Churchill Parish Council - Risk Assessment & Management Plan

Risk Rating Matrix

	A possibility of death, major injury, major damage or loss of property or equipment.	**B**	**C** minor injury or minor damage to property or equipment
1 Extremely Likely			
2 Likely			
3 May but unlikely			

ASSETS					
Protection of the Council's physical assets	2A	Parish Council	Buildings insured for all risks and theft (Community Club, clock tower, shed at allotment). Street furniture insured. Office equipment insured. Kept in clerk's home. Skate Park, play area and trim trail equipment insured. Weekly checks of two defibrillators and skate park, play area and trim trail equipment	3B	Keep adequacy of insurance cover under review annually.
Maintenance of buildings	2B	Parish Council	Parish Council responsible for the Community Club, Clock Tower shed at allotment.	3C	Keep adequacy of insurance cover under review annually.
Security of buildings	2A	Parish Council	Parish Council responsible for security of Community Club. CCTV and entry controls in place. 6 monthly maintenance check and annual fee.	3C	
Burial Ground Safety	2A	Parish Council	Weekly safety check completed by Parish Orderly Maintenance requests raised to clerk for action.	3C	
Allotment site	1C	Parish Council	Two sites purchased in 2012. Quarterly checks made by Chairman of the Parish Council and clerk and reported to the Allotments and Open Spaces Committee.	1C	
Recreation Ground and Ladymead Lane Play Area and Skate Park Including risks to Users.	1A	Parish Council	Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a competent person (clerk). Quarterly inspections carried out by GB Sport and Leisure. Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector.	2B	

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Risks to third parties from Council assets	1A	Parish Council	Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 5 yearly electrical safety testing carried out/gas checks yearly. Tree inspection carried out every 3 years by a qualified tree surgeon Risk assessments of individual events/activities carried out. Annual inspection of grit bins, benches, dog bins & planters by parish orderly	2B	
OTHER RISKS					
Employer liability/ Compliance with employment law	2B	Parish Council	Insurance in place. Membership of ALCA/NALC.	3C	
Safety of Staff					
Legality of the Council's actions	2B	Parish Council	Membership of ALCA Professional advice when required. Appropriate training for Clerk/members.	3C	
Loss of financial or personal data through cyberattack or software failure	2A	Parish Council/ Parishioners	Cloud backups, hard drive back ups,antivirus software, secure passwords, staff training, two-factor authentication where available.	2C	
System failure or data breach affecting financial transactions or bookings	2B	Parish Council	Contracts in place with software providers. Cloud-based daily backups	3C	Include software providers in annual risk review
Use of AI tools for admin tasks may result in inaccurate content, unintended bias, or lack of appropriate oversight.	2C	Parish Council / Staff / Public	AI tools are only used for administrative drafting, not decision-making. All AI-generated content is reviewed and approved by the Clerk (or appropriate officer) before use. No personal or sensitive data is entered into AI tools. Content is tailored and fact-checked to ensure alignment with Council policies and tone.	3C	Keep staff updated on ethical and privacy considerations as use evolves.

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Contracts – compliance with law/ensuring value for money	2B	Parish Council/ Parishioners	Standing Orders and Financial Regulations in place and reviewed annually. Procurement processes must comply with the Procurement Act 2023 and the Local Government Transparency Code 2015.	2C	
Use of contractor's various injuries, etc.	2A	Parish Council/ Parishioners & Contractors	Contractor to have public liability insurance cover of £1 million. All contractors asked for Health and Safety Policy. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities. All electricians used are NICEIC registered, and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Work of all contractors is monitored by the Clerk/.Councillors	2B	
Use of contractors Incomplete / unsatisfactory workmanship	2B	Parish Council	All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed.	3C	
Use of Volunteers	2B	Parish Council/ Members of the council	10 million public liability provided by Parish Council to cover activities by volunteers. Adequate risk assessments.	3C	
Probity of Parish Councillors	2B	Parish Council Reputation	Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually. To provide the NSC Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.	3C	