

Nocton Parish Council Risk Assessment

No.	Hazard	Control	Review	Likelihood of occurrence	Impact on Council	Risk Value	Action required (>3)
Administration (A)							
1	Failure to disclose DPI	Ensure all council members are aware of their responsibilities	Annually	low	Medium	2	
2	IT Failure	Ensure regular backup of data. Ensure proper maintenance of equipment Arranged dualaccess to records and Accounts	Annually	low	High	3	
3	Failure to meet statutory duty	Ensure all members are notified of meeting by way of summons and agenda Ensure all public notices are posted. Ensure meeting quorate and maintain attendance records Complete minutes of proceedings. Minutes to be signed by Chairman. Keep copy on file	Monthly	low	medium	2	
4	Security	Define policy for security of staff, members, premises and equipment Maintain liaison with local enforcement agencies.	Annually	Low	High	3	
5	Personal injury	Ensure appropriate regulations/controls are in place to minimise risk to employees, members and the public Ensure defined standards are being maintained. Ensure that the council has appropriate insurance.	Annually	Low	High	3	
6	Failure to comply with employment law	Issue contracts of employment to all employees. Awareness of legislation. Where necessary arrange training.	Annually	Low	Medium	2	
7	Failure to maintain effective financial records	Determine responsibility for maintenance of financial records Adhere to council financial regulations. Complete budget reconciliation	Monthly	Low	High	3	

8 Website meets all
regulatory requirements

Determine responsibility for regular inspection and update

Annually

Low

Low

1

Arrange dual access and training

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Village Green (VG)							
1	Access	To ensure pedestrian access is clear and obstruction free.	Monthly	Low	Low	1	
2	Trees unsafe or diseased	Village Keeper awareness and reports	Monthly	Low	Medium	2	
3	Personal injury	Ensure all risk the public is minimized and eliminated where possible by appropriate risk assessments Maintain records of training. Maintain record of injuries.	Annually	Low	Medium	2	
4	Seating	Furniture is maintained and inspection is carried out on a regular basis.	Annually	Low	Low	1	
5	Dog Fouling	Provide dog bins and waste bags. Appropriate signage. Enforce dog fouling laws.	Annually	Medium	Low	2	

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The Hub (H)							
1	Inadequate maintenance of records	To ensure that proper records of all faults/complaints/injuries are maintained	Annually	Low	Medium	2	
2	Inadequate budget provision	Ensure services required are detailed in annual budget process.	Annually	Low	Medium	2	
3	Inadequate insurance cover	To include all relevant risks on the council's insurance policy.	Annually	Low	Medium	2	
4	Personal Injury	<p>Define responsibility for regular inspections of play areas/equipment/play surfaces.</p> <p>Arrange periodic inspection and report by Hub Manager.</p> <p>Ensure that the inspection timetable is adhered to.</p> <p>Maintain records of all inspection /maintenance.</p>	Monthly	Low	Medium	2	
5	Dogs	Dogs have conditional access Appropriate signage.	Annually	Low	Low	1	
6	Theft	CCTV	Annually	Low	Medium	2	

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Hub Car Park (CP)							
1	Access	Suitable signage to restrict parking to Hub users Obstructions are not allowed to block access routes.	Annually	Low	Low	1	
2	Fire Assembly	Emergency exits appropriately signed. Assembly points signed	Annually	Low	High	3	
3	Liability for Damage to Parked Cars	Insurance cover Suitable signage	Annually	Low	Low	1	
4	Repair Costs	Provision in Budget	Annually	Low	Low	1	

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Street Lighting and External Infrastructure (I)							
1	Poor maintenance	Inspect and report faults regularly	Annually	Low	Medium	2	
2	Repair and Maintenance Costs	Maintenance and repair fund	Annually	Low	Medium	2	
4	Electricity/Gas/Drainage services Failures	Electrical installation, regular checks and maintenance to be carried out by qualified professionals. Drainage, repair on failure	Annually	Low	Medium	2	
Approved by Nocton Parish Council at their meeting on 21st March 2023 Minute No.12							Next Review: 2024