



LCRS 5. Risks report Allotments

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Powers to provide land for allotments and to enter into

Requirement = To maintain an up to date register of allotment holders.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded and details held according to Data Protection/GDPR legislation Update Waiting list as above	Annually	Low	Low	1	
0	Administration/ Legal	Unauthorised use of land	Regular monitoring and site visits Communications with plot holders/residents Imposing terms of tenancy agreement Withdraw of allotment plot	Annually	Low	Medium	2	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered.	Annually	Low	Medium	2	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure allotment agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
215	Environmental	Build up of non-compostable rubbish	Review and enforce tenancy agreement. Ensure responsibility for site maintenance defined. Carry out periodical site inspection. Liaise with police/other agencies where necessary. Consider appropriate removal of waste	Annually	Low	Medium	2	
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	As and when	Low	Medium	2	
53	Environmental	Dumping/Hazardous substances	Review and enforce tenancy agreement. Carry out periodical site inspection. Liaise with police/other authority where necessary.	Annually	Low	Medium	2	



LCRS 5. Risks report Allotments

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Powers to provide land for allotments and to enter into

Requirement = To ensure that site is maintained to the required/acceptable

Aim = Arrange periodical site inspection.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
214	Environmental	Untidy Plots	Regularly review and enforce terms of tenancy agreement Carry out periodical site visits.	Annually	Low	Medium	2	
311	Environmental	Vandalism of sites	Carry out regular monitoring and inspection of allotments and fencing Carry out any repairs or liaise with other land owners to carry out repairs as required Liaison with local policing teams or other partners Seek to instigate legal action against perpetrators	Annually	Low	Medium	2	
219	Environmental	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Low	Low	1	
449	Financial	Failure to collect rents & charges	Review and enforce terms of of tenancy agreements Maintain proper records of income received and banked Maintain allotment register and waiting list Follow defined procedure for collecting debts	Annually	Low	Low	1	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	Medium	2	
0	Physical	Damage to property and persons from trees	Trees are monitored and regular maintenance carried out Trees are surveyed in line with council policies Any recommendations are actioned appropriately	Annually	Medium	High	6	Yes



LCRS 5. Risks report Allotments

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Powers to provide land for allotments and to enter into
Requirement = To ensure security of site and equipment.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually	Low	Low	1	
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local newsletter, website, noticeboards and social media	Monthly	Low	Medium	2	
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Annually	Low	Medium	2	
58	Physical	Uncontrolled equipment.	Review and enforce terms of tenancy agreement. Regularly monitor and inspect allotments	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.9



LCRS 5. Risks report

Burial Grounds, cemeteries and closed churchyards

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide and maintain open space or burial ground in

Requirement = To keep the closed churchyards in a good state of repair and

Aim = To undertake regular miantenance of the closed churchyards

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Maintenance of closed churchyards	Ensure that the sites are visited regularly Issues reported and necessary action taken Work with volunteers to maintain St Mary's Churchyard Work with PCC to develop a Management Plan Work with PCC, diocese and SODC to seek necessary permissions for work Allocte appropriate budget for maintenance and repairs		Low	Medium	2	
0	Administration/ Legal	Permissions sought for works to be carried out	Ensure that stateholders are contacted and informed of proposed works Ensure that all permissions are sought and granted before work begins		Low	Low	1	
0	Physical	Damage to property and persons from trees	Undertake regular maintenance to prolong health of trees Any concerns are reported Undertake tree inspections in line with council Tree Policy Report and undertake any actions highlighted in tree surveys		Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.3



LCRS 5. Risks report

Bus Shelters & Street Furniture

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide and maintain shelters, Power to provide

Requirement = To ensure that all equipment is of a high quality and is

Aim = To ensure that all equipment is of a high quality and is

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of poor quality equipment or poor installation	Ensure equipment is purchased from a reputable company Ensure equipment is installed by a reputable and experienced company/contractor or trained member of staff Appropriate permissions are sought before installation Checks are made after installation and before work is signed off.		Low	Medium	2	
87	Environmental	Cleaning and maintenance of Bus Shelters and furniture	Maintain proper records of work carried out. Have procedures in place to remove/replace/cordon off hazardous equipment Regular inspections are carried out Repairs are undertaken promptly	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored	2	Average score:	2.0
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LCRS 5. Risks report Code of Conduct

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to adopt a code of conduct

Requirement = Councillors to follow the Paris Council's code of conduct

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Councillor disregarding Code of Conduct	Ensure councillors issued with a copy of the Good Councillors Guide and Code of Conduct Councillors to attend an induction session within the first two months of election/co-option Councillors to be offered training opportunities relevant to the roles/committees the become involved in. Learning and Development Policy reviewed annually Code of Conduct reviewed annually and updated in line with changes to legislation or best practice Any concerns over councillor behaviour is reported to the Clerk/Chair or district council's monitoring officer	Annually	Low	High	3	
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers and forward onto SODC	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.5



LCRS 5. Risks report Computing

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain security of computer

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	High	3	
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed or files are encrypted	Annually	Low	Medium	2	
365	Technical	Crash of IT System	Appropriate contractor appointed to provide back up of systems Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.3



LCRS 5. Risks report Council Meetings

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =
Requirement =
Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to respond to elector's wish to exercise its right	Ensure Cllrs and staff are aware of Elector's Rights Notices are displayed in line with current legislation Follow procedure for dealing with enquiries Increase awareness of accessibility of the Council to the public		Low	High	3	
453	Administration/ Legal	Access	Meetings are held in line with current legislation Ensure that access is available to all and have regard to provisions Set aside specific area for Press & Public and relocate to suitable venue if required/available Filming/recording notices are available at each public meeting	Annually	Low	Low	1	
0	Administration/ Legal	Failure to report Council business appropriately	Ensure proper, timely and accurate records of council business are made Ensure all minutes are paginated and signed at the next appropriate meeting Electronic and hard copies are maintained Copies of all meetings are kept in line with council's retention and disposal policy and archived appropriately		Low	High	3	
452	Administration/ Legal	Failure to meet statutory duty	Ensure Clerk/Assistant Clerk are adequately trained and aware of duties and best practices. Meetings are held in line with current legislation Ensure that all members are notified of meeting by way of summons and agenda within required timescales Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Minutes are taken and compiled and available. Arrange signing by chairman and maintain file.	Annually	Low	Low	1	



LCRS 5. Risks report Council Meetings

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement = To ensure that effective security arrangements are in place.

Aim = To minimize risk arising from public meetings..

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Medium	2	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

2.0



LCRS 5. Risks report

Council Property & Documents

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =
Requirement =
Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Damage to environment through use of resources	Reduce reliance on paper copies of documents Adequate electronic copies are stored and filed Back-up of data is made Adequate support from IT providers		Low	Low	1	
0	Financial	Loss of assets	Allocate responsibility for all assets and documents Property is utilised and stored correctly and safely. Review authorised signatories Use of online banking procedures and authorisations Ensure adequate insurance cover is held Annual review of related policies and procedures		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	1.5
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LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To reduce impact of office closure due to lockdown

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Council unable to carry out its functions/duties	Office staff to have access to laptop and back up to enable access to council files and to facilitate working from other locations Office staff to have passwords to webmail and cloud based software in order to access emails and other software. Staff to communicate any changes to councillors and community via social media and website. Notices to be displayed where possible Council to consider delegated powers in order for functions and duties to be carried out	Annually	Low	Medium	2	
0	Physical	Contamination from attending face-to-face meetings	Follow C-19 current government guidance and legislation Follow hirers booking conditions) Sanitising facilities for all attendees Building is aired with the opening of doors and windows Ensure social distancing in maintained Carry out adequate cleansing and sanitising of all used surfaces and publically accessible areas Recommend that face coverings are worn by all attendees, unless medically exempt Meeting is managed so that attendees do not need to raise their voice Use of microphone is considered - if available Alternative methods of hosting meetings are used in line with current legislation Attendees are made aware of the requirement to report to the meeting organiser and building managers, if they show any C-19 systems, or have a positive result from C-19 test.		Low	Medium	2	



LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = To ensure health and safety of employees and visitors during

Requirement =

Aim = Employers and staff to reduce opportunities and potential

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	COVID-19 contamination - Outside workers	Staff given PPE to wear whilst as at work and advice given on howto effectively wear the items. Any damaged or missing PPE to be reported as soon as possible Staff given hand sanitiser to use during working day and reminded on regular hand washing regime. Lone working policies to be followed at all times Staff to work in isolation where possible and to follow social distancing at all other times, including when in public areas.		Low	Medium	2	
0	Physical	Use of Play Areas during pandemic	Visual inspections to be carried out weekly. Annual inspections to be carried out Promote social distancing through signage, consider taking some equipment out of use Cleaning to be promoted through signage. Users advised to clean habnds and equipment before and after use Deep cleans to take place every 3 weeks Bins to be checked and emptied Promote use of face coverings through signage Reduce time spent in play areas - signage to ask not to consume food and drink, limited numbers, take rubbish home Staff to use PPE when carrying out duties. Hand sanitiser issued to staff		Low	Low	1	



LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To support staff during sickness whilst reducing infection to

Aim = To support staff during sickness whilst reducing infection to

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Staff illness from COVID-19	<p>Staff to follow health advice if they show symptoms</p> <p>Staff to follow sickness reporting procedures detailed in their contract of employment</p> <p>Staff to follow government advice regarding self isolating and shielding</p> <p>Employers to manage risk with vulnerable members of staff.</p> <p>Home working to be facilitiate - if appopriate</p> <p>Sickness reporting and procedures to be followed</p>		Low	Medium	2	



LCRS 5. Risks report COVID-19 (Coronavirus)

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = To ensure health and safety of employees and visitors during

Requirement = To reduce risk of contamination

Aim = To reduce risk of contamination

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Contamination from surfaces and people - office based	<p>All employees/councillors given information on how to reduce risk to themselves through effective hand cleansing, cleaning of PPE and any additional guidance issued from relevant agencies.</p> <p>Sanitising sprays and wipes available to clean surfaces</p> <p>Hand sanitiser available and to be used as you enter and leave the office</p> <p>Office cleaning to be carried out and increased if necessary.</p> <p>Hand washing facilities available</p> <p>Waste to be disposed of appropriately.</p> <p>If advised by agencies action the closure of office and facilities to be considered and implemented.</p> <p>Staff/councillors to remain away from the office if they feel unwell or for 10 days if they show symptoms or are asked to self-isolate following track and trace guidance.</p> <p>Where possible parish surgeries should take place outside, but when the weather does not permit this signage will be displayed asking members of the public to stay outside or just inside the doorway and to wear a mask whilst speaking to staff/councillors</p> <p>Staff/Councillors to socially distance from members of the public</p>		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6	Average score:	1.8
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LCRS 5. Risks report Data Protection

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality and/or personal details	Ensure staff and and councillors receive training to maintain compliance with current legislation Ensure all parties comply with the Retention and Disposal Policy and data/files are handled appropriatly and disposed off in a timely/appropriate manner Review related policies and procedures annually Any breaches are reported in line with current procedures Secure personal details/files appropriately Maintain registration with ICO Ensure adequate insurance cover is in place	Annually	Low	High	3	
0	Administration/ Legal	Non-compliance of Data Protection/GDPR legislation	Allocate responsibility for monitoring and reviewing policies and practices Review policies annually to maintain compliance Seek advice and guidance if needed	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	3.0
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LCRS 5. Risks report Employment of Staff

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to appoint staff

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Periodically review contracts of employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	High	3	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2	
362	Professional	Lack of Learning and Development opportunities	Review learning and development policy Annual Staff Appraisals and regular reviews take place to highlight any training needs. Take advantage of any localised training through local associations, OALC, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records. Adequate budget allocated for learning and development	Annually	Low	Low	1	
38	Professional	Inability to retain staff	Regular Staff Appraisals and reviews Provide training/personal development opportunities Periodic review of job roles Complete exit questionnaire.	Annually	Low	Medium	2	
361	Professional	Inability to recruit	Review recruitment policy Review terms of employment and job role in line with vacant post Advertise opportunities in appropriate locations. Consider use of SLCC/NALC/OALC opportunities (Clerk/Ast Clerk)	As and when	Low	Medium	2	



LCRS 5. Risks report Employment of Staff

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to appoint staff

Requirement = To protect staff.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance. Lone Working Policy is reviewed annually. Copies given to staff and councillors	Monthly	Low	High	3	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
0	Professional	Lone working	Lone working policy is reviewed annually or in line with best practice	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

8	Average score:	2.3
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LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = Ensure that appropriate licences have been obtained

Aim = Apply and receive license approval

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Appropriate licenses	Ensure that all licences are applied for in a timely manner Ensure that all requirement of licenses are met and understood		Low	Medium	2	
442	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	Medium	2	
0	Administration/ Legal	Food hygiene issues	Review food hygiene licenses for all suppliers Refuse entry for any providers not meeting food hygiene standards Carry out spot checks during events Liaise with SODC food inspectors for guidance and support	Annually	Low	Medium	2	
0	Administration/ Legal	Pedestrian and vehicle collision	Review event applications from external parties and monitor during external events Apply for and maintain road closures during the event To use appropriate signage and barriers Provide adequate event stewards to monitor road closure barriers Vehicle movements within the event site and monitored and cease during the event, unless in an emergency. Any movements are carried out with banksman and vehicles use hazard lights	Annually	Low	Medium	2	
382	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met.	Annually	Low	Medium	2	
149	Administration/ Legal	Staff training	Review Learning and Development Policy Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To minimize loss or damages arising from vandalism.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	As and when	Low	Medium	2	
165	Financial	Box Office controls	Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.	Annually	Low	Low	1	
167	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.	Annually	Low	Low	1	
170	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Council approval required for write-off on any irrecoverable debts.	Annually	Low	Medium	2	
171	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement =

Aim =

Scoring note:

Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Fire	To safeguard against the risk of fire.	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Medium	2	
0	Physical	Stall/activity at community events	To ensure that all equipment used is in good working order If at an outdoor event gazebo or other equipment is withdrawn if weather conditions deteriorate To ensure that staff/councillors are trained or briefed on how to deliver activity professionally and safely To ensure that adequate insurance is in place To ensure that the area is kept clean and tidy before, during and after the event. All staff and councillors conduct themselves in a professional manner	Annually	Low	Medium	2	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To ensure proper maintenance of equipment and minimize

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
440	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
177	Physical	Maintenance and security of buildings	Define responsibility for maintenance and security Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Annually	Low	Low	1	
173	Physical	Maintenance and security of equipment	Define policy for maintenance and security of equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register and proper records Provide for any necessary staff training. Provide appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that any disposals are properly dealt with.	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty = Power to provide entertainments and facilities for dancing in

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
178	Physical	Stock control	Determine responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored	20	Average score:	1.6
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LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue processed and copies kept Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Ensure GPC is renewed every 4 years GPC is used correctly Legislation and best practice outside of GPC is adhered to Ensure Financial Regulations are reviewed annually	Annually	Low	High	3	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	High	3	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	High	3	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorised members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Medium	2	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	Medium	2	
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	Medium	2	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
306	Financial	Loss of money through theft/misappropriation.	Financial regulations are reviewed annually. Electronic banking is the preferred method of transactions Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance. Authorised signatories and reviewed and amended as needed	Monthly	Low	High	3	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	High	3	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Medium	2	



LCRS 5. Risks report Financial Management

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

11	Average score:	2.6
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LCRS 5. Risks report Gifts

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to accept gifts

Requirement = To protect interest of council and members

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	2.0
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LCRS 5. Risks report Investments

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to participate in schemes of collective investment

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0								
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register. Maintain effective internal audit. Review Investment Strategy regularly	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Low	1	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Annually	Low	High	3	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.0



LCRS 5. Risks report Life -saving appliances

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide life-saving appliances (e.g. lifebelts,

Requirement =

Aim = To ensure that any life-saving appliances are in good working

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Unavailability of life-saving appliances	Regularly check that appliances are in good working order Records are maintained Maintain up to date records with local agencies Any repairs or replacement items are ordered as quickly as possible		Low	High	3	

Completed by:

Date:

Position:

No of risks scored Average score:



LCRS 5. Risks report Litter

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to issue fixed penalty notices for litter offenses in the

Requirement = To employ trained/experienced personnel

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training and equipment Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Medium	2	
7	Environmental	Inappropriate location of litter bins	Install bins at suitable locations, based on demand Carry out periodical review Replace bins as required and in line with budgets	Annually	Low	Medium	2	
3	Environmental	Unauthorised Fly posting/nuisance.	Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Medium	2	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.0



LCRS 5. Risks report Newsletters

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Power to publish information about the council, its services

Requirement = To meet required standard.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met. Disclaimer printed in newsletter	As and when	Low	Medium	2	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held. Disclaimer printed in newsletter	As and when	Low	High	3	
0	Environmental	Failure to deliver and litter	Liase with volunteers to ensure delivery is made within timescales. Liase with co-ordinator is issues arise Ad-hoc testing of distribution. Promote delivery opportunities to community	Quarterly	Low	Medium	2	
0	Environmental	Financial Management	Review editorial costs and contract by Finance/Staffing Committee in February/March of each year Review printing costs by Finance Committee in February/March of each year Consider arranging a contract for printing services	Annually	Low	Medium	2	
0	Financial	Failure to collect income from advertising etc	Define responsibility for collection of income Determine advertising policy and allocate responsibility. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	High	3	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	



LCRS 5. Risks report Newsletters

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to publish information about the council, its services

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.3



LCRS 5. Risks report Nuisances

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to deal with offensive ditches

Requirement = To minimize risk.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Matters prejudicial to health	Work with external partners, agencies and residents/businesses to resolve issues with nuisances	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	3.0
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LCRS 5. Risks report

Planning & Development Control

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to be notified of planning applications affecting the

Requirement =

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Message	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Ensuring decisions are made lawfully	Ensure planning committees are quorate to enable decisions to be made lawfully Ensure planning applications are reviewed without prejudice Ensure planning applications are considered in line with made Neighbourhood Plan Ensure responses to planning applications relate to material considerations Ensure responses are returned within deadlines		Low	High	3	
0	Administration/ Legal	Non representation at District Council Planning Committees	Council representatives to attend SODC planning committees as required to present council's views or support for developments Liaison with SODC Cllr to support/decline of applications		Low	Medium	2	
0	Administration/ Legal	Non updating of Planning Register	Determine responsibility of maintenance of council's Planning Record Refer to council's retention and disposal policy for correct handling of records Employees and Councillors handle data in line with GDPR policies and legislation		Low	Low	1	
0	Administration/ Legal	Security of records	Records are maintained and stored in line with council security procedures Employees and councillors are trained in GDPR legislation and council policies are procedures Security measures are in place and reviewed to keep records and data safe and secure		Low	High	3	
202	Environmental	Failure to comply within consultation deadline	Ensure regular Planning Committees take place Keep up-to-date with legislation and adapt meeting schedule if required Liaise with the Planning Authority for possible extension. Take necessary action (in line with Standing Orders) if extensions are not available.	Annually	Low	Medium	2	



LCRS 5. Risks report

Planning & Development Control

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to be notified of planning applications affecting the

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:					No of risks scored	5	Average score:	2.2
Date:			Position:					



LCRS 5. Risks report Play Areas

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Power to provide and manage recreation grounds, public

Requirement =

Aim = Reduce likelihood of injuries

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of equipment	Carry out regular inspections Maintain records of inspections and issues Resolve issues promptly Consider annual maintenance costs during annual budget setting process Consider replacement costs as part of planned maintenance schedule Monitor grant opportunities to help fund projects		Low	High	3	
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	High	3	
0	Environmental	Vandalism	Take reasonable action to maintain security of site Arrange for regular site visits Maintain liaison with external partners and agencies Take action as necessary	Weekly	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process. Consider long term budget provision for replacing equipment Monitor and apply for grant to help fund projects	Annually	Low	Medium	2	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	High	3	
0	Physical	Personal Injury	To arrange annual ROSPA inspections for all play equipment and areas To carry out or arrange any rectifications detailed in inspection reports Remove or take out of action any damaged equipment. Define responsibility for and ensure regular inspection of play areas, equipment & play surfaces. Maintain records of all inspections/maintenance.	Annually	Low	High	3	



LCRS 5. Risks report Play Areas

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide and manage recreation grounds, public

Requirement = To reduce potential injuries

Aim = To arrange annual inspections and maintenance of play

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

6	Average score:	2.7
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LCRS 5. Risks report

Provision of Office Accommodation

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Message	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Medium	2	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings and VDU assessments Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office by landlord and contractors Report any adverse conditions to landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing is carried out by landlord Ensure appropriate staff training is carried out Provide for strict security/control of combustible materials held by council. Liaise with landlords to make sure they meet their requirements	Annually	Low	High	3	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.6



LCRS 5. Risks report Road Sign Cleaning

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = General Power of Competence

Requirement = Provide adequate training and documentation

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Adequate training	Appropriate records kept and training delivered		Low	Medium	2	
0	Environmental	Contamination	Review safety and security of all areas on a regular basis Staff are trained in process and risk assessments relevant to the task Any chemicals are handled in line with COSHH details and training		Low	Medium	2	
0	Financial	Inadequate insurance cover	Insurance cover is adequate for all activities Staff and volunteers are adequately trained and have been given relevant documents PPE available and used		Low	Medium	2	
0	Physical	Maintenance of equipment	Equipment (currently loaned by OCC) is fit for purpose Equipment is used appropriately and returned at end of use Any damage is reported to Line Manager Equipment is collected by OCC officers		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4	Average score:	2.0
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LCRS 5. Risks report Storage and use of flammable liquids

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce incidents of contamination and pollution

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Contamination and pollution	Liquids are stored and labelled appropriately and away from sources of heat. Any spillage is cleaned up immediately and disposed off appropriately		Low	High	3	
0	Financial	Risk of fire	Chemicals are stored away from heat sources or other flammable equipment		Low	Medium	2	
0	Physical	Safe use of flammable liquids	Staff given appropriate training to control the risks and to identify signs of leaks Safety equipment/PPE used/worn Use of flammable liquids is kept to a minimum		Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



LCRS 5. Risks report Street/Footway Lighting

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to light roads and public places in the council's area

Requirement = To ensure proper administrative arrangements

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
279	Administration/ Legal	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Medium	2	
285	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Medium	2	
203	Environmental	Failure to provide lighting	Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Quarterly	Low	Low	1	
293	Environmental	Fly posting	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
290	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	
287	Physical	Security of inspection plates etc.	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Annually	Low	Low	1	
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.3



LCRS 5. Risks report Trees

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Power to plant and maintain trees and shrubs and lay out

Requirement = Application to planning authority for work to be carried out

Aim = To comply with legislation

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Permissions granted for work on trees within Conservation Area or with TPO	Check with planning authority to identify conservation area and trees with TPO Complete required paperwork for submission to planning authority When urgent work is required, that timely action is taken to seek approval Contractors do not begin work until permissions have been given		Low	Medium	2	
0	Environmental	Tree planting	Large trees are planted using skilled arborists or other suitable contractors Small trees may be planted by staff, councillors or the public Site risk assessments are carried out before planting Equipment is checked for suitability Training is carried out Records are kept Watering and maintenance is carried out		Low	Medium	2	
0	Financial	Tree failure	Undertake regular inspections of trees Maintain records Undertake any necessary action using qualified and reputable arborists Health and safety measures undertaken to safeguard public and staff		Low	High	3	
0	Technical	Maintenance of council's tree stock	To gather information on known council trees Update records/maps of tree locations, conditions and maintenance carried out To create a tree policy To undertake survey of high risk trees Where identified urgent tree work is carried out Work is undertaken by qualified and reputable arborists Replanting undertaken wherever possible		Low	Medium	2	



LCRS 5. Risks report Trees

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to plant and maintain trees and shrubs and lay out

Requirement = To compile a detailed list of all council owned trees

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.3



LCRS 5. Risks report Use of Chipper

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To safeguard employers and public

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Adverse weather condition	Site specific hazards identified		Medium	Low	2	
0	Physical	Equipment overturning	Work area is cordoned off and warning signs posted Ensure area is clear of people, particularly children and pets.		Low	Medium	2	
0	Physical	Training and proficiency	Ensure that staff have received work instructions and user manual for equipment Adequate PPE is available and worn					
0	Physical	COSHH	All equipment is maintained as per manufacturers schedule and is cleaned after use Equipment is not left on site unattended Re-fuelling is undertaken on site in well ventilated area. No smoking is allowed		Low	Medium	2	
0	Physical	Manual Handling	Manual Handling is kept to a minimum where possible and competent/trained staff to operate machinery		Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.5



LCRS 5. Risks report

Use of Electrical Hand Tools/Equipment

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = Reduce risk of equipment being out of use

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Resources available to maintain or replace equipment	Budgets include costs of repairing or replacing equipment Asset register lists all equipment that supports insurance policy cover		Low	Medium	2	
0	Physical	Electrocution	Staff given instructions/training on how to use the equipment Annual PAT testing is undertaken Power sockets should not be overloaded Visual inspection of equipment and cables are undertaken before each use Defective equipment must be taken out of use Defects reported to line manager Fire Extinguishers available and maintained Equipment is switched off and stored appropriately when not in use		Low	High	3	
0	Physical	Correct use of equipment	Ensure that staff have received adequate training Ensure staff have read user manual Ensure staff have and wear PPE					
0	Physical	Slips, Trips and falls	Staff given adequate instruction and training on safe use of equipment Trailing cables shall be managed to reduce the risk of slips, trips and falls. Equipment should be used in appropriate areas and on safe surfaces Any outdoor equipment shall have the correct voltage and safety measures in place		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.3



LCRS 5. Risks report

Use of Grounds Maintenance Equipment

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce environmental impact

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Areas are maintained to reduce impact on bio-diversity and trees, shrubs	Seasonal activities are carried out at appropriate times Hedge and tree cutting is limited during bird nesting season (unless H&S reasons apply) Only work agreed is carried out Clear work instructions are given to staff and contractors Staff receive training on the work they are to undertake Issues or concerns are raised with line manager		Low	Medium	2	
0	Financial	Adequate resources to enable maintenance or replacement of equipment	Annual budgets take into account costs of maintenance or replacement of equipment Asset register records all equipment which assists insurance cover Adequate insurance cover is in place		Low	Medium	2	
0	Physical	Injury to operatives or public	Ensure operatives have received training on equipment Ensure operatives have read manuals and instructions for equipment Ensure PPE is available and worn by operatives					
0	Physical	Risk to users and public whilst equipment is in use	Staff receive appropriate training in the use of each piece of equipment Staff are informed of the risks associated with the use of each piece of equipment Safety equipment/PPE is available and used Annual maintenance checks are carried out to ensure equipment is fit for purpose Inspections of equipment are undertaken before each use Issues or defects are raised with line manager Defective equipment is taken out of action until repairs can be made Appropriate warning signs are displayed Working area is safe, cordoned off as appropriate Tasks are carried out at quieter times of the day		Low	Medium	2	



LCRS 5. Risks report

Use of Grounds Maintenance Equipment

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce risks to staff, public and property

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:					<i>No of risks scored</i>		3	Average score: 2.0
Date:			Position:					



LCRS 5. Risks report

Use of hand tools/equipment

Wheatley Parish Council

Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce risks to all parties

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Damage to staff or public from use of equipment	Staff to have undertaken general awareness training along with specific training on each item of equipment Staff to be trained on the safe cleaning, storage and maintenance of all tools Appropriate PPE available and used Any damaged tools taken out of use and reported to line manager Tools only to be used for the purposes they are intended		Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Use of ladders

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =
Requirement =
Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Risk of fall from ladders	Use of ladders should be for short periods of time, where no viable alternative is available Staff trained in basic ladder safety, including the use, inspection and safety measures whilst working with ladders and from height Ladders to be secured and footed before use Damaged ladders to be taken out of use and reported to line manager as soon as possible Overreaching from ladders shall not be permitted Ensure operatives have received relevant training	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	2.0
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LCRS 5. Risks report

Use of paint/wood preservative

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce environmental impact

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Contamination from chemicals	Staff are trained to ensure paint/wood preservative is correctly stored and used Items are disposed off safely Any leaks or spillages are cleaned up and disposed of Any incidents are reported to line manager		Low	Medium	2	
0	Physical	Risk to employees and public during the use of paint or wood preservatives	Staff are trained to use, store and maintain chemicals appropriate Inform staff of hazards from the substances they are using Safety equipment/PPE is available and used Work areas are safe and adequately cordons/signage is		Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	2.0
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LCRS 5. Risks report

Village Signs and noticeboards

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to erect (with Highway Authority/Planning approval)

Requirement =

Aim = To manage resources to ensure adequate budget allocation

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate budget provision	Budget allocation includes adequate financial provision for repair and maintenance	Annually	Low	Low	1	
0	Administration/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway/Planning Authority	As and when	Low	Low	1	
0	Physical	Vandalism	All assets are covered by insurance policy Site is inspected and made safe Any repairs or replacement of items are carried out appropriately and safely Items are removed appropriately Site is left clean and safe Liaise with agencies to identify perpetrators		Low	Medium	2	
0	Physical	Inadequate maintenance	Resources are available to undertake repairs and maintenance. Staff or contractors have sufficient training and support to carry out repairs safely Appropriate PPE is available Appropriate signage and work space is available to keep staff and public safe	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4	Average score:	1.3
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LCRS 5. Risks report Virtual Meetings

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = To hold virtual working/action group meetings as per

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Unwanted disturbances or behaviour	Virtual meetings are only used for working/action groups and not for council or committee meetings, unless it is to facilitate the presence of the Clerk. Councillors have access to their IT software which includes virtual team meeting software Virtual meeting protocol in place Officers to manage waiting room/lobby and to remove any person that causes a disruption to the meeting Alternative opportunities are considered for any councillor with limited IT access Meetings are arranged in line with council Standing Orders Virtual meeting protocol adopted, followed and reviewed in line with any changes in legislation					
0	Professional	Decisions are not made in a legal manner	Meetings to follow virtual meeting protocol and in line with current legislation		Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1	Average score:	3.0
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LCRS 5. Risks report War Memorials

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	High	3	
469	Physical	Inadequate budget provision	Review service provision within annual budget process. Identify potential grants that may be suitable to support budgets	Annually	Low	Medium	2	
208	Physical	Vandalism	Maintain liaison with external stakeholders and agencies. Take action as appropriate against offenders.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.7



LCRS 5. Risks report Water Supply

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to make use of wells, springs or streams in the

Requirement = To meet statutory requirements for extraction

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of Licence	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
213	Physical	Loss/damage to Water Supply	Define responsibility for maintenance of water supply Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor. Ensure bills are paid on time	As and when	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2	Average score:	1.5
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LCRS 5. Risks report Web Sites

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Power to provide a website to give information about the

Requirement = To maintain effective administration

Aim = To have proper control of web-site

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
457	Administration/ Legal	Content	Ensure that all content is regularly reviewed Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.		Low	Medium	2	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Low	Medium	2	
0	Administration/ Legal	Non conformance with the Data Protection/GDPR legislation	Where posting information to web site, or storing personal information, ensure that permission is 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	Medium	2	
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Medium	2	
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Low	1	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	High	3	



LCRS 5. Risks report Web Sites

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide a website to give information about the
Requirement = To minimise risk

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	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	Low	Medium	2	
0	Administration/ Legal	Accurate and up-to-date information	Ensure information is correct and up-to-date. Any out of date information is removed as appropriate No personal details are displayed without prior consent		Low	Low	1	
0	Administration/ Legal	Non compliance of Website Accessibility Guidelines	To carry out independent review of website To complete Website Accessibility Statement that is available on the website Review website at least annually and amend statement as appropriate Make any necessary changes to aid compliance Keep up to date with technological advances so that improvements can be made Liaise with website provider on regular basis		Low	Medium	2	
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feedback - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Low	Low	1	
0	Administration/ Legal	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	



LCRS 5. Risks report Web Sites

Wheatley Parish Council Assessment for year 2022 To 2023

Your Duty = Power to provide a website to give information about the
Requirement = To minimise risk.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Medium	2	
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	Low	1	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	
0	Administration/ Legal	The placing of information on site that may put people at risk.	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	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Medium	2	
0	Technical	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	Low	Low	1	



LCRS 5. Risks report Web Sites

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty = Power to provide a website to give information about the
Requirement = To minimise risk.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views,comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

19

Average score:

1.5



LCRS 5. Risks report Working at height

Wheatley Parish Council
Assessment for year 2022 To 2023

Your Duty =

Requirement =

Aim = To reduce risk of falls or falling objects

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Risk of fall from height or falling objects	Staff are made aware of the risks and hazards of working at height Staff are trained in the use and inspection of safety equipment/PPE Staff are provided with training in manual handling techniques Staff are aware of council's lone working policies.		Medium	High	6	Yes

Completed by:

Date:

Position:

No of risks scored

1

Average score:

6.0