

WALTHAM ST LAWRENCE RISK REGISTER - to be reviewed annually – by April

Risk identification	Hazard	Risk	Who may be exposed to Risk	Likelihood of Risk	Actions taken be to eliminate, minimise or control risk
Allotments	Uneven ground	Slips, trips & falls Becomes muddy in winter	Members of public Members of public	LOW MEDIUM	Grass is cut monthly in season to reduce hazards.
	Shed areas	Various	Members of public	low	Ensure all sheds are adequately insured and maintained by allotment holders.
	Litter/ debris	Cuts & abrasions	Members of public	LOW	Area to be litter picked each week.
	Dog faeces	Toxovara canis	Members of public	LOW	Dog bin provided.
	Falling branches/trees	Impact injury/death	Members of public	LOW	Contractors engaged to regularly inspect trees.
	Fencing/gates/benches (2 benches)	Damage caused by vandalism/wear & tear injury to persons in contact	Members of public	LOW	Ensure reported damage dealt with promptly.
DEFIBRILLATOR	Defibrillator and phone box	Electric shock from wiring	Members of the public	LOW	The installation was made by a professional.
		Injury from phone box	Members of the public	LOW	Annual visual inspection and maintenance as needed.
		Defibrillator failure or malfunction	Members of the public	LOW	Ongoing maintenance contract and weekly testing by the Clerk.
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Burial Ground	Graves & immediate surroundings	Falling monuments, tripping hazard	Members of public	LOW	*Contractor engaged to attend to grave areas. Any observed dangers reported.
	Grassed areas	None		LOW	Contractors engaged to cut grass.
	Benches (4)	Damage caused by vandalism, wear and tear. Cuts & abrasions	Members of public	LOW	Benches are inspected annually and maintained.
	Litter Debris	Cuts abrasions	Members of public	LOW	Bins provided for litter and vegetation.
	Paths	Trips & slips	Members of public	LOW	Inspected annually and maintained.
	Trees	falling branches	Public and property	Low	Advise annual inspection by tree surgeon
	Gates	Splinters and vandalism	Members of public	LOW	Inspected annually and maintained.

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Benches	Vandalism, wear & tear Benches identified at the following locations. Broadmoor Rd. By the pond Shurlock Row. Outside The Shurlock. Neville Hall.	Cuts abrasions, splinters	Members of Public	LOW	Inspected annually and maintained.
Notice Boards	Vandalism, broken glass and locks	Cuts, abrasions, splinters	Members of Public	LOW	Inspected annually and maintained.
Milley Road Playing Field	Grassed areas	Litter		LOW	*Contractors engaged to regularly cut grass. *Bins provided
	Fencing	Damage caused by vandalism	Members of public	LOW	Inspected annually and maintained.
	Trees	impact injury/death	Members of public	low	Advise annual inspection by tree surgeon
	Gates	Splinters & vandalism	Members of public	LOW	Inspected annually and maintained.
	Goal Posts	Vandalism & collapse	Members of public	LOW	Inspected annually and maintained.
The Pound	Grassed areas	Broken glass/litter		LOW	Inspected annually and maintained.
	Tree	Impact injury/death	Members of public	LOW	Advise annual inspection by tree surgeon
	Fencing & gate	Vandalism & splinters	Members of public	HIGH due to poor state of repair	Inspected annually and maintained.
War Memorial	Grassed area/ wooden post & chain	Trip hazard	Members of public	LOW	Inspected annually and maintained.
	Memorial	Vandalism/falling over	Members of public	LOW	Inspected annually and maintained. Advise professional inspection from time to time.

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Neville Close Triangle	Grassed areas	Broken glass/litter	Members of public	LOW	*Contractors engaged to regularly cut grass. *Bins provided.
	Benches (no bench at the moment but new one has been commissioned)	Vandalism/splinters	Members of public	LOW	Inspected annually and maintained.
	Tree	Vandalism/falling over	Members of public	LOW	Advise annual inspection by tree surgeon
Financial Management	Theft/negligent mismanagement	Financial loss	FRPC/residents	LOW	*Cashbook maintained and to be checked monthly. *Two signatories needed to sign cheques. *Regular bank reconciliations performed. *Annual Returns to Inland Revenue. *Financial regulations in place. *Internal & external auditing. *Minutes correctly recorded and stored
	The most beneficial interest terms not being gained	Loss of interest	Residents	LOW	Review rates regularly.
Budget	To ensure that sound budgeting to underlies annual precept	Budgetary process not given enough time for consideration	Residents	MED	*Place an item on the agenda early in the year. Start consideration 3 or 4 months in advance of submission date. *Create annual and 5 & 10 year plans to assist the process
	Unexpected election costs	Risk of unexpected and contested vacancies	Residents	LOW	No way to avoid but prudent to mitigate by budgeting an annual reserve.

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Legislation Compliance	Non compliance with Acts of Parliament (such as The Localism Act, Data Protection, Freedom of Information (FOI)) and Standing Orders	If the Parish Council does not take reasonable steps to comply with relevant statutory requirements, it may become liable for costs and/or damages	Residents	LOW	<ul style="list-style-type: none"> *Ensure all councillors and the Clerk have copies of the Standing Orders. *Regularly review the Standing Orders. *Ensure the Councillors and the Clerk are kept up to date with current requirements, providing training where necessary. *Data protection registration. *Publish the FOI scheme as required by the ICO.
Business Recovery	Laptop and council records/correspondence	Breakdown/theft Loss of records	Residents	LOW	<p>Keep an up to date back up on a memory stick, stored separately from the laptop, held by the Chair or Vice Chair.</p> <p>Also ensure all records kept on Clerk's and RFO personal computers are kept separately on a working memory stick and that the computers are updated regularly with anti virus software.</p>
Home Office	Health and Safety in the workplace	Injury claim	Clerk	LOW	<p>Ensure appropriate professional H&S assessment of home working space.</p>

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Employment	Failure to adhere to national guidelines. Failure to update to include current legislation	Employment tribunal claim	Residents	MED/LOW	*Ensure Contract of Employment complies with current legislation. *Ensure that proper opportunities for training are offered. *Ensure there is a proper grievance procedure in place.
	Long term absence of clerk, eg due to illness	Interruption of council business	Residents	LOW	*Ensure one or more of the councillors have a working understanding of the performance of the Clerk's duties so as to be able to act as temporary stand in if required.
Neville Hall Trust	Financial loss or underinsured damage to building.	Financial.	The PC has a corporate style liability which would fall upon the residents	MED/LOW	*Ensure all valuations for insurance for the Trust are done by a professional and could be relied upon in case of a disaster. *The MT to prepare its own Risk Assessment similar to this one and implements the actions. *Ensure MT complies with its terms of reference.
The pond at Shurlock Row	Open area of still water	Drowning, poisoning and injury by hidden obstacles in the water	Everyone.	HIGH	This area of land is not on our asset register so is most probably not owned by us and we may not be liable for any claims. However we do maintain the grass and this may cause us to have taken on some responsibility. It is strongly advised that professional advice is taken with regard to our liability. If we are liable I advise we use a professional safety adviser to set up any necessary installations eg lifebelt.