

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.1.01	Democratic Representation and Management	Failure to comply with legislation and/or regulations	Council	Compliance and Financial	4	1	4		Councillor's handbook issued to all councillors when they take office. Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct, in place and reviewed regularly. Town Clerk/Deputy Clerk attends professional conferences / seminars. Town Clerk/Deputy Clerk holds CILCA	Standing Orders and Financial Regulations reviewed March 2026. Next review due in 2027.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.02	Democratic Representation and Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council	Compliance and Financial	2	1	2		Town Clerk is CILCA qualified. Procure notes in place for production, distribution and publication of agendas and minutes.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council	Compliance	2	1	2		Council business widely publicised through Stotfold News, social media, published agendas, website Town Clerk holds regular meetings with Chair/Deputy Chair to discuss Council Business. Briefing held with all Chairs of Committees for regular project updates. Regular Bulletin to all Councillors with updates.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council	Compliance	2	1	2		Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council, Councillors	Compliance	3	1	3		Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	Compliance	1	2	2		Adopted Strategic Plan reviewed regularly by Committees and annually by Town Council KPIs reported on website	Regular review of strategic plan	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council	Financial, compliance and operational	4	1	4		Council sets an annual budget. Level of reserves agreed by Council during budget process. RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves	Medium to Long Term Financial Budget to be adopted	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council	Financial, compliance and operational	3	1	3		Regular Income & Expenditure report provided to Council with quarterly report to Committees on variances. Regular budgetary control reviews undertaken by Responsible Financial Officer Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.		Town Clerk / Finance Officer	Mar-26	Mar-27

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1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council	Financial, compliance and operational	4	1	4	High	Financial Records: Financial management system (Rialtas) in place together with office procedures. Two councillors approve payments (excluding payroll). All bank payments uploaded by Finance Officer. Income received kept securely and banked regularly. Official receipts issued for cash at reception. Payroll: Software to calculate PAYE Staff returns collated by Finance Officer and draft payslips reviewed for consistency. Payments checked to pay slips by Town Clerk. Standing Orders, Financial Regulations and Internal Control Policy in place. Monthly bank reconciliations prepared by Finance Officer, signed off by Town Clerk and a councillor who is not on the bank mandate, which is minuted at Governance & Resources Committee Income and expenditure reviewed against budget regularly and reported quarterly to Council. Internal Audit review procedures and sample check transactions.	Written office financial procedures to be put in place. Fidelity Insurance in place, reviewed by Internal Auditor Deputy Clerk to undertake FILCA Town Clerk to undertake FILCA	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council	Financial, operational	4	1	4	High	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to	Medium to Long Term Financial Budget to be adopted	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council	Finance and Compliance	2	3	6	Medium	Standing Orders, Financial Regulations and Internal Control Policy in place. Payments require authorisation by Town Clerk or Finance Officer. Internal Audits conducted.	Written procedures to be adopted.	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council	Financial and compliance	4	1	4	High	VAT – returns completed quarterly by Finance Officer online via RBS system. Finance system accounts for VAT on purchases and sales. PAYE / NIC calculated by Payroll software. Reviewed and signed off by Town Clerk monthly		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council	Financial and compliance	4	1	4	High	Annual review of VAT situation by professional company to ensure non compliance	Annual partial exemption review to be undertaken at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.08	Financial Management	Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council	Public Liability/Financial	4	1	4	High	Insurance held with Allianz and reviewed annually Insurance checked by Internal Auditor Asset register reviewed annually Deeds stored by Council Solicitor.	Property revalued every 5 years. Last revaluation 2025.	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.09	Financial Management	Financial risk to 3 rd Party in connection with service provision e.g., through loss of information.	Council and third parties	Financial	2	1	2	High	Leases & licences kept by Council Solicitors Insurance in place		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council	Financial and compliance	4	1	4	High	Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually.		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.11	Financial Management -Banking	Conveyance of cash / cheques to bank. Injury / death / mugging / theft	Council, Employees	Financial	3	1	3	High	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank. Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity. Delivery of services is compromised	Council and employees	Financial and operational	3	3	9	Medium	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage, mobile phone app for office phones	Consider Business Continuity Insurance including key personnel insurance	Town Clerk	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council	Financial and compliance	3	2	6	High	Employment contracts with notice period. Monitor sickness absence and perform regular staff appraisals. Stress Management Policy		Town Clerk	Mar-26	Mar-27
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council	Financial and compliance	2	2	4	Medium	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Town Clerk	Mar-26	Mar-27
1.3.03	Staffing & Employment	Loss of key staff.	Council	Operational	3	2	6	High	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Review staff development training. Consider key worker insurance	Town Clerk	Mar-26	Mar-27
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, employees	Financial and operational	2	2	4	Medium	All staff have job descriptions which are regularly reviewed Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Consider key worker insurance	Town Clerk	Mar-26	Mar-27
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, employees	Financial and operational	2	1	2	Medium	Job descriptions for all officers and regular staff appraisal scheme.		Town Clerk		
1.3.06	Staffing & Employment	Inadequate training.	Council	Financial, compliance, delivery and operational	2	2	4	Medium	Staff appraisal identifies training needs. Council sets annual training budget. Staff offered local and national courses and conferences according to job description.		Town Clerk	Mar-26	Mar-27
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council, employees	Financial and compliance	2	1	2	Medium	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, employees	Financial and compliance	2	2	4	Medium	Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy.		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.09	Staffing & Employment	Health & safety.	Council, Employees	Financial and compliance	2	2	4	Medium	Annual review of health and safety policy by Governance and Resources Deputy Clerk and Open Spaces Officer hold IOSH Managing Safety First Aid at Work trained staff Fire wardens appointed		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, employees	Financial, compliance, legal	2	1	2	Medium	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Town Clerk	Mar-26	Mar-27
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, employees	Financial and compliance	3	2	6	High	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk and a written incident form completed. Staff handbook includes a driving policy.	Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, staff, Council	Financial and compliance	2	1	2	Medium	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Town Clerk	Mar-26	Mar-27
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, employees, councillors, suppliers, public	Financial and compliance	2	2	4	Medium	Legal and important documents are stored in fire proof cabinet in archive room. Insurance in place Cloud based document storage Hardware and software updates regularly IT contract in place	IT contract due to renewal July 2026	Town Clerk	Mar-26	Mar-27
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users	Financial and operational	3	3	9	High	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Town Clerk	Mar-26	Mar-27

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1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council, public	Financial and compliance	2	2	4		Freedom of Information Policy Adopted Subject Access Procedure Adopted		Town Clerk	Mar-26	Mar-27
1.4.04	Information, Website & Social Media	Major IT failure	Council, employees, councillors, suppliers, public	Financial, Compliance, Operational	2	2	4		Server backed up in the cloud. Contract with IT provider for support. Password protection	Monitor hardware and software to ensure fit for purpose.	Town Clerk	Mar-26	Mar-27
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, public	Compliance and operational	2	2	4		Web pages updated regularly Periodic review of website contents.		Town Clerk	Mar-26	Mar-27
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, public	Compliance and operational	2	1	2		Domain name and owned by Town Council. Three year contract awarded for website		Town Clerk	Mar-26	Mar-27
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, public	Compliance and operational	2	1	2		Domain name and owned by Town Council. 3 year contract held for hosting website		Town Clerk	Mar-26	Mar-27
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's	Council, public	Compliance and operational	2	1	2		The Town Clerk approves all social media posts. Access password controlled.		Town Clerk	Mar-26	Mar-27
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council	Financial	2	1	2		The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair.		Town Clerk	Mar-26	Mar-27
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council, public	Compliance	2	2	4		Parental consent forms collected prior to image capture.		Town Clerk	Mar-26	Mar-27
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public	Financial & Compliance	2	2	4		Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		Town Clerk	Mar-26	Mar-27
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public	Compliance & Operational	2	1	2		All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent.		Town Clerk	Mar-26	Mar-27
1.4.13	Disclosure of personal, financial, and contractual information	Data breach	Council, Employees, Public, Contractors	Financial and compliance	2	2	4		Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices.	Ongoing review re. personal / sensitive data and retention of documents.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
	Inappropriate storage of data	Financial loss							Data is also stored on password protected files.	Councillors and employees to be updated in accordance with any changes to GDPR guidelines.			
	Loss of hard copy data	Fines/prosecution							GDPR training given to employees.	Sensitive data to be deleted on a regular basis when no longer needed.			
	Loss of electronic data								GDPR training given to councillors Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider.				
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors	Financial and compliance	2	1	2	security software on all IT with regular updates Council email address in use and each account is password protected Data retention policy for emails		Town Clerk/Deputy Clerk	Mar-26	Mar-27	
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council	Financial, compliance, operational	2	1	2		Capital assets are recorded on the financial asset register, if appropriate. Specific buildings have regularly maintained intruder alarms. Insurance cover in place for buildings and larger assets Asset Management Policy in place including regular inspection regime in place.	All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land.	Town Clerk/Deputy Clerk	Mar-26	Mar-27

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1.5.02	Premises & Assets (general)	Injury or death to person	Council, public	Financial, compliance and operational	2	2	4	High	Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.	Condition survey should be put in place on a regular basis.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
		Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user							Fire risk assessments in place for buildings – subject to two yearly reviews.	Asbestos register to be reviewed in line with current legislation.			
									Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.	Review of risk assessments for each property to be undertaken.			
									CCTV in outside areas of Greenacre Centre saved to hard drive.	Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.			
									Insurance cover in place. Asset Management Policy in place including regular inspection regime in place. Repairs and maintenance budgets in place.				
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	Council,	Financial, compliance and operational	2	1	2	High	Changes in legislation and environmental regulations monitored. Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.	5-yearly rebuild valuation	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council	Financial and compliance	1	2	2	High	Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements.		Town Clerk	Mar-26	Mar-27
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council	Financial and compliance	1	2	2	High	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically.	Town Clerk/ Finance Officer	Mar-26	Mar-27
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, service users	Financial and operational	1	2	2	High	Equipment regularly maintained.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.	Town Clerk/ Deputy Clerk	Mar-26	Mar-27
									Maintenance budget in place PPE provided and to be worn by staff	Review / put in place risk assessments to ensure safe usage.			
1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, service users	Financial and operational	1	2	2	High	Equipment regularly maintained.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.	Town Clerk/ Deputy Clerk	Mar-26	Mar-27
									Maintenance budget in place. Weekly, quarterly and annual inspections undertaken with records kept for 21 years.	Review / put in place risk assessments to ensure safe usage.			
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets	Council, service users	Financial and compliance	2	2	4	High	Asset Management Policy in place including regular inspection regime in place.	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
		Gradual deterioration and long-term costs higher than necessary							Maintenance budget in place for regular programme of works	Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets			
		Reputational risk, unexpected expenses incurred.											
1.6.01	General Public	Damage or injury to members of the public.	Council, employees, councillors, public	Financial and compliance	3	2	6	High	Health and safety policy in place, reviewed annually and updated by consultant Events risk assessments undertaken and reviewed by Town Clerk prior to event. Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually. All activities / services have up to date risk assessments in place. These are reviewed after the activity/event and annually Staff have risk assessment training		Town Clerk/Deputy Clerk	Mar-26	Mar-27

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1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public	Financial & Compliance	2	2	4		Councillors made aware of risk management by adoption of risk management. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by Town Clerk before publication. Council signed up to Civility & Respect Project. Staff training, equipment maintenance and purchase budgets in place, continued service review		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.6.03	Customer Satisfaction	Poor service to customer	Council, public, staff	Financial and compliance	2	1	2		Customer Care Policy adopted				
1.7.1	Allotments	Grounds Maintenance Contract	Council, tenants, employees, contractors	Compliance and operational	2	1	2		Grounds maintenance contractor has adequate PLI and RAMS		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.2	Allotments - Security	Theft, loss of equipment	Council, tenants	Compliance and operational	2	2	4		Sites are padlocked Tenants advised not to keep valuables on site		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.3	Allotments - Legionella	Risk of legionella	Council, tenants	Compliance and operational	2	2	4		Contract in place for water testing Water turned off from October-March	Tenants warned of risk of legionella	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.4	Allotments - Bonfires	Burns	Council, tenants	Compliance and operational	2	2	4		Rules in allotment handbook on bonfires		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.5	Allotments - Structures	Injuries from collapse	Council, tenants	Compliance and operational	2	2	4		Permission needed from Council for installation of structures Structures inspected as part of regular inspection		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors	Compliance, Financial, Operational	2	3	6		Council advises all contractors of any known hazards prior to contractors starting work. Asbestos Register in place	Asbestos inspection, plan and register to be put in place urgently.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors	Financial and compliance	2	2	4		All contractors are reviewed prior to being employed and references taken when appropriate. Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed. Work of all contractors is monitored and where appropriate records kept.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors	Compliance	1	2	2		Council to advise all contractors of fire procedures when they start work. All contractors and visitors sign in/out of community centre.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors	Compliance	1	2	2		All parties are aware of the necessity to maintain a safe working environment.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.9.01	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity Loss of council reputation, loss of public support	Council, public	Compliance and operational	1	2	2		Council has Biodiversity Policy which is reviewed regularly. All reports have an implications section which includes Biodiversity section.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.10.01	Cemetery - Stability of headstones/memorials	Injury due to poor maintenance	Visitors, councillors, employees, contractors	Financial and compliance	2	3	6		All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated Town Rangers to undertake informal visual inspections during their visits to the Cemetery.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked. Formal procedure to be adopted for memorial maintenance etc. Programme of inspections and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk assessment in place and competent member of staff undertake inspections	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27

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1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, employees, contractors	Compliance	1	2	2	Medium	Visual inspection of buildings bi-monthly 5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects No asbestos on site	Condition survey undertaken November 2023	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors	Compliance	1	2	2	Medium	Responsibility of contractor to follow relevant procedures. PLI and RAMS held for contractor	Funeral directors contract grave digging with third party	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors	Compliance	1	2	2	Medium	Regular budgeted figure for tree surgery 3 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors	Compliance	2	2	4	Medium	Regular inspections of condition of footpaths. Annual maintenance budget. Salt main routes when weather is icy		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors	Compliance	2	2	4	Medium	Carry out regular visual inspection of mast compound and report any defects to operator		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors	Compliance	2	2	4	Medium	Carry out annual inspection of lighting conductor by competent contractor		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors	Compliance	2	2	4	Medium	Signs in situ - dogs on leads Bins provided		Town Clerk/Deputy Clerk/Amenities Team Leader/GM Contractor	Mar-26	Mar-27
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors	Compliance	2	2	4	Medium	Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used.		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors	Compliance	2	3	6	High	Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence.		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Council, Public employees	Compliance	1	2	2	Medium	Update burial register regularly and ensure forms completed correctly		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.12	Cemetery -memorial, interment, and plot purchase	Reputational damage	Council, Public, employees	Compliance	2	2	4	Medium	Procedure in place for exhumation of ashes/burials		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.13	Cemetery - Exhumation	Reputational damage	Council, Public, employees	Compliance	1	2	2	Medium	Ensure invoices are sent out at time of burial/purchase		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	High	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	High	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors	Compliance	2	3	6	High	Dogs prohibited from play areas Signage prohibiting dogs from play areas in place. Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors	Compliance	2	3	6	High	Consideration of public safety when considering planting scheme in play areas		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	High	Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	High	Regular inspections of areas. Reporting procedure in place.	Screen off damaged area. Prompt remedial action	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	High	Spread salt/grit on paths during icy weather		Town Clerk/Deputy Clerk	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors	Compliance	2	3	6		Regular inspection of surfaces and maintenance to remove hazard		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6		Regular inspection of conditions, recorded by competent person. Defects repairs asap.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors	Compliance	2	3	6		Unauthorised use monitored. Council responds to complaints/reports from employees and public if concern raised about		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors	Compliance	2	3	6		Work carried out by competent contractor or staff throughout the year; contractor provides PPE.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.04	Car park, fixed furniture, benches etc	Injury	Public, Staff, Contractors	Compliance	1	1	1		Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.05	Car Park – Height Barrier	Damage to vehicles/injury	Public, Staff, Contractors	Compliance	1	2	2		All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.06	Car Park – Lighting	Damage to vehicles/injury	Public, Staff, Contractors	Compliance	2	3	6		Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.07	Car Park – Traffic movements	Vehicle Collision/injury	Public, Staff, Contractors	Compliance	2	3	6		Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6		Drains regularly cleaned; sitting water noted and order for professional drain clearance issued;		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.14.01	Corporate - Medium to Long Term Financial Sustainability	Failure to maintain adequate Medium Term Financial Planning arrangements and reserve levels to meet known and anticipated asset maintenance, replacement and capital project commitments may result in service disruption, inability to deliver statutory functions or unplanned borrowing requirements.	Council, Public	Financial, reputational	3	3	9		Annual budget setting process; earmarked reserves; quarterly budget monitoring; internal audit review.	Development and annual review of Medium Term Financial Plan; annual assessment of reserve adequacy in relation to asset lifecycle liabilities and capital commitments.	Town Clerk	Mar-26	Mar-27
1.14.02	Corporate - Asset Failure / Infrastructure Liability	Failure of ageing infrastructure within council-owned buildings, open spaces or cemetery facilities may result in service disruption, health and safety risk or reputational damage to the Council.	Council, Public	Financial	3	3	9		Asset inspections; maintenance schedules; compliance checks (fire, Legionella, asbestos); insurance cover.	Development of Planned Preventative Maintenance programme linked to financial planning and capital reserves.	Town Clerk	Mar-26	Mar-27
1.14.03	Corporate - Tenant / Partner Compliance Risk	Failure of tenants, hirers or partner organisations operating from council-owned premises to comply with statutory health and safety obligations may expose the Council to legal liability, financial loss or reputational damage.	Council, Public	Financial, reputational	3	3	9		Lease agreements; licence conditions; officer liaison; provision of compliance guidance.	Periodic compliance monitoring of tenants; review of lease provisions to ensure statutory responsibilities are clearly defined and enforceable.	Town Clerk	Mar-26	Mar-27
1.14.04	Corporate - Capital Project Risk Delivery	Delays, cost escalation or procurement challenges associated with the delivery of capital projects may result in budget overspend, delayed service provision or reputational damage.	Council, Public	Financial, reputational	3	3	9		Committee oversight; procurement procedures; project planning processes.	Maintenance of project-specific risk registers for all capital schemes and disposal programmes.	Town Clerk	Mar-26	Mar-27