

Description	Risk	Action/Notes	Likelihood	Impact	Risk
Business Continuity	Risk of Parish Council not being able to continue its business due to unexpected or tragic circumstances	There is a reserve in place and insurance to cover such an event – review periodically Pandemic – key staff are able to work from home to maintain core council commitments	Unlikely	Severe	
Loss of RFO	Inability to access Sage accounting and online banking through loss of passwords and lack of knowledge	Chair of Parish Council and Vice Chair of Legal and Finance Committee hold a list of passwords in a sealed envelope. Another member of staff to be appointed to learn Sage package and online banking procedures (via Personnel Committee) Office handbook being created to cover all essential activities to provide a step-by-step guide in the event of staff absence.	Unlikely	Critical	
Financial Records	Inadequate records/irregularities	The Parish Council has Financial Regulations in place which set out the requirements and checks. These are reviewed annually	Unlikely	Critical	
Book-keeping	Inaccurate or failure to maintain the Parish Council's income and expenditure records properly could lead to a loss of income, overcharging by suppliers or misappropriation of Parish Council funds	Sage accounts package used, and a back-up is taken weekly by the Clerk. P&L, budget tracker and bank reconciliations presented monthly to Council An internal and external audit are carried out annually, as is a review of the Parish Council's Financial Regulations	Possible	Major	
Purchasing	Overspend on purchase	All purchases are approved in advance in accordance with Financial Regulations and noted on the budget tracker report. All invoices are processed by the Clerk and payments approved by two authorised signatories before payment is made	Possible	Major	
Precept	Adequacy of precept requirements Requirements not submitted to BBC in time Precept not received from BBC in time	Regular budget review by Full Council Precept should be considered by Council before the deadline - deadline should be ascertained from NFDC asap. The Clerk informs Council when the monies are received	Unlikely	Critical	
Income	Loss of income due to a decrease in usage of the cemetery	Charges for the Cemetery are reviewed bi-annually and ensured to be in line with other local facilities of the same kind	Unlikely	Severe	
VAT	Non-payment/reclaiming of VAT	VAT returns are sent to HMRC every 3 months	Unlikely	Major	
Budget	Overspend on services	Costs are closely monitored, and a budget tracker report is presented to Council monthly, but it is understood that the economy cannot be controlled	Possible	Major	

Petty Cash	Loss through theft or dishonesty	Petty cash is reconciled monthly and recorded in a cash book and on Sage.	Possible	Major	
Bank and Banking	Inadequate Cheques	The Parish Council's Financial Regulations set out the requirements for banking, cheques and reconciliation of accounts.	Unlikely	Severe	
	Bank mistakes/charges	The Parish Council bank accounts have five authorised signatories so in the event of loss of one, banking can still be carried out. In the case of losing one signatory, another is to be appointed immediately			
	Loss of signatories				
Online banking system	Theft of funds, incorrect payments, unauthorised payments	Payments are raised on the receipt of an invoice by the RFO. Payments raised via Unity Bank website using private passwords and usernames. RFO is unable to authorise payments – this must be done by 2 authorised signatories. Authorised signatories cannot raise payments. Payment date are set for the following working day after either Legal and Finance Committee or Full Council so that approval is made in advance, during council meetings. Payment date and banking reference number noted on invoice.	Unlikely	Critical	
Litigation	Potential risk of legal action being taken against the Parish Council	Public Liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against	Possible	Major	
Data Protection	Loss of data or breach of data protection regulations	Potential financial penalty in the event of a loss of data or breach. Risk mitigate through the council's data protection policy, privacy notice (website) and registration with the ICO.	Possible	Major	
Insurance	Being under-insured	A yearly review is carried out of the Parish Council's assets and needs.	Unlikely	Severe	
		Employers and Employee liability insurance is also in place			
Fidelity insurance	Theft of funds	Internal controls are in place so that no one person can access the Parish Council funds. Insurance coverage of £250000.	Unlikely	Critical	
Members Expenses	Overpaid expenses and tax implications	Mileage allowance is below the tax threshold. All claims for expenses must be passed by the RFO	Possible	Minor	
Reporting	Information not communicated	Budgets, profit and loss and bank reconciliations are reported to the Legal and Finance committee and to Full Council	Unlikely	Major	

Internal Audit	Review of systems and controls implemented by the Parish Council	The audit takes place annually with a verbal and written report. This should be independent and in confidence. Any recommendations received will be acted upon.	Possible (that there is a problem)	Major	
Stock	Loss of stock	The Parish Council has limited stocks; these are monitored	Unlikely	Minor	
Debt	Unpaid customer invoices	Regularly monitored with action taken as necessary	Unlikely	Minor	
Charges	Payments of charges, leases and rentals are over/under paid	Rent is accounted for in the Parish Council budget and reviews are undertaken on a 5-yearly basis	Unlikely	Minor	
Salaries	Salaries paid correctly	The Parish Council authorises the appointment of all employees through a committee. Salary rates are assessed periodically by the Personnel committee. A wage company allocates the salaries, tax and NI payments which are submitted to the Inland Revenue. Wages are paid by BACS with two signatories to the payroll company who then pays the staff by BACS transfer. Employees have a contract of employment and a job description. Wages are audited annually	Unlikely	Severe	
HMRC annual return	Paying and accounting NI and tax of employees' salaries	The payroll company completes and submits the employers annual return to the Inland Revenue within the prescribed timeframe	Unlikely	Severe	
Pension annual return	Paying and accounting for employee and employer contributions	The payroll company completes and submits the employer's pension annual return and contributions to Essex County Council within the prescribed timeframe	Unlikely	Severe	
Employees	Loss of key personnel	A Continuity Plan is in place in case of loss of key personnel or long-term illness	Possible	Severe	
	Actions undertaken by staff	Access to relevant publications and professional indemnity insurance is in place			
Assets	Loss or damage	An annual review of the asset register is undertaken	Unlikely	Minor	
Maintenance	Poor performance of assets	Assets at risk are identified and approved maintenance plans are in place	Possible	Major	
Meeting/Training Location	Adequacy	Meetings are held in Seymour Pavilion, Community Centre or Council Chambers	Possible	Severe	
	Health and safety	The meeting rooms are adequate from a health and safety, and comfort, perspective			

Paper/Computer files	Loss through fire	Paper filing is held in non-resistant filing cabinets within the Parish Council offices. The computers constantly back up the data into the Cloud and the whole computer system is monitored by an IT company. Critical burial records kept in a fire safe in the office. Historic records transferred to the Essex Record Office	Possible	Severe	
Health and safety	Accident	An annual review of the office's Risk Assessment is carried out	Unlikely	Critical	

What data?	Source of data?	<a href="#">Data sensitive?</a> <sup>[1]</sup>	Consent given? (i.e. opt-in)	Why kept?	Legal basis?	Length and nature of storage	Data checked for accuracy?	Data shared?	Risk	Likelihood	Impact	Risk Evaluation
Suppliers / contractors bank account	Supplier / Contractor	No	n/a	To pay invoices	Contractual necessity	On secure bank website for duration of contract	Monthly payment confirms accuracy	No	Bank account details will become known	Unlikely	Minor	
Photos on website	Councillors / employees	No	n/a	Publicity and transparency	Discharge of council's functions	For length of service	n/a	n/a	Photos may be used for illegal or nefarious uses	Unlikely	Critical	
Councillor names and addresses	Councillors	No	n/a	Publicity and transparency	Discharge of council's functions	For length of service on website, notice boards and in newsletter	n/a	n/a	Councillor details may be used for illegal or nefarious uses	Unlikely	Minor (as details already publicly known)	
Seymour hirers	Hirers	No	n/a	Communication and collect fees	Contractual necessity	Paper file and in diary	Yes, when booking secured	Internally between staff	Hirers details may be used for illegal or nefarious uses	Unlikely	Major	
Employee details	Employees	No	n/a	For payment of wages and expenses	Contractual necessity	For length of service	Monthly payment confirms accuracy	With payroll company	Employees details maybe used to gain access to employee accounts	Unlikely	Major (main risk is with payroll company)	
Burial plot owners	Owners	No	n/a	communication	Statutory obligation	Paper records kept indefinitely	No	No	Families maybe subject to nefarious contacts	Unlikely	Minor	
Non-councillor committee members contact details	Individuals	No	n/a	Communication	Discharge of council's functions	On IFPC secure server	n/a	Internally between staff and councillors	Non-councillor details may be used for illegal or nefarious uses	Unlikely	Major	
Recordings of online meetings	Zoom programme	No	Announcement at start of meeting, public able to remove video facility	For the accurate writing of the minutes	Discharge of council's functions	On IFPC server until minutes are written	n/a	No	Recordings may be edited and used to portray council or councillors negatively	Unlikely	Severe	

[\[1\] In terms of racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health conditions, genetic data or biometric data](#)

Description	Risk	Action/Notes	Likelihood	Impact	Risk Assessment
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. Trailing leads or cables are moved or protected. Staff keep work areas clear e.g. no boxes left in walkways, deliveries stored immediately	Possible	Major	
Manual handling	Staff risk injuries or back pain from handling heavy objects / deliveries	Heavy items are stored at an appropriate height. Staff are trained how to split loads and make them easier to handle. The handling of heavy objects is undertaken by two members of staff or slid along the floor. The Parish Clerk ensures that staff do not over-exert themselves when moving heavy objects.	Unlikely	Severe	
Asbestos	Staff and others carrying out normal activities are at very low risk providing the ACM is maintained in good condition.	As office is rented, landlord is responsible for the maintenance and has provided an asbestos report with the lease	Possible	Major	
Work equipment	Persons could be at risk of electric shock  Fire hazard	PAT testing will be carried out annually on all appliances with a 13amp plug.	Possible	Severe	
		Office block equipped with fire alarm			
		All new equipment checked before installing and staff trained in its use.			
		Staff to report any damage or defective equipment			
Computers, laptops and similar equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or improper use of from poorly designed workstations or work environments. Headaches or sore eyes can also occur if lighting is poor	New office furniture purchased in Oct 2016 that meets with requirements. New computer equipment purchased at the same time and set up to meet requirements. Office fully lit and bright.	Unlikely	Severe	
GDPR	Loss of personal data from the office and via emails by councillors and staff	Email procedure included in Communications and Social Media policy outlining the use of BCC replies. Audit of data undertaken annually on files held in the office. Sensitive information (staff files, bank accounts) held in RFO's locked desk drawer. All cabinets and office locked each night. No personal information left on desks overnight.	Unlikely	Severe	

Staff are sometimes required to work alone	Harassment by member of the public	Staff to leave details of visits from office and give a contact number. Office has buzzer system to prevent unwanted visits. All staff to have access to a mobile phone and office phones in case of emergency.	Unlikely	Severe	
	Risk of staff becoming incapacitated				
Fire	Serious injury or death due to fire	Fire extinguishers tested annually Evacuation procedure in place via front entrance and tested by management company	Unlikely	Severe	
Consequential Loss due to the unforeseen actions of third parties	Causing a risk of disruption to the PC through denial of Software (not only the purchased/leased software, but also freeware). Or Information (not just electronic media (databases, files in PDF, Word, Excel, and other formats), but also in paper and other forms). Or Outsourced services – e.g., legal services, gardening, contracting, or cleaning services, but also online services like Dropbox or Gmail	All electronic data is duplicated and held in the cloud. Secure offsite location holds necessary duplicates All documentation/processes that are paper based and not shredded as part of the document retention policy are regularly scanned and held as per electronic data. Short term process are in place to take over from unexpected stoppage of contracted or outsourced services.	Possible	Major	

Description	Risk	Action/Notes	Likelihood	Impact	Risk Assessment
Committee meetings	See Office Risk Assessment	See Office Risk Assessment	Possible	Major	
Site visits	Site specific hazards	Obtain site induction where possible	Possible	Major	
Site visits	Site specific hazards	Site Regulations must be adhered to	Possible	Major	
Site visits	Site specific hazards	Take notice of all signage and adhere to all instructions	Possible	Major	
Site visits	Persons may slip, trip or fall on uneven/worn surfaces or be hit by falling debris	<p>To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc</p> <p>Hard hats and appropriate footwear and clothing must be worn at all times whilst on a construction site</p> <p>If going to site, Councillors to arrange in advance with the builders and comply with appropriate H&amp;S requirements</p>	Possible	Severe	
Site visits	Persons may not be seen easily by vehicles on site	To wear appropriate PPE equipment (high visibility clothing, protective eyewear/footwear, gloves, hard hat etc)	Unlikely	Severe	



Description	Risk	Action/Notes	Likelihood	Impact	Risk Assessment
Overall site	General upkeep	Cemetery inspected by the Facilities committee annually to note works required	Possible	Major	
		Regular inspection of site by Assistant Clerk and Parish Caretaker.			
		Regular inspection by the grounds maintenance contractor.			
Cemetery location	Collision with vehicle when leaving the cemetery	Extreme caution to be taken when entering or leaving the cemetery parking area. Ensure that you have clear sight both ways when exiting. Consider leaving the car park going left and turning at the village green.	Possible	Severe	
Driving – Lawn mowers, hearses, funeral vehicles, mechanised diggers, Contractors vehicles	Accidents from moving vehicles	Only authorised vehicles allowed in the cemetery.	Unlikely	Severe	
		Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public			
Operating equipment i.e. Grass and hedge cutting and mechanised digger	Fire or operating incidents	The Parish Council employs reliable and competent contractors and uses recognised grave diggers and Funeral Directors	Unlikely	Severe	
		Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public			
Lychgate	Falling roof tiles or flints, broken windows – possible injury to visitors	Inspection of the Lychgate every year by the Facilities Committee and regular checks by staff and contractors when on site	Possible	Major	
Headstones	Leaning over – may fall and cause injury	Push Test (terminology) – if headstones are leaning 45-degrees, if possible, lay them down	Unlikely	Major	
Graves	Subsidence Open Graves	Topped up under contract. Assistant Clerk visits the site at least monthly and advises contractor of subsidence	Possible	Severe	
		Open graves to be clearly marked			
		Grave digger to visually check for members of the public when working on site. Graves to be dug on the morning of the burial and filled in immediately after			
Burial or internment Service	Falling, tripping, sprains, strains, injuries, cuts, bruises from falling on uneven ground.	The Parish Council employs reliable and competent contractors and uses recognised grave diggers and Funeral Directors	Unlikely	Severe	
		Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public			
Grounds	Uneven ground due to wildlife	All grounds are maintained by a contractor who also carries out safety checks on-site (re pests, litter etc) and reports back to the Parish Council	Unlikely	Minor	
Hedges and overhanging branches	Injury	Contractor will trim back as and when required under contract	Possible	Major	
Paths	Slips and trips	Paths cleared as part of the annual grounds maintenance contract	Possible	Severe	
		Parish Council maintains public liability insurance for £10m			

		Uneven surfaces to be reported to the Clerk			
Trees	Broken/falling	Annual tree inspection by professional arboriculture company with recommended works undertaken within advised timetable.	Possible	Major	
		Contractor regularly checks and remedial action is taken by the Parish Council, as required			
Weed killing	Chemical burns / breathing problems	The Parish Council ensures that this function is carried out professionally by competent contractors	Unlikely	Severe	

Description	Risk	Likelihood	Impact		Mitigation - Action/Notes
Pedestrian safety	Collision with vehicle in Star Lane, or crossover from Summerfields to Stonegate	Unlikely	Severe		Access points are gated and remain closed to prevent incursion and easy pedestrian access to roadway Dog-leg barrier installed in path
Benches and litter bins	Theft, vandalism or damage	Quite Often	Major		Councillors and contractors to check and report issued to Clerk Litter bins to be firmly fixed and visually inspected when being emptied
Grass cutting and grounds maintenance	Members of the public being injured by machinery or debris	Unlikely	Critical		Contractor to be fully insured and to undertake visual assessment prior to commencing work and to be aware always of the public nature of the site. If appropriate, area to be cordoned off during work
Paths	Public slipping or tripping over Parish Council assets	Possible	Major		Councillors and contractors to monitor and report issues to the Clerk Hazards to be marked and roped off if possible
Walls and fences	Injury to public due to poor maintenance	Possible	Major		Visual checks by Councillors and contractors and issues reported to Clerk for prompt action
Lighting	Inadequate lighting leading to trips / falls	Unlikely	Major		Councillors and contractors to report lighting not working. Clerk to either pass on to ECC or arrange the repair of parish owned lighting
Children's play area	Public by Vandalism	Possible	Major		Play area inspected weekly by the Parish Council, litter-picked weekly by contractors and annually inspected by RoSPA. Faults remedied by the Parish Council
	Broken glass	Quite Often	Minor		
	Graffiti	Possible	Major		
Whole area	Dog fouling	Quite Often	Major		No dog warden at Brentwood Borough Council
Pond area	Drowning	Unlikely	Critical		'Deep Water' warning signage in place. Paths to be regularly cut and kept clear to prevent, where possible, trip hazards
Two closed churchyards	Leaning headstones	Unlikely	Severe		Push Test (terminology) If headstones are at 45-degrees, they are to be laid down, if possible
	Uneven grounds / subsidence	Possible	Major		Grounds monitored monthly for evidence of subsidence and appropriate action is taken
Ground	Uneven due to wildlife	Possible	Major		Grounds maintained by contractor and cricket club who also carry out safety checks (i.e. pests, litter etc) The Parish Council is to take any necessary action
Hedges and overhanging branches	Injury	Possible	Major		Contractor to take remedial action, as and when instructed by Parish Council
Trees	Breaking/falling	Possible	Severe		Annual inspection undertaken by qualified arboriculture company and Facilities Committee action any works required.  Councillors to visually inspect trees and report issues to Clerk  Contractor to take remedial action, as and when instructed by Parish Council

Drug use	Injury from sharps	Unlikely	Severe		Councillors and contractors advised not to deal with sharps unless they have protective equipment and to report to the police
Site security	Incursion	Unlikely	Severe		All gates to remain locked unless in use. Locks to consist of heavy-duty chain and 5 digit combination

Description	Risk	Likelihood	Impact		Action/Notes - Mitigations	Action by who?
Installation of Market Place Christmas Tree	Tree falls over during installation – injury to contractors, staff and members of the public	Possible	Major		Tree to be erected using correct machinery and over a weekend outside of business hours	JPB
					All contractors and staff on site to have adequate insurance	JPB, SE and IFPC
					Tree to be installed in a specific civic tree stand designed to hold a 20ft tree securely	JPB to source
	Installation of electrical supply to the tree – injury to contractors, staff and members of the public	Possible	Major		Tree stand to be weighted with ballast and oak sleepers	JPB
					Electrical supply from a tested outdoor socket already in place to be provided overhead to the tree via a catenary wire. Wire to be fixed to a vertical pole, bolted to the tree stand.	SE
					LED lighting used with low level voltage	SE and IFPC
				Supply to a 'dry box' to ensure that sockets and plugs are weather protected	SE	
				Strings of lights to be PAT tested	SE	
Installation of High Street Christmas Trees	Trees installed along the High Street in brackets above shop fronts, falls upon public or contractor falls installing tree.	Possible	Major		Bracket to be tested before installation to ensure it is secure	JPB
					Tree to be bolted into bracket using D Clamps	JPB
					Tree to be dressed in-situ	JPB
					Tree to be connected to the power supply	JPB
	Testing of electrical supply and lights - contractor is electrocuted or tree lights cause electrical fault	Unlikely	Severe		Installation to take place outside business hours and contractors to work in pairs	JPB
					External and internal power sources to be tested to meet safety requirements and repairs undertaken if required before trees are installed	SE
				Testing to take place outside business hours and contractors to work in pairs	SE	
During festive period	Market Place tree becomes loose or falls on public	Unlikely	Severe		Daily visual inspection by Parish Caretaker, Staff and Parish Councillors to ensure security of tree. Issues to be directly reported to the Parish Clerk for action by contractors. Regular weather checks to be undertaken by IFPC for high winds.	IFPC then JPB and/or SE
	Electrical supply for all trees fails or causes electrical faults	Unlikely	Minor			
	High Street Christmas Trees become loose or fall on public	Unlikely	Severe			
	Market Place Christmas tree – trip hazard	Unlikely	Major		Security fence to be erected around the tree and secured. Daily visual inspection by Parish Caretaker, Staff and Parish Councillors. Issues to be directly reported to the Parish Clerk for action by contractors	IFPC then JPB and/or SE
	Market Place Christmas Tree - vandalism	Possible	Major		Daily visual inspection by Parish Caretaker, Staff and Parish Councillors to ensure security of tree. Issues to be directly reported to the Parish Clerk for action	IFPC then JPB and/or SE
Dismantling of all trees	Removal of the trees, risk of a tree falling on public or contractor being hurt by fall or electrical fault. Lights and trees not being disposed of correctly.	Unlikely	Severe		Trees to be removed from the High Street and Market Place outside of business hours	JPB
		Unlikely	Minor		Lights to be re-boxed and ballast, sleepers and fencing to be moved to the Lychgate for storage. Decorations that are being kept to be removed from the Market Place tree and stored at the Lychgate.	JPB
		Unlikely	Major		Electrical components to be disconnected and stored at the Lychgate.	JPB
		Unlikely	Minor		Trees to be disposed of appropriately. (JPB has waste carriers' licence)	JPB