

General Risk Assessment for – Horningsham Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
1	Notice Board outside School	Vandalism Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	A
2	Bus shelter Bath Arms	Impact damage Vandalism Loss or damage by Fire, Wind or weather	Pedestrians	4	4	16	Councillor to action a visual check Inclusion on Asset registrar Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	A
3	Bus shelter Holly Bush	Impact damage Vandalism Loss or damage by Fire, Wind or weather	Pedestrians Persons using the seat	4	4	16	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
4	Seat Post Office	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians Persons using the seat	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
5	Seat Water Lane	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians Persons using the seat	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A

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6	Seat Common	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians Persons using the seat	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
7	Double Cradle Seat	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
8	Double Flat Swing	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
9	Jungle climber	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A

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10	Chin up bars	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
11	Stilts	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
12	Stepping logs	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
13	Weaving beam	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A

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14	Balance beam	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
15	Three Tower Jigsaw System	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
16	Palisade fencing	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
17	Self-Closing Gate	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A

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18	Grass matting	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Councillor. Monthly written inspection actioned by a Councillor Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
19	Bench Seat recreational area	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians Injury to people using the seat	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
20	Tennis Court Fencing	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Injury to people using the Court	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
21	Tennis Court Surface	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Injury to people using the Court	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A

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22	Tennis Court Gate	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Injury to people using the Court	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
23	Tennis Court net	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Injury to people using the Court	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
24	Health & Safety Signage	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Injury to people using the area	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
25	Grit Bin	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A

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26	Telephone Box Newbury	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
27	Telephone Box Bath Arms	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
28	Chapel Signage	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A
29	Memorial Orchard	Vandalism Impact damage Loss or damage by Fire, Wind or weather	Pedestrians	4	1	4	Councillor to action a visual check Inclusion on Asset registrar Repair cost Dated insurance including Public Liability	A

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30	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Members	2	2	4	actively publicise Council activities seek candidates amongst friends and colleagues publicise elections & vacancies on notice boards publicise elections & vacancies in Parish Newsletter and website publicise elections & vacancies in local newspapers	A
31	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	3	3	issue annual meeting calendar to all members issue meeting agendas promptly record attendance contact members who fail to attend meetings	T
32	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2	2	ensure meetings publicised on notice boards use Annual Parish Meeting place articles in local newspapers/parish magazine consider leafleting include public participation on all agendas ensure seating available at meeting for public provide advice for members of the public attending publish agendas and minutes on website	T
33	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Noncompliance	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
34	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	2	4	obtain and read 'Good Councillor Guide' avoid making commitments on behalf of the council attend relevant training course	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
35	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4	4	Clerk to publish marked unapproved Minutes to be considered at next meeting	A
36	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	2	3	Clerk to establish filing and retrieval system Clerk to enforce document version control	A
37	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members Clerk	1	2	2	Members to review Standards regime	A
38	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary	A
39	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk	1	3	3	2016 national model adopted, separate financial regs Clerk adequately trained	A
40	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4	4	Cloud based system in place	A
41	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	2	Internal Councillors trained to undertake wide range of financial and administrative tasks. Chairman has permission to request mail addressed to Clerk, Horningsham Parish Council from Mr. Stephen Jeffries, 9 Beech Grove Warminster Wiltshire BA12 0AB External Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency	A

							Up to date List available from the Society of Local Council Clerks on the website or phone 01823253646	
No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
42	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Members	1	2	2	Council to produce an agreed 3 year Corporate Plan	U To be actioned
43	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	1	3	3	maintain close contact with local residents advertise parish meetings to obtain residents' feedback use questionnaires to identify local wishes publicise plans and invite comments review local papers, especially correspondence sections use events to seek views and feedback	A
44	Financial	Misappropriation of Council Funds Financial loss	Public Services	1	2	2	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by BACS Two councillors to sign each, invoice and receive an auth sheet listing the payments to be actioned. Two Councillors approved to action payments in between meetings if required. 6 weekly reconciliation of Parish Accounts to be signed by the chairman at each meeting Annual scrutiny of all Financial Records by internal auditor. External Auditor to advise Clerk of the Council and the Chairman All changes in banking instructions mandates etc to be in writing with a hard copy kept permanently on file.	A

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45	Income Ensuring that all requirements are met under custom & excise regulations	Unable to fulfil responsibilities	Public Service	1	2	2	Ensure Council understands and complies with current VAT legislation	A
46	Orders for Work, goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Reviewed at internal audit	A

47	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2	2	ensure meetings publicised on notice board place articles in local parish magazine include public participation on all agendas ensure seating available at meeting for public provide advice for members of the public attending publish agendas and minutes on website	A
49	Bad publicity	Reduces confidence	Members Clerk	1	3	3	review all press releases or newsletter articles before release manage press relations	A
50	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Inspection regime established.	A
51	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with Police	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
53	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	A
54	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to Wiltshire Council notices Agenda item for Members	A
55	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into Financial Regulations.	A
56	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review Internal auditor to check	A
57	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal auditor to check Reserves Policy to mitigate short-term impact of loss.	A
58	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting Reserves Policy to set percentage of precept. Council to review size of Reserves	A

59	Fraud by Clerk	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
60	Fraud by Members	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
61	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of WALC/NALC Clerk to train/qualify	A
62	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of WALC/NALC Clerk to maintain training Liaise with internal and external auditors	A
63	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
64	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A
65	HMRC requirements not met	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary	A
66	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A
67	Non-compliance with data protection GDPR Requirements	Litigation Poor reputation	Members Clerk	1	3	3	Councillors to sign declarations Clerk to monitor	A

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

RISK ASSESSMENT CARRIED OUT BY: SARAH JEFFRIES

DATE: 08.04.24 Signature:

RISK ASSESSMENT CHECKED AND VALIDATED BY: MEMBERS OF *HORNINGSHAM PARISH COUNCIL*

DATE: 18.04.24

Signatures:

1.....	9.....
2.....	10.....
3.....	11.....
4.....	
5.....	
6.....	
7.....	
8.....	

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority.				
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.				
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required				