website.	Annually			

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84	Administrati on/Legal	Newsletters	Power to provide from 'free resource'	s 137 LG Act 1972	Inappropriate content (e.g defamation, failure to meet statutory obligation to ensure non-political content)	Drafts are circulated to Members for input and checking. Input is subject to careful final check by Chair and Clerk before going to print. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As and when			
85	Financial	Newsletters	Power to provide from 'free resource'	s 137 LG Act 1972	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually			
86	Physical	Newsletters	Power to provide from 'free resource'	s 137 LG Act 1972	Non production of newsletter	Chair ensures text is provided and all publication deadlines are met. Arrangements in place to piggy back on Beach News arrangements. Contracts with printers are agreed.	Quarterly			
87	Administrati on/Legal	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Absence of agreements with users, permits etc	Ensure that signed agreements with users are in place where necessary. Maintain a register of users.	Annually			
88	Environment al	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies.	Weekly			
89	Environment al	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Pollution	Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.	As and when			
90	Environment al	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies.	Monthly			
91	Financial	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually			

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92	Financial	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Failure to collect all income due to the council	Income due to the council and received is properly recorded. Issue receipts for all income received. Income is banked promptly. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Maintain appropriate internal control and internal audit testing.	Monthly			
93	Financial	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually			
94	Physical	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Personal injury.	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular inspections to identify emerging risks. Ensure that, where necessary, appropriate signage is in place. Ensure that appropriate insurance cover is in place.	Annually			
95	Physical	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Property Maintenance	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain records of inspection checks and remedial activity if needed. Ensure appropriate insurance cover is in place.	Annually			
96	Physical	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances.	Ensure that all staff qualified and/or receive appropriate training where necessary. Ensure that any necessary licences, certificates for use have been obtained. Maintain records of training provided.	Quarterly			



PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
97	Physical	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Injury to public or employees as a result of defective vehicles or machinery.	All staff are appropriately qualified or will have appropriate training. Ensure that the correct, properly maintained equipment is available as appropriate. Service records are kept up to date. Ensure that any risks to the public are minimised and eliminated wherever possible. The necessary PPE equipment is provided to enable staff to undertake tasks safely.	Quarterly			
98	Physical	Open spaces	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906	Protection of manual workers from health risks associated with the land.	Provide for any necessary training. Provide for appropriate PPE. Ensure any hazardous material is properly dealt with. Ensure that all workers have any necessary licences, certificates for use have been obtained.	Quarterly			
99	Administrati on/Legal	Play Areas	Power to provide	s 19 LG(Misc Provisions) Act 1976	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained. To arrange annual inspection from qualified organisation.	Annually			
100	Financial	Play Areas	Power to provide	s 19 LG(Misc Provisions) Act 1976	Inadequate insurance cover	To include all relevant risks on the councils insurance policy.	Annually			
101	Financial	Play Areas	Power to provide	s 19 LG(Misc Provisions) Act 1976	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually			
102	Physical	Play Areas	Power to provide	s 19 LG(Misc Provisions) Act 1976	Personal Injury	Define responsibility for inspection of play equipment & play surfaces Arrange annual inspection and report by RoSPA. All high risks identified in the RoSPA report are actioned and removed. Records kept of all inspections/maintenance.	Daily			
103	Financial	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Inadequate budget provision	Ensure requirements included in annual budget process.	Annually			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
104	Physical	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Poor Office Conditions	Periodical inspection of office conducted by Town Clerk and Mid Devon District Council officers. Any adverse conditions reported to MDDC as landlord. Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly			
105	Physical	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly			
106	Physical	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Fire	Offices are leased from Mid Devon District Council. Staff receive health and safety training. Strict security/control of combustible materials held by council. Fire extinguishers etc. MDDC responsibility. Fire alarm tested weekly. Fire drills held on a regular basis Separate Risk Assessment for office work and visitors to the office completed by the Town Clerk.	Annually			
107	Physical	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Legionella bacteria in water supply	Only toilet, handwashing facilities and kitchen sinks are provided in buildings belonging to the Town Council. Greater risk from Legionella bacteria could occur in showering facilities.	As and when			
108	Technical	Provision of Office Accommodation	Power to provide	s 133 LG Act 1972	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Monthly			
109	Financial	Provision of Website/Internet Access	Power to provide from 'free resource'	s 137 LG Act 1972	Inadequate budget provision	Ensure service requirement is included in annual budgetary process.	Annually			
110	Technical	Provision of Website/Internet Access	Power to provide from 'free resource'	s 137 LG Act 1972	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
111	Administrati on/Legal	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Failure to complete user agreements	Determine responsibility for dealing with user applications. Completed agreement to be a pre-requisite of facility hire. Arrange periodical review of conditions of use etc.	Annually			
112	Physical	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Security of premises and contents	Define policy for security of premises and equipment Maintain asset register of all items of any value. Allocate responsibility for security/control of equipment. All offices/premises are locked outside working hours. Letting agreements are in place with a condition to secure building on departure.	Annually			
113	Physical	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed. That the risk assessments are reviewed annually.	Annually			
114	Physical	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Ensure a strict 'no smoking' and 'no naked flame' policy operates throughout all council buildings. Provide for strict control of combustible materials held by the council. Provide appropriate extinguishers etc. Fire alarm and emergency lighting system in place. Ensure appropriate signage in place. Ensure that a Fire risk assessment is reviewed annually. Ensure that the appropriate regulations/controls included in hire documentation.	Quarterly			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
115	Physical	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Theft	Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually			
116	Physical	Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	s 133 LG Act 1972	Vandalism.	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually			
117	Administrati on/Legal	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually			
118	Environment al	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Pollution	Ensure that all equipment is maintained and operating correctly. Ensure that all drains etc. are maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place as necessary with local contractor.	Daily			
119	Financial	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily			
120	Physical	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Security	Define policy and provide for security of premises and equipment Facility open in daylight hours only. Allocate responsibility for security/control. Maintain asset register.	Annually			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
12	Physical	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed.	Annually			
122	Physical	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Hazardous substances control	Determine responsibility for use and control. Ensure that staff are adequately trained in the use of hazardous substances. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that any hazardous substances are securely held.	Annually			
123	Physical	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Water supply	Ensure system is in place to report and rectify faults. Maintain such arrangements as necessary with local contractor.	Daily			
124	Physical	Public Conveniences	Power to provide	s 87 Public Health Act 1936	Legionella - Legionnaires disease	The public toilet and any other elements containing water are serviced regularly under a maintenance contract. NB: If they are no showering facilities the risk of Legionella bacteria is very low.	As and when			
125	Administrati on/Legal	Shelters & Seats	Power to provide	s 4 LG (Misc Provisions) Act 1953	Provision of inadequate standard of seating.	Town Council has a seating policy including a list of preferred suppliers. All prospective donors are provided with a copy of the policy. Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually			
126	Physical	Shelters & Seats	Power to provide	s 4 LG (Misc Provisions) Act 1953	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually			
127	Technical	Shelters & Seats	Power to provide	s 4 LG (Misc Provisions) Act 1953	Provision of inadequate public seating	Council to agree approaches from individuals. Develop a policy with minimum requirements. Inspect all seats prior to acceptance to ensure required standards are met.	Annually			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
128	Technical	Shelters & Seats	Power to provide	s 4 LG (Misc Provisions) Act 1953	Inadequate maintenance of shelters & seats	Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repair and maintenance.	Annually			
129	Environmental	Skatepark	Power to provide	s 19 LG (Misc Provisions) Act 1976	Inadequate Safety Signage	Ensure that a notice is displayed at the site with instructions for use	Monthly			
130	Financial	Skatepark	Power to provide	s 19 LG (Misc Provisions) Act 1976	Legal Liability arising from asset ownership	Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.	Annually			
131	Physical	Skatepark	Power to provide	s 19 LG (Misc Provisions) Act 1976	General Health & Safety	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detailed records of inspections.	Monthly			
132	Physical	Skatepark	Power to provide	s 19 LG (Misc Provisions) Act 1976	Injury to users arising from accident.	Determine responsibility for inspection of equipment. arrange inspection by ROSPA. Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed.	Weekly			
133	Administrative/Legal	Street/Footway Lighting	Power to provide	s 3 Parish Councils Act 1957; sch13 LGA 1972	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually			
134	Environmental	Street/Footway Lighting	Power to provide	s 3 Parish Councils Act 1957; sch13 LGA 1972	Failure to provide lighting	Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Quarterly			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
135	Environmental	Street/Footway Lighting	Power to provide	s 3 Parish Councils Act 1957; sch13 LGA 1972	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually			
136	Physical	Street/Footway Lighting	Power to provide	s 3 Parish Councils Act 1957; sch13 LGA 1972	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed.	Annually			
137	Administrative/Legal	Village Signs	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure, where appropriate, that applications are submitted to Highway Authority.	As and when			
138	Financial	Village Signs	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually			
139	Physical	Village Signs	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies.	Monthly			
140	Physical	Village Signs	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly			
141	Physical	War Memorials	Power to maintain, repair, protect and adapt war memorials	s 1, 133 - War Memorials (LA Powers) Act 1923, as extended by LG Act 1948, LG Act 1972 s 272 & schd 30	Vandalism	Members of the public are encouraged to report any issues. Maintain liaison with local police. The Town Council will instigate legal action against perpetrators where appropriate. Insurance held.	As and when			
142	Physical	War Memorials	Power to maintain, repair, protect and adapt war memorials	as above	Inadequate budget provision	Review service provision within annual budget process. Earmarked reserve fund is held for any unscheduled works that are required.	Annually			

PRELIMINARY TEXT - FOR FURTHER WORK

ID	Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score
143	Physical	War Memorials	Power to maintain, repair, protect and adapt war memorials	as above	Inadequate maintenance.	War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor.	Annually			
144	Administrati on/Legal	Web Sites			Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, username and password to manage the web address.	Annually			
145	Administrati on/Legal	Web Sites			Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.	As and when			
146	Administrati on/Legal	Web Sites			Dependence upon one individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually			
147	Administrati on/Legal	Web Sites			Loss of Data/ Inability to access backup	Website is subject to outside management and regularly backed up and reviewed.	Monthly			