BLADON PARISH COUNCIL RISK ASSESSMENT MARCH 2025						
Risk No.	**Description of risk**	**Impact**	**Chance score (LS) (1-3)**	**Impact score (IS) (1-3)**	**Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9**	**Response - (management of risk)**
A.	**ASSETS**					
1.	**Relevant to All Assets in this Section**					
i	Personal Injury to children or other members of the public	• Claim against council for compensation • Possible closure of facilities • Council reputation at risk	1	3	3	Minimise risk by: - • Ensuring regular maintenance of all equipment and facilities; • Monthly or depending on asset regular inspections by Clerk with faults recorded in an incident log for action. • Where appropriate, an annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	No insurance cover for legal liability	• Additional cost of claims against the council not covered by insurance	1	1	1	• Insurance coverage in force inc. Public Liability • Level of insurance reviewed as part of the annual renewal.
iii	Actions in the incident log not actioned	• Increased risk of personal injury • Facilities out of commission longer than acceptable • Council reputation at risk	1	1	1	• Incident log to be shared with councillors and reviewed at each meeting
2.	**Recreation Ground**					
i	Damage to or defects emerging in Muga	• Risk of personal injury • Claim against Council • Out of commission • Unusable until repaired • Additional costs for repairs	1	3	3	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Ad hoc faults also reported to Clerk by School throughout year. • Annual RoSPA inspection. • Repairs reported to PC at meeting. • Regular sweeps by EnTout Cas. • Regular weed control sprays. • Signs erected re footwear and safe use. • Surface under guarantee. • Insurance in place inc. public liability. Level of insurance reviewed as part of the annual renewal.

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ii	Damage to or defects emerging in playground equipment	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	3	3	• Monthly inspections by Clerk with faults recorded in an incident log for action. Inspections in line with Playdale inspection reports. • Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. • Woodchip surface weeded and raked over at least monthly, to ensure all equipment has adequate safety surface beneath. • Annual RoSPA inspection. • Proposed annual inspection by Playdale (equipment provider). • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iii	Damage to the toe boards around the Petanque pitch	• Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Defects in the equipment in the outdoor multi-Gym	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Outdoor multi-Gym used by under 14 year olds	• Risk of personal injury • Claim against Council	1	2	2	• Signage erected indicating age restriction. • Clear delineation from children's play area. • Clarification given to Bladon Primary School re age restriction. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
vi	Damage to wildflower meadow and/or orchard	• Spoil the enjoyment of the facility • Additional cost to reinstate planting	1	1	1	• Regular inspections by Clerk with faults recorded in an incident log for action. • Maintenance including annual flail mow to allow for disbursement of seeds. • Monitoring of progress of meadow and orchard.

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vii	Damage to or defects emerging in the playing field area, including the football pitch	• Risk of personal injury • Claim against Council • Damage may restrict use • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Regular maintenance of areas, including grass cutting • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
viii	Damage to furniture	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ix	Damage to fences, hedging or trees	• Spoil the enjoyment of facility • Additional costs to reinstate planting • Additional costs for repairs	1	1	1	• Regular inspections by Clerk with faults recorded in an incident log for action.
x	Unsafe paths and entrance area (Tripping hazard)	• Risk of personal injury • Claim against Council	1	2	2	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Path near MUGA needs to be resurfaced • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
3.	**Cemetery**					
i	Damage to wall & gates	• May partially block public access • May prevent funerals from taking place • Additional cost for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action.
ii	Loss or damage to the noticeboard or bench	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.

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iii	Unsafe memorials	• Risk of personal injury • Claim against Council • If owners do not carry out repairs, an additional cost to the council for repair/removal	1	2	2	• Monthly inspections by Clerk and reported to owner for immediate action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Unsafe paths and car park area (Tripping hazard)	• Risk of personal injury • Claim against Council	1	2	2	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Financial mismanagement of cemetery fees received	• Cemetery fees not accounted for • Financial loss to Parish. • Prosecution may be required. • Loss of reputation	1	3	3	• Dedicated Councillor reconciles Cemetery accounts & record books 6 monthly. • Cemetery fees income report to council meetings
4.	**Pump House**					
i	Damage to the fabric of the Pump House	• Risk of personal injury • Could potentially cause a road traffic accident. • Claim against Council • Additional cost for repairs	1	2	2	• Regular inspection by clerk with faults recorded in an incident log for action. • Creation of a maintenance schedule • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
5.	**Bladon Bus Shelter**					
i	Damage to the fabric of the shelter	• Risk of personal injury • Claim against Council • Inconvenience if no shelter	1	2	2	• Regular inspection by clerk with faults recorded in an incident log for action. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	Graffiti	• May cause offence • Additional cost for cleaning	1	1	1	• Regular inspection by clerk with faults recorded in an incident log for action.

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6.	**The Green**					
i	Damage to the noticeboard, posts and bench	• Risk of personal injury • Claim against Council	1	2	**2**	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
7.	**Pebble Alley**					
i	Unsafe path and railings (Slipping hazard)	• Risk of personal injury • Claim against Council	1	3	**3**	• Monthly inspections by Clerk of path and railings • Weed control 3 times a year or more if necessary. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal
8.	**Brook Lane**					
i	Risk of tripping	• Risk of personal injury • Claim against Council	1	1	**1**	• While the parcel of land is rented out, the risk is passed to the lessee • Ensure lease passes on the risk to lessee. • Ensure lease requires regular maintenance by lessee
ii	Non-payment of rent	• Council may suffer minor financial loss (£4 per year) • Need to take action for payment. • Need to terminate the lease	1	1	**1**	• Ensure payment request is made to lessee annually. • Income to be reported at council meeting
B.	**SERVICES**					
9.	**Pavement /Road Gritting**					
i	Gritting of pavements and/or roads	• Risk of personal injury to the public • Risk of damage to private property	1	2	**2**	• Clerk to monitor salt bin levels and ensure that they are maintain at adequate levels and have shovels or bucket and scoop available. • Spare salt held at the Recreation Ground • Salt spreaders available.

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10.	**Grass & Hedge Cutting of Common Areas inc Recreation Ground & Cemetery**					
i	Damage caused while grass & hedge cutting of the common areas inc. Rec Ground and Cemetery	• Risk of personal injury • Risk of damage to private property • Risk damage to council property including trees and hedging	1	2	**2**	• Make public liability a requirement of any contract. • Clerk to monitor contractor's performance. • Advise contractor on any activities taking place at the rec ground or cemetery to limit risk of personal injury
11.	**Consultations**					
i	Missing deadlines for response	• Non-reaction could impact the local community	1	2	**2**	• Clerk circulates all consultations received. • Planning response deadlines add to the application register. • Deadlines diarised. • Extraordinary meeting to be called if needed
12.	**Electors' Right of Inspection of Financial Records**					
i	Failure to inform of right; or to conform with statutory requirements	• Electors denied transparency. • Council would receive a qualified audit report. • Damage to Council's reputation/loss of trust	1	2	**2**	• Deadline for submission diarised • RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • Annual posting of audit notice on public noticeboards & on Parish Council Website
13.	**Financial Records including Legal Powers**					
i	Failure to comply with statutory requirements	• Council would receive qualified audit report. • Damage to Council's reputation	1	1	**1**	• RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • All financial information reported to full Council monthly. • All expenditure approved monthly by full Council. • All payments including s.137 payments minuted. • All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. • Three yearly review of the internal auditor.

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ii	Illegal activity or payment	• Overspending beyond or outside authority • Failing to obtain necessary quotes or estimates. • Failure to follow tender process. • Council would receive a qualified audit. • May lead to prosecution. • Damage to Council's reputation	1	3	3	• Annual review of Financial Regulations and Standing Orders • All financial information reported to Council monthly. • All expenditure approved monthly by full Council. • All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500 • All payments including s.137 payments minuted. • All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. • Three yearly review of the internal auditor.
14.	**Members' Interests**					
i	Failure to disclose	• Abuse of position • Corruption • Damage to Council's reputation	1	1	1	• Councillor's declaration of interests completed as part of the election process. • At each meeting councillors are asked to declare interest for items on the agenda and these are minuted.
15.	**Minutes**					
i	Are they accurate, legal, safe?	• Would mislead the public. • Would hinder transparency	1	1	1	• Minutes produced and checked by Councillors before subsequent meeting, reviewed and signed at that meeting. • Draft minutes available on website. • Approved minutes made available on the PC Website • Signed hard copies of minutes archived at County Records Office.
16.	**Precept**					
i	Precept set at the wrong level	• Council may be underfunded if too low. • Unable to provide services to the community if too low. • Unacceptable increase in reserves if set to high	1	1	1	• Budgetary processes included in Financial Regulations • Budget discussed and set and precept agreed by full council. • Budget is monitored and reported quarterly to the full Council

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17.	**Reserves**					
i	May be inadequate	• Council unable to cover 50% of precept.	1	1	1	• Level of reserves considered during budgetary process. • Reviewed by RFO and reported quarterly to full Council. • Reserves only held for identified reasons
18.	**Projects**					
x	Disputes with contractors	Time-consuming & stressful for PC; may be costly; may affect use of some or part of the facility.	1	1	1	Insurance cover in place.
xi	Ongoing Project management	Inadvertent negligence by PC; delays to a project	1	2	2	Professional indemnity insurance cover is in place; professional advice from any contractors will be sought prior to and during all work
19.	**V.A.T.**					
i	Incorrect claims	• Failure to recoup the correct value of V.A.T • Loss of income	1	1	1	• RFO claims VAT refunds throughout the year. • VAT claim reported full Council at next meeting.
20.	**Security of Funds - Fraud, Theft/ Embezzlement; Abuse of Credit Cards**					
i	Fraud, Theft/ Embezzlement; Abuse of Credit Cards	• Reduction in available funds to provide services. • Council not insured for risk. • May lead to prosecution. • Damage to Council's reputation	1	1	1	• All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500. • Authorised signatories for payments kept under review. • Council has no cash dealings. • Council currently has no debit cards. • Monthly financial reports submitted to full Council and included within minutes, which are posted on the website. • Councillor with responsibility for finance reviews bank statements and bank reconciliation quarterly. • Quarterly bank reconciliations presented to full council. • All councillors can have read-only access to the bank account. • Relevant insurance in place. Level of insurance reviewed as part of the annual renewal

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21.	**IT Systems**					
i	Failure of system; Possible hacking.	• Loss of all information • Disclosure of confidential information to third parties	1	3	3	• Ensure adequate security protection is maintained • Documents backed up on OneDrive • Clerk provided with council laptop • Passwords not shared with others • Private emails not to be used for council business, all councillors and clerk have a council email address
22.	**General Data Protection Regs 2018**					
i	Personal data used inappropriately	• Revealing personal information about individuals inappropriately • Fine for failure to comply. • Damage to Council's reputation	1	2	2	• Privacy Policy adopted March 2022. • All personal information held by the Council is kept confidentially and not disclosed other than with express prior permission of individual. • Personal information used only for the purposes for which it was obtained save with similar permission.
23.	**Reputation**					
i	Actions by or at the instruction of Councillors or Council employees that could harm the PC's reputation	• Damage to Council's reputation • Lack of community's trust in the Council	1	2	2	• All monthly PC meetings open to the public. • Ensure transparency in all dealings, including at meetings and in minutes. • Maintain confidentiality other than in cases where legally required. • PC Website and Facebook page containing public information and complying with transparency code. • Public noticeboards updated regularly
24.	**Meetings**					
i	Inappropriate behaviour at meetings	• Harassment of Councillors or Clerk by other attendees	1	3	3	• Unacceptable Behaviour Policy adopted. • Code of Conduct Policy adopted. • Relevant policies to be reviewed annually.
24.	**Clerk**					
i	Absence of Clerk through ill health	• Administration of council suffers. • Submission deadlines could be missed. • Reduction of local services to residents.	1	3	3	• Sickness & Absence Policy in place • Clerks Handbook to be created

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ii	Inefficiency; or over-reaches authority;	• Administration of the council suffers • Submission deadlines could be missed • Legal regulations may not be followed. • Reduction of local services to residents • Financial errors impacting the services • PC's reputation suffers	1	3	3	• The following policies have been adopted: Disciplinary, Grievance, Sickness & Absence, and Training & Development. • Job description to be reviewed periodically • Training needs identified and training provided at the cost to the council • Annual appraisal of Clerk • Close day to day working involvement with Councillors • Reporting of any concerns of or about the Clerk to designated Personnel Councillor. • Clerk's handbook to be created.
25.	**Councillors**					
i	Councillors feel overwhelmed or isolated and without support	• Loss of efficiency • Disruption to smooth running of Council with knock-on impact on residents; • Councillors may resign. • Residents may be deterred from becoming a councillor • Ultimately Council may become inquorate and unable to function.	1	3	3	• New Councillors offered training by external bodies • Ongoing training encouraged, fully funded by PC. • Clerk provides administrative support. • Reporting in confidence of any concerns to designated Personnel Councillor – see also Grievance & Unacceptable Behaviour Policies.