

South Ferriby Parish Council Risk Assessment

This document was reviewed May 2018 (14051/ACM10c)

Adopted 14th May 2018

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Bus Shelters	Maintenance of Bus Shelters	Maintenance is carried out by NLC	Quarterly	N/A	N/A	
	Design & Position	Accountability rests with NLC	As and when	N/A	N/A	
	Cleaning of Bus Shelters	Cleaning contract managed by NLC. Shelter cleaned twice a month	Monthly	Low	Low	1
	Vandalism	1. Shelter checked regularly for damage. 2. Regular liaison with local enforcement agencies. 3. Appropriate action would be taken against offenders.	Weekly	Low	Low	1
	Failure to collect Advertising Income	Shelters are not designed to accommodate advertising	Annually	N/A	N/A	
	Provision of adequate insurance cover	Risks reviewed annually by Parish Clerk for insurance purposes and appropriate action taken. Bus shelter currently covered by SFPC insurance policy.	Annually	Low	Low	1
	Absence of Highway Authority Licence.	Accountability rests with NLC	Annually	N/A	N/A	

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Code of Conduct	Failure to maintain /Update Register of Interests/Gifts	1. Annual review of register of interests. 2. Agenda item at each meeting for personal and prejudicial interests.	Annually	Low	Low	1
	Failure to disclose personal interests	1. Annual review of register of interests. 2. Agenda item at each meeting for personal and prejudicial interests.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Computing	Crash of IT System	1. Automatic daily backup provided online by KnowHow Cloud storage. 2. Antivirus software installed and regularly updated. 3. Monthly backup to external hard drive kept at Chairman's home.	Annually	Low	Low	1
	Loss/damage arising from unauthorised use.	1. Responsibility for security of equipment rests with the Parish Clerk.	Annually	Low	Low	1
	Loss arising from theft/misappropriation	1. Access restricted to Parish Clerk.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Container	Personal Injury	1. Anti-vandal paint to discourage climbing on roof. 2. Signage advising of risk of climbing on roof.	Monthly	Medium	Medium	
	Maintenance of Container	Maintenance is carried out by SFPC	As & when	N/A	N/A	
	Signage	Warning signage (including notification of anti-vandal paint).	As & when	N/A	N/A	
	Position	Accountability rests with SFPC	Annually	N/A	N/A	
	Vandalism	1. Container checked regularly for damage. 2. Regular liaison with local enforcement agencies. 3. Appropriate action would be taken against offenders. 4. Anti-vandal paint to discourage climbing on roof. 5. Records kept/maintained as appropriate.	Weekly	Low	Low	1
	Provision of adequate insurance cover	Risks reviewed annually by Parish Clerk for insurance purposes and appropriate action taken. Container currently covered by SFPC insurance policy.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Council Meetings	Personal Injury	1. Health and safety aspects are managed by an external body, the Village Hall Committee. Records kept by Secretary, Sandra Fisher.	Annually	Low	Low	1
	Failure to meet statutory duty	1. All members are notified of meetings by way of summons and agenda by Clerk. 2. Public notices are posted as prescribed. 3. Meeting are quorate and attendance records are maintained by Clerk. 4. Proceedings are minuted, minutes are signed by the Chairman and filed by Clerk.	Annually	Low	Low	1
	Access	1. Access is available to all in accordance with legislation. 2. Adequate provisions for Disablement & Disability 3. Specific area set aside for Press & Public at all meetings, as appropriate.	As and When	Low	Low	1
	Security	1. Local enforcement agencies can attend meetings. 2. Health and safety aspects are managed by an external body, the Village Hall Committee. Records kept by Secretary, Sandra Fisher.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Council Property and Documents	Loss of assets	1. The Clerk has responsibility for the effective security of all assets. 2. An Asset Register is in place updated as required, and reviewed annually. 3. Adequate and appropriate insurance cover is held.	Annually	Low	Low	1
	Legal Liability as a result of Asset Ownership	1. Adequate Public Liability Insurance is in place.	Annually	Low	Low	1
	Loss / Damage to Civic Regalia	None held.	As and When	N/A	N/A	
	Failure to effectively process documents	1. Responsibility for the maintenance of effective control of documentation rests with the Parish Clerk. 2. Secure website for Councillor use only. See also policies: FOI, Data Protection, Model Publication Scheme. Clerk has Certificate of Local Council Administration (CiLCA). Members of ERNLLCA. Clerk member of SLCC. Annual Clerk Appraisal.	As and When	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Data Protection	Breach of Confidentiality	1. South Ferriby Parish Council is registered under the Data Protection Act with the ICO.	As & When	Low	Low	1
		2. Confidential data relating to the employee is held by the employee only.				
		3. GDPR compliant with appropriate documents and policies adopted.				

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Employment of Staff	Inability to recruit	1. Membership of ERNLLCA who will provide support and advice on recruitment processes as required. 2. The Council has one part time employee only.	As and when	N/A	N/A	
	Inability to retain staff	1. The Council has one part time employee only.	Annually	N/A	N/A	
	Loss of key staff	1. Membership of ERNLLCA to offer help and advice. 2. Develop operations manual for specific procedures 3. Clerk is member of SLCC and has a copy of the Clerk's manual	Quarterly	Low	Low	1
	Lack of Training	1. Staff appraisal to be scheduled in August/September annually. 2. A defined training policy is in operation.	Annually	Low	Low	1
	Lack of Employee motivation/efficiency	1. The Parish Clerk has a job description. 2. Staff appraisals to be scheduled in August/September annually. 3. Appropriate staff records are held by the Clerk. 4. A defined training policy is in operation.	Annually	Low	Low	1
	Attacks on Personnel	1. The Parish Clerk works from home. 2. Appropriate insurance cover is in place.	Annually	Low	Low	1
	Failure to comply with Employment Law	1. A contract of employment for the Parish Clerk is in place. 2. An annual review of the Clerk's contract of employment is to be scheduled for August of each year. 3. Membership of ERNLLCA ensures timely communication of legislative changes. 4. The necessary training to fulfil requirements is undertaken.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Financial Management	Failure to keep proper financial records	<ol style="list-style-type: none"> 1. The Clerk has been appointed the Council's Proper Financial Officer. 2. Appropriate standing orders and financial regulations in place that are subject to periodic review. 3. Independent internal audit is undertaken annually. 4. The Clerk gives monthly financial reports to Council. 	Monthly	Low	Low	1
	Poor Financial Management	<ol style="list-style-type: none"> 1. Responsibility for the management of the financial affairs of the council rests with the Parish Clerk. 2. Standing Orders/Financial regulations are reviewed annually. 3. An effective budgetary control/financial reporting system is in place. 4. An internal audit is undertaken annually. 	Annually	Low	Low	1
	Failure to set a precept within sound budgeting arrangements	<ol style="list-style-type: none"> 1. Clerk and Councillors collaborate to ensure sound budgeting arrangements. 2. Presentation to Council follows an agreed timetable. 3. Precept is set as a result of a full report detailing requirements for the forthcoming year for all heads of income/expenditure. 4. Adequacy of all balances and reserves reviewed monthly to ensure that effective budget monitoring is in place. 	Monthly	Low	Low	1
	Loss of money through theft/misappropriation.	<ol style="list-style-type: none"> 1. No cash is handled by the Parish Clerk 2. Clerk and Councillors collaborate to ensure sound budgeting arrangements. 3. Presentation to Council follows an agreed timetable. 	Monthly	Low	Low	1
	Failure to comply with Inland Revenue Regulations	<ol style="list-style-type: none"> 1. The Clerk as the only employee of the Council has an income below the tax and NI contribution threshold 	As and When	Low	Low	1
	Failure to comply with Customs & Excise Regulations	<ol style="list-style-type: none"> 1. The Parish Council have no VAT requirement. 2. VAT claims are completed and submitted on a regular basis. 3. All claims are reconciled to cashbook. 	Quarterly	Low	Low	1
	Failure to ensure proper use of funds under specific powers / S137	<ol style="list-style-type: none"> 1. All expenditure under section 137 is separately recorded in the cashbook. 2. Total expenditure does not exceed the statutory limitation for the council. 3. All grant applications are complete and fully supported prior to submission to committee/council. 4. All approvals are properly recorded in council minutes. 5. Ensured that no alternative statutory authority is available. 	Quarterly	Low	Low	1
	Failure to maintain an effective payments system.	<ol style="list-style-type: none"> 1. The Clerk has responsibility for control of expenditure. 2. All payments are supported by an invoice. 3. All details are checked and the payment entered into a cashbook. 4. All payments to be approved by council and recorded in the minutes. 5. All cheques are signed by at least two authorized members. 6. Signatories endorse the cheque counterfoils and check payments against invoices/. 7. All expenditure is subject to sound budgetary control. 	Quarterly	Low	Low	1
	Failure to maintain record of council assets.	<ol style="list-style-type: none"> 1. The Parish Clerk has responsibility for the maintenance of asset register. 2. All acquisitions/disposals are accurately and promptly recorded. 3. Playground equipment is checked monthly by a Councillor, presented to Council & report filed by Clerk. 	Annually	Low	Low	1
	Incurring expenditure without proper legal authority	<ol style="list-style-type: none"> 1. The Parish Clerk to record powers for any unusual item of expenditure. 	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Land	Personal Injury	1. Volunteers engaged in repair and maintenance are supervised by a member of the Council. 2. Appropriate warning signs etc. are in place. 3. Any risks to the public are minimized and eliminated wherever possible. 4. An accident book is kept. 5. Adequate insurance cover is in place	Annually	Low	Low	1
	Maintenance of fences, hedges, gates, footpaths etc.	1. The Clerk has responsibility for maintenance and ensures that a planned programme is in place. 2. Regular inspections and maintenance work are undertaken by Councillors.	Annually	Low	Low	1
	Security of equipment	1. Equipment e.g. tennis nets etc is stored in winter in the container. 2. An asset register is maintained and regularly updated.	Annually	Low	Low	1
	Maintenance of furniture	1. The Clerk is responsible for maintenance and ensures that a planned programme is in place. 2. There is a regular inspection of seats etc. and the Clerk maintains adequate records of any work undertaken. 3. The Clerk will arrange for prompt repairs to damage.	Monthly	Low	Low	1
	Unauthorised access/trespass	1. There is open access to all Council owned or maintained land	Annually	N/A	N/A	
	Maintenance of land including grass cutting	1. The Clerk holds responsibility for maintenance and ensures that a planned programme is in place.	Annually	Low	Low	1
	Vandalism	1. Regular liaison with local law enforcement agencies to discuss preventative strategies. It should be noted that there is currently some low level of vandalism in the area.	Annually	Low	Low	1
	Fly tipping	1. Regular inspection of area by Councillors. 2. Any tipping reported to unitary authority for action. 3. Very low incidence of problems.	Annually	Low	Low	1
	Inadequate budget provision	1. All anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1
	Failure to review rents and other charges	1. The Clerk ensures that an annual payment of rent is made.	Annually	N/A	N/A	
	Failure to collect income	1. No rental income	Annually	N/A	N/A	
	Maintenance and Security of Deeds of ownership etc.	1. Responsibility for security rests with the Parish Clerk 2. Deeds and relevant documentation are held by the Clerk. 3. A copy of each deed is held for administrative purposes.	Annually	Low	Low	1
	Maintenance of Asset Register	1. Responsibility for maintenance of the asset register rests with the Parish Clerk. 2. All purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Litter	Failure to empty	1. Responsibility rests with NLC. 2. Local monitoring and reporting processes are in place.	Monthly	N/A	N/A	
	Inappropriate location of litter bins	1. Locations reviewed and agreed with unitary authority.	Annually	N/A	N/A	
	Vandalism/theft/damage	1. Responsibility rests with NLC. 2. Local monitoring and reporting processes are in place.	Annually	N/A	N/A	
	Unauthorised Fly posting/nuisance.	1. Responsibility rests with NLC.	Annually	N/A	N/A	
	Inadequate insurance cover	1. Responsibility rests with NLC.	Annually	N/A	N/A	
	Inefficient service provision	1. Responsibility rests with NLC. 2. Local monitoring and reporting processes are in place.	Monthly	N/A	N/A	
	Inadequate budget provision	1. Responsibility rests with NLC.	Annually	N/A	N/A	

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Meetings of the Council	Disability & Discrimination Act	1. All conditions of the Act as they affect service provision are met. 2. Clerk regularly updated by ERNLLCA	Annually	Low	Low	1
	Failure to meet statutory duty on meetings	1. All notices are posted in the prescribed places 3 clear days prior to any meeting, 2. All Councillors are notified of Meetings by way of a summons and agenda, 3. Minutes of all meetings are taken, approved and a copy kept.	Monthly	Low	Low	1
	Failure to report Council business in Minutes	1. The Clerk ensures proper, timely and accurate recording of council business in the minutes. 2. All minutes are approved and signed and master copies securely maintained.	Monthly	Low	Low	1
	Failure to comply with new Regulations /Legislation	1. A proper training policy is in place. Training is provided on a needs basis and planned for in the budget 2. Continue membership of appropriate local/national organisations - ERNLLCA and SLCC. 3. Continue to subscribe to appropriate publications - The Clerk, ERNLLCA newsletter.	Monthly	Low	Low	1
	Failure to respond to the elector's wish to exercise its rights	1. The Clerk ensures councillors are aware of Electors' Rights and follows procedures for dealing with enquiries. 2. Full use is made of noticeboards, web sites and newsletters.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
M.U.G.A.	Personal Injury	<p>1. The Clerk has responsibility for the regular inspection of the M.U.G.A. although this is undertaken by a Councillor and records maintained.</p> <p>2. An annual inspection and report is undertaken by a suitably qualified independent professional. Must conform to the requirements and recommendations of BS EN 15312:2007 'Free Access Multi-Sports Equipment'.</p> <p>3. The Clerk ensures the inspection timetable is adhered to and the report completed.</p> <p>4. Any maintenance or repair required is promptly undertaken.</p>	Monthly	Low	Low	1
	Inadequate insurance cover	1. All relevant risks are reviewed annually and included in the council's insurance policy	Annually	Low	Low	1
	Inadequate maintenance of records	1. Proper records of all complaints/injuries are maintained. An accident book is kept for the purpose.	Annually	Low	Low	1
	Inadequate budget provision	1. All service requirements are detailed in annual budget process.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Newsletters (if operational)	Non production of newsletter	1. Drafting and editing is undertaken by a member of the Council who ensures production	Quarterly	Low	Low	1
	Failure to deliver	1. The newsletter is personally delivered to villagers' homes by Parish Councillors and/or the Clerk.	As and When	Low	Low	1
	Failure to collect income from advertising etc	The newsletter is an information leaflet and does not include any advertising.	As and When	N/A	N/A	
	Defamation	1. The content of any newsletter is reviewed by Council. 2. Advice is sought in relation to the inclusion of any potentially sensitive material from ERNLLCA. 3. Adequate insurance cover is held.	As and when	Low	Low	1
	Failure to meet statutory obligation re non - political content	1. The content of any newsletter is reviewed by Council. 2. Advice is sought in relation to the inclusion of any potentially sensitive material from ERNLLCA.	As and when	Low	Low	1
	Failure to meet minimum requirement for quality status	1. The content of any newsletter is reviewed by Council. 2. Advice is sought in relation to the inclusion of any potentially sensitive material from ERNLLCA.	As and When	Low	Low	1
	Inadequate budget provision	1. Production costs are allowed for in the annual budget review	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Open spaces	Personal injury	1. Volunteers engaged in repair and maintenance are fully trained in health and safety management. 2. Sites are inspected on a regular basis. 3. Appropriate signage is in place where necessary. 4. Risks to the public are minimized and eliminated wherever possible. Up to date training records maintained by Clerk. 5. The Council holds adequate insurance cover. 6. An accident book is held to log any injuries sustained.	Annually	Low	Low	1
	Property Maintenance	1. The Clerk is responsible for all assets and undertakes appropriate training. 2. Contracts are in place for regular maintenance i.e. grass cutting and gardening etc. 3. Assets are regularly inspected by Council members. 4. Maintenance records are kept up to date.	Monthly	Low	Low	1
	Stock control	No stock held relating to land	Annually	N/A	N/A	
	Vandalism	1. Some antisocial behaviour/vandalism currently. 2. Regular liaison with law enforcement agencies to discuss preventative strategies.	Monthly	Low	Low	1
	Fly tipping	1. Regular inspection of area by Councillors. 2. Any tipping reported to unitary authority for action. 3. Very low incidence of problems.	As and When	Low	Low	1
	Pollution	1. Carry out regular site inspections. 2. Maintain record of any complaints received and instigate prompt action where appropriate. 3. Liaise with local enforcement agencies	Monthly	Low	Low	1
	Failure to review charges	No charges in place.	Annually	N/A	N/A	
	Failure to collect all income due to the council	No rental income	Monthly	N/A	N/A	
	Inadequate budget provision	1. All anticipated costs are provided for in budgetary process.	Annually	Low	Low	1
	Absence of agreements with users, permits etc	1. There is open access to all Council owned or maintained land.	Annually	N/A	N/A	
	Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances.	1. Volunteers engaged in repair and maintenance are supervised by a member of the council.	Quarterly	Low	Low	1
	Injury to public or employees as a result of defective vehicles or machinery.	1. Volunteers engaged in repair and maintenance are supervised by a member of the council.	Quarterly	Low	Low	1
	Protection of manual workers from health risks associated with the land.	1. Volunteers engaged in repair and maintenance are supervised by a member of the council.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Play Areas	Personal Injury	<p>1. The Clerk has responsibility for the regular inspection of play areas, equipment and surfaces although this is undertaken by a Councillor.</p> <p>2. An annual inspection and report is undertaken by a suitably qualified independent professional.</p> <p>3. The Clerk ensures the inspection timetable is adhered to and the report completed.</p> <p>4. Any maintenance or repair required is promptly undertaken, including removal of unsafe equipment if required.</p>	Weekly	Low	Low	1
	Inadequate insurance cover	1. All relevant risks are reviewed annually and included in the council's insurance policy	Annually	Low	Low	1
	Inadequate maintenance of records	1. Proper records of all complaints/injuries are maintained. An accident book is kept for the purpose.	Annually	Low	Low	1
	Inadequate budget provision	1. All service requirements are detailed in annual budget process.	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood
Pond	Personal Injury	1. Any risks to public are minimized and eliminated wherever possible.	Monthly	Low
		2. Drowning - small children (water depth no more than 1ft) although it is noted that children can drown in 3 inches. 2. Adequate insurance is in place.		Medium
	Maintenance	Maintenance is carried out by SFPC. H&S guidelines to be followed when clearing pond and site.	As & when	Low
	Signage	Not required by insurance.	n/a	n/a
	Fencing	No fence.	n/a	n/a
	Vandalism	1. Pond checked regularly. 2. Regular liaison with local enforcement agencies. 3. Appropriate action would be taken against offenders.	Monthly	Low
Provision of adequate insurance cover	Risks reviewed annually by Parish Clerk for insurance purposes and appropriate action taken. Pond currently covered by SFPC insurance policy.	Annually	Low	

Impact	RiskValue
Low	1
Medium	3
Low	1
Low	1
Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Shelters & Seats	Vandalism	<ol style="list-style-type: none"> 1. Very low incidence of antisocial behaviour/vandalism. 2. Regular liaison with law enforcement agencies to discuss preventative strategies. 	Annually	Low	Low	1
	Inadequate maintenance of shelters & seats	<ol style="list-style-type: none"> 1. The Clerk has responsibility for maintenance. 2. Seats etc. are regularly inspected by councillors and prompt repairs are made by appropriately trained and qualified contractors or volunteers. 3. Arrangements are made promptly to remove /replace dangerous equipment as required. 4. The Clerk maintains records of repairs and maintenance. 	Annually	Low	Low	1
	Provision of inadequate standard of seating.	<p>Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers.</p> <p>Ensure that all prospective donors are provided with copy of policy</p> <p>Carry out inspection of all seating prior to acceptance.</p> <p>Arrange secure installation.</p>	Annually	Low	Low	1

Function	Hazard	Hazard	Review	Likelihood	Impact	RiskValue
Use of Strimmer	Personal Injury - Operative	Training, with records available. Correct PPE to be worn, First Aid Kit to be available in vehicle. Strimmer never to be left unattended. Be aware of the general public. Stop strimming if members of the public approach the working area.	Annually	Medium	Medium	3
	Flying Debris - operatives and general public	Check before using strimmer and remove any loose debris. Check area for stones or other material and remove. Strimming to be carried with back toward traffic where and when it is safe to do so Remain vigilant to the public at all times. Eye protection at all times during this operation. Ensure works are clearly signed for the benefit of the public.	at the time	Medium	Medium	3
	Striking of hidden objects, stones, manhole covers etc. operatives and general public	Visual check of area for any stones, raised manhole covers, old posts etc.	at the time	Medium	Medium	3
	Unauthorised use - general public	Strimmer never to be left unattended.	at the time	Low	Low	1
	Noise - operatives and general public	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure. Reduce exposure by physical distancing if possible.	at the time	Low	Low	1
Damaging surface laid electricity cables/ communication cables with Strimmer	Electric Shock, burns, fatality / Disconnection of service	Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate stats company immediately.	at the time	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Telephone Kiosk (Defibrillator maintained by NLC)	Personal Injury	1. Any risks to public are minimized and eliminated wherever possible. 2. Adequate insurance is in place.	Annually	Low	Low	1
	Maintenance	Maintenance is carried out by SFPC	As & when	Low	Low	1
	Vandalism	1. Kiosk checked regularly for damage by volunteer with records maintained. 2. Regular liaison with local enforcement agencies. 3. Appropriate action would be taken against offenders.	Monthly	Low	Low	1
	Provision of adequate insurance cover	Risks reviewed annually by Parish Clerk for insurance purposes and appropriate action taken. Kiosk currently covered by SFPC insurance policy.	Annually	Low	Low	1

Risk Assessments - May 2018.xlsx

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Town and Country Planning	Security of records	<ol style="list-style-type: none"> 1. All Council decisions regarding planning applications are recorded in the minutes. 2. No separate register is held due to the very low number of applications. 3. Outcomes are logged on a register held by the unitary authority. 	Annually	Low	Low	1
	Maintenance of register/records	<ol style="list-style-type: none"> 1. All Council decisions regarding planning applications are recorded in the minutes. 2. No separate register is held due to the very low number of applications. 3. Outcomes are logged on a register held by the unitary authority. 	Annually	Low	Low	1
	Failure to meet consultation deadlines	<ol style="list-style-type: none"> 1. A low volume of planning applications is received by the Council. 2. All applications are reviewed by the Council. 3. Where necessary, the Parish Clerk liaises with the Planning Authority for an extension. 	Annually	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Village Signs	Failure to obtain necessary approval.	1. The Clerk is responsible for ensuring necessary approval is granted. 2. Applications are submitted to the Highway Authority.	As and when	Low	Low	1
	Inadequate maintenance.	1. The Parish Clerk is responsible for maintenance. 2. Signs are regularly checked by councillors. 3. Repair / replacement of signage is arranged as necessary.	Quarterly	Low	Low	1
	Inadequate budget provision	1. Provision for repair and maintenance is made in the annual budget. 2. Requirements for new signage is costed within project budgets.	Annually	Low	Low	1
	Vandalism	1. Signs are regularly checked by councillors. 2. Very low incidence of antisocial behaviour/vandalism. 3. Monthly liaison with law enforcement agencies.	Monthly	Low	Low	1

Function	Hazard	Control	Review	Likelihood	Impact	RiskValue
Web Sites (public & secure)	Insurance	1. Appropriate insurance cover is held by council.		Low	Low	1
	Availability of Software tools to build and manage site	1. Software tools are purchased as required	As and when	N/A	N/A	
	Risk arising from use of unlicensed software	1. Only properly licensed software is used	Annually	N/A	N/A	
	Dependence upon an individual	1. Expertise is provided on a needs basis. 2. Information is added to the public website by Kyanite Consulting.	Annually	Low	Low	1
	Loss of Data/ Inability to access backup	1. A back-up copy of web content is held by the website designer and is updated on a regular basis.	Monthly			
	Inadequate control of web site	1. The Clerk is responsible for ensuring adequate control of the website.	Annually			
	Risk arising from poor design / appearance of web site	1. The Clerk ensures that design is undertaken by suitably qualified and experienced operators and the council is provided with full details prior to implementation where appropriate.	As and when			
	Failure to meet needs/expectations of visitors to site.	1. The Clerk is responsible for the design and development of the site. 2. A record is kept of all views, comments, complaints received. 3. The Clerk undertakes monthly reviews of the website, with third parties where appropriate and initiates agreed changes/improvements where necessary. 4. The Clerk maintains dialogue with site visitors where appropriate.	Annually			
	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually			
	Non conformance with the Data Protection Act	When posting information to web site, or storing personal information, the Clerk ensures that permissions are in place and the eight principles of data protection have been followed: The data must be: fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Low	1
	Lack of motivation for continued management of website		Quarterly	Low	Low	1
	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly			
	Lack of visibility of visitor numbers.	1. Website statistics are available to council on request. 2. Examination of detail is an integral part of the review process.	Annually	N/A	N/A	
	Compromise of copyright by inclusion of website links or frames.	1. The Clerk ensures that links to other web sites do not infringe copyright.	Annually	N/A	N/A	
	Confusion arising from links to external websites	1. The Clerk aims to make all links to other websites clear.	Annually	N/A	N/A	
	The placing of information on site that may put people at risk.	1. The Clerk aims to ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	Low	1
	Risk arising from paid advertising	1. The Clerk ensures that all advertisements comply with Advertising Standards and set pricing and conditions have been set. 2. The Clerk is responsible for ensuring that advertisers are aware of the Terms & Conditions, including a refund policy should any advert be withdrawn from display. 3. The Clerk aims to ensure that provision is included to deal with advertising proving unreliable or offensive and there is the capability for rapid removal of such material from the website.	Annually			
	Ownership and Control of Universal Resource Locator (URL)	1. The Clerk to the Council is listed as registrant of the website. 2. The Clerk ensures that hosting charges and domain renewal charges are met by council. 3. The Clerk holds full details of web address, account name, user name and password to manage the web address.	Annually			
	Content	1. Clerk has delegated powers to maintain site and agree content. 2. Individual members are encouraged to visit site and pass comments to the Clerk.	As and When	Low	Low	1