BARNTON PARISH COUNCIL RISK ASSESSMENT DOCUMENT 2025/26

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NEXT APPROVAL DUE; MAY 2026

FUNCTION/RISK	***Requirement/ Insurance***	***HAZARD*** ***LIKELIHOOD OF RISK*** ***H high M medium L low*** ***+ LEVEL OF RISK*** ***H high M medium L low***	***CONTROL***	***REVIEW*** ***Next review May 2020***
CEMETERY & ALLOTMENTS *Administration/Legal*		Absence of a completed agreement with every allotment holder. ***LL***	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually
Environmental	Periodical site inspection Public Liability Ins. (PLI)	Accumulation of rubbish ***L*** **M**	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually
Environmental	Arrange periodical site inspection. PLI	Build up of non-compostable rubbish ***LL***	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly
Environmental	Ensure that inspection timetable is adhered to PLI.	Dumping/Hazardous substances ***M L***	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste.	Quarterly

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			Liaise with police/other authority where necessary.	
Financial		Failure to collect rents & charges ***LL***	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for out standing debt. Enforce conditions of tenancy agreement	Quarterly
Financial		Failure to review rents & charges ***LL***	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually
Environmental	Maintain water supply and eliminate waste. PLI	Loss / Damage to water supply ***LM***	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.	As necessary
Administration/Legal		Maintenance of Allotment Register ***LL***	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually

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Physical	ZURICH INS	Maintenance of council owned equipment ***LL***	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
Physical	PLI	Personal injury ***LM***	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually
Contractor	Need to secure acceptable standards of sites	Poor Grass Cutting ***LL***	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
Administration/Legal	Annual insurance review.	Provision of adequate insurance cover ***LM***	Carry out a regular review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	As necessary Annually
Physical	Obtain copy of contractors public liability insurance cover	Public Injury as a result of contractor ***MM***	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As necessary

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Physical		Security ***LL***	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are in place to safeguard council assets.	Annually
Physical		Uncontrolled equipment. ***ML***	Enforce provisions of tenancy agreement. Review position by regular visits to sites. Liaise with allotment holders	Quarterly
Physical	To follow lettings policy.	Unoccupied Plots ***LL***	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Monthly
Environmental	Arrange periodical site inspection.	Untidy Plots ***LL***	Clerk responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Quarterly
Environmental	ZURICH INS	Vandalism ***LM***	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As necessary
Environmental	Need to secure against theft & vandalism	Vandalism of sites ***LM***	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites.	Quarterly

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			Liaison with local policing teams in the areas affected.	
Environmental	ZURICH INS	Vermin ***MM***	Clerk 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	Annually
Physical	PLI	Control of hazardous substances ***LM***	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are prop	Monthly
Physical	PLI / contractor PLI	Control of hazardous substances including certification for use etc. ***LL***	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are prop	Annually
Environmental		Dog fouling ***LL***	Consider banning dogs from cemeteries Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs	Quarterly
Physical		Failure of Water Supply ***LM***	Ensure that all damage to water supply is promptly reported and dealt with.	As necessary

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			Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	
Financial		Failure to bank income ***LL***	The Clerk is charged with banking all receipts on a weekly basis when required. Receipts details are submitted at the end of each month for inclusion in the monthly financial statement presented at the next FCM.	Annually
Financial		Failure to collect charges ***LL***	Clerk responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for issue of reminders	Annually
Financial		Failure to review charges ***LL***	As an integral part of the budgetary process, charges are reviewed and agreed annually.	Annually
Physical	PLI	Fire ***LL***	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Public Ban burning of rubbish/cemetery waste.	Annually
Physical		Headstones/kerbstones safety survey ***LL***	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work.	Quarterly

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			Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Furnish plot holders with copy of Cemetery Rules	
Physical		Loss arising from theft/misappropriation ***LL***	Clerk responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually
Physical		Maintenance of buildings ***LL***	The Chapel is inspected every year as part of the annual village inspection but is used and inspected regulary	Annually
Environmental	CONTRACTOR INS	Maintenance of Cemetery including grass cutting. ***LL***	Adhere to job specification for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance is carried out	Annually
Physical		Maintenance of equipment ***LL***	Clerk to ensure that contractor: - Defines responsibility for use, maintenance and control of equipment - Provides any necessary training - Provides appropriate clothing	Annually

			- Ensures that any necessary licences, certificates for use have been obtained	
Physical	PLI	Personal injury/health ***LL***	Clerk to: - Ensure that appropriate disclaimer notices, warning signs etc are in place; - Ensure that any hazards to the public are minimised and eliminated where possible - Maintain record of injury	As necessary
Physical	PLI	Security of cemeteries and buildings ***LL***	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually
Physical	PLI	Security/control of equipment ***LL***	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register. .	Annually As necessary
Physical	ZURICH INS	Theft ***LL***	Clerk to maintain an assets register and liaise with PCSO as and when necessary	As necessary Annually
Environmental		Vandalism ***LM***	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly As necessary
CODE OF CONDUCT *Administration/Legal*		Failure to maintain /Update Register of Interests/Gifts ***LL***	All Cllrs have signed the local authority Code of Conduct and have been made aware of their responsibilities through their induction and via the Cllr Handbook Register is	Quarterly

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			regularly updated ie upon the resignation, and/or on appointment of a new cllr	
IT *Technical*	ZURICH	Crash of IT System ***LM***	Clerk's files are backed up weekly onto an external hard drive. Access restricted to minimum of users. Only approved software used. All PC pcs fitted with anti-virus software	Weekly
Physical		Loss arising from theft/misappropriation ***LL***	Clerk ensures - Restricted access through use of controlled password - Programmes' periodic password change - Maintain physical security of computer and site	Daily
Physical		Loss/damage arising from unauthorised use. ***LL***	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Daily
COUNCIL MEETINGS *Administration/Legal*	To meet all statutory requirements	Access ***LL***	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Monthly
Administration/Legal	To meet all statutory requirements	Failure to meet statutory duty ***LL***	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings. Arrange signing by chairman	Monthly

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Physical	To ensure that any conditions that might lead to personal injury are minimised and properly controlled.	Personal Injury ***LL***	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.	Monthly
Physical	To minimize risk arising from public meetings. PLI	Security ***LL***	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Monthly
COUNCIL PROPERTY AND DOCUMENTS *Professional*		Failure to effectively process documents ***LL***	Clerk to: - Maintain effective control of documentation. - Define procedure for recording document's receipt, circulation, response, handling & filing.	Daily
Financial	PLI	Legal Liability as a result of Asset Ownership ***LL***	Ensure that adequate Public Liability Insurance is in place.	Annually
Physical	Zurich Insurance	Loss / Damage to Civic Regalia ***LL***	Parish Clerk to: - Maintain and update an Assets Register - Ensure Council has adequate insurance against damage and theft. - Ensure that proper security/storage is in place. - Ensure that users are aware of their	Monthly

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			responsibility when regalia is in their possession	
Physical	Zurich Insurance	Loss of assets ***LL***	Clerk to: - Ensure effective security of assets - Maintain an Assets Register - Maintain adequate insurance cover	Annually As necessary
PROTECTION OF STAFF *Administration/Legal*		Breach of Confidentiality ***LL***	Clerk to: - Arrange Registration under the Data Protection Act. - Formalise Procedure for dealing with Confidential Data. Maintain data register	Daily
Professional	RIDDOR	Attacks on Personnel ***LL***	Ensure that an effective security system 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 admission to office if lone working Report to RIDDOR if necessary	Monthly
Administration/Legal		Failure to comply with Employment Law ***LL***	Clerk to: - Issue contracts of employment to all employees - Arrange annual review of Staff Contracts of Employment - Awareness of new legislation. - Arrange the necessary training to fulfil requirements	Annually

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Professional		Inability to recruit ***L***	Review recruitment policy. Complete exit questionnaire	As necessary
Professional		Inability to retain staff ***LL***	Regular Staff Appraisals Complete exit questionnaire.	Annually
Professional		Lack of Employee motivation/efficiency ***LL***	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually
Professional		Lack of Training ***LL***	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area.	Annually
Professional		Loss of key staff ***LM***	Ensure procedures for key functions are documented.	Quarterly
FINANCIAL MANAGEMENT *Administration/Legal*	None	Failure to comply with Customs & Excise Regulations ***LL***	Clerk to maintain an efficient and effective record of accounts and to reclaim VAT, where appropriate, according to HMRC guidance. VAT claims to be reconciled in the cash book. - Awareness of new legislation.	Quarterly
Administration/Legal		Failure to comply with Inland Revenue Regulations ***LL***	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared	Quarterly

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			by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due. - Awareness of new legislation.	
Financial		Failure to ensure proper use of funds under specific powers / S137 ***LL***	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 - Awareness of new legislation.	Quarterly
Financial		Failure to keep proper financial records ***LL***	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 acct.	Monthly
Financial		Failure to maintain an effective payments system. ***LL***	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 two people	Monthly

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Administration/Legal		Failure to maintain record of council assets. ***LL***	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks.	Annually
Financial		Failure to set a precept within sound budgeting arrangements ***LL***	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	Monthly
Administration/Legal		Incurring expenditure without proper legal authority ***LL***	Record in minutes powers under which expenditure is being approved.	Annually
Financial		Loss of money through theft/misappropriation. ***LL***	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	Monthly
Financial		Poor Financial Management ***LL***	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary	Annually

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			control/financial reporting system. Maintain an effective internal audit.	
Financial	PLI	Risk to third party as a consequence of providing a service ***ML***	Ensure that appropriate insurance cover/policy is in force.	Annually
Financial		Failure to collect income ***LL***	Clerk to: - maintain records of all rents due from allotments. - ensure that conditions of contracts are adhered to. - responsible for collection of income - ensure that all income due to the council is received and properly recorded. Issue receipts	Annually
Financial		Failure to review rents and other charges ***LL***	Clerk to ensure that all rents and charges are subject to review annually as part of the budgetary process and ensure that contractual conditions for review of allotment rents are strictly adhered to.	Annually
LAND *Environmental*		Fly tipping ***LM***	There is little or no possibility of fly tipping at: 1. Cemetery – gated and staffed 2. Jubilee Corner and War Memorial Site – public space 3. Runcorn Rd rec Ground - due to narrow access point. 5. NRRG – gated and staffed Maintain vigilance	Annually

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Financial		Inadequate budget provision ***LL***	Clerk to ensure that all anticipated income/costs are provided for in annual Budgetary process.	Annually
Administration/Legal		Maintenance and Security of Deeds of ownership etc. ***LL***	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Annually
Administration/Legal		Maintenance of Asset Register ***LL***	Clerk to be responsible for maintaining and updating Assets Register	As necessary Annually
Physical		Maintenance of fences, hedges, gates, footpaths etc. ***LL***	Contractor is responsible via his contract for maintenance and adheres to a planned annual programme. Clerk to: - ensure that any service contracts are properly signed and sealed. - maintain adequate records of inspection	Annually
Physical		Maintenance of furniture ***LL***	Contractor is responsible for the maintenance of public benches in the cemetery and on both recreation grounds via his contract	Monthly
Environmental		Maintenance of land including grass cutting ***LL***	Grounds maintenance contractor is responsible for maintenance of both parks and cemetery. A planned programme is in place.	Annually
Physical		Public/Personal Injury ***LL***	Ensure that all staff have appropriate training and adhere to approved working practices.	Annually

			Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place	
Physical		Security of equipment ***LL***	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register. .	Annually
Physical		Unauthorised access/trespass ***MM***	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Annually
Environmental		Vandalism ***MM***	Apparatus and security at all sites monitored on a regular basis Regular liaison with law enforcement agencies.	Annually
LITTER *physical*		Failure to empty ***LL***	CW&C Streetscene are responsible for clearing village bins via annual contract. Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation. Maintain regular contact with CW&C dept.	Monthly

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Financial		Inadequate budget provision ***LL***	Clerk to ensure that there is adequate annual service requirements via the budgetary process.	Annually
Financial		Inadequate insurance cover ***LL***	Clerk to determine there is adequate annual insurance cover via budget process	Annually
Environmental		Inappropriate location of litter bins ***LL***	Location of village litter bins determined by Cheshire West & Chester Council via Streetscene contract	Annually
Administration/Legal		Inefficient service provision ***LL***	Both park wardens are trained in their litter picking duties at both parks and at the grot spots in the village. General litter picking in the village is carried out by Barnton Parish Council village orderly	Monthly
Environmental		Unauthorised Fly posting/nuisance. ***ML***	Remain vigilant. Put in place method of reporting Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually
Environmental		Vandalism/theft/damage ***MM***	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
FUNCTIONS OF THE COUNCIL *Administration/Legal*		Disability & Discrimination Act ***LL***	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that	Annually

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			standards/ongoing requirements are met. Carry out periodical review of service.	
Administration/Legal	Standing Orders on Conduct	Failure to comply with new Regulations /Legislation ***LL***	Cllrs encouraged to attend regular training sessions and a proper training policy is in place. Continued membership of ChALC/SLCC Clerk liaises regularly with all staff.	Monthly
Administration/Legal	Standing Orders on Conduct	Failure to meet statutory duty on meetings ***LL***	Clerk ensures that all notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken published and retained	Monthly
Administration/Legal		Failure to report Council business in Minutes ***LL***	Clerk ensure proper, timely and accurate recording of council business in the minutes. Clerk ensures that all minutes are signed and maintains the security of master copies.	Quarterly
Administration/Legal	Standing Orders on Conduct	Failure to respond to the elector's wish to exercise its rights ***LL***	Clerk ensures members and staff are aware of Electors' Rights and follows procedures for dealing with enquiries. Clerk endeavours to increase awareness of accessibility of the Council to the public	Annually
Administration/Legal	PLI	Defamation ***L***	Clerk and Chair proof read the draft of minutes/website/ newsletter to ensure that all input is subject to scrutiny. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As necessary

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Financial		Failure to collect income from advertising etc ***LL***	Clerk responsible for collection of income although this is minimal. Invoices sent out and receipts for payment by cheque only are issued timeously. Income banked promptly and procedure adhered to re reminders for unpaid accounts. Take appropriate recovery action	Annually
NEWSLETTERS *Administration/Legal*		Failure to meet minimum requirement for quality status ***L***	Arrange testing/ assessment of input to ensure that requirement is met.	Quarterly
Administration/Legal		Failure to meet statutory obligation re non - political content ***L L***	Clerk and Chair proof read draft newsletters to ensure that statutory requirement is met.	As necessary
Financial		Inadequate budget provision ***LL***	Clerk to ensure that service requirements are included in budgetary process.	Annually
Physical		Non production of newsletter ***LL***	Clerk responsible for ensuring 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.	Quarterly
DEVELOPMENT/PLANNING	Planning	Failure to comply within consultation deadline ***LL***	If necessary, the Clerk will liaise with the Planning Authority for possible extension.	Annually
PLAY AREAS *Financial*	PLI Safe play spaces	Inadequate budget provision ***LL***	Clerk to ensure that service requirements are detailed in annual budget process.	Annually

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Financial	Review insurance cover	Inadequate insurance cover ***LL***	Clerk to include all relevant risks on the council's insurance policy and monitor throughout the year and advise insurers of any significant change(s) promptly.	Annually
Administration/Legal	Complete complaint etc. register as required	Inadequate maintenance of records ***LL***	Clerk to maintain an accident book and record any injuries therein.	Annually
Physical	Ensure that all controls are in place Health & Safety Act 1974 Health & Safety Executive Zurich Insurance	Personal Injury ***LL***	Clerk has defined responsibility for regular inspection of: - play areas. - play equipment & play surfaces with contracted Play Safety Inspector. Clerk arranges annual inspection and report by suitably qualified independent professional. Report serious accidents to HSE	Daily and monthly
OFFICE *Financial*		Inadequate budget provision ***LL***	Clerk to ensure there is adequate provision in the budget for office rent etc annually	Annually
Physical		Fire ***LL***	Responsibility of landlord CW&C who are diligent	
Physical		Poor Office Conditions ***LL***	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly
Physical		Poor/Faulty Office Furniture ***LL***	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to	Monthly

			council/committee for approval to repair/replace.	
Technical		Failure of Website/Internet Providers ***LL***	Clerk to: - ensure a backup copy of data is maintained. - liaise with provider to ensure early reinstatement of service.	Weekly
Financial		Inadequate budget provision ***LL***	Clerk to ensure service requirement included in annual budgetary process	Annually
SKATEPARK *Physical*	SAFE PLAY SPACES Monitor site and facility regularly PLI.	General Health & Safety ***LL***	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter	Daily/Monthly
Environmental	Ensure appropriate and adequate signage in place.	Inadequate Safety Signage ***LL***	Clerk to ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate safety wear	Monthly
Physical	Monitor maintenance of site and equipment	Injury to users arising from accident. ***LL***	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurer). Carry out regular inspection of equipment, surfaces and signage.	Weekly

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			Place any damaged equipment out of use until repair or replacement	
Financial	Ensure that the council holds adequate Public Liability insurance	Legal Liability arising from asset ownership ***LL***	Clerk to: - Ensure that council's insurer is aware of facility provision. - Ensure adequate cover is provided in policy. - Carry out annual review.	Annually
WAR MEMORIAL *Administration/Legal*				Annually
Environmental	Ensure adequate controls in place	Vandalism ***ML***	Clerk to: - Take reasonable action to maintain security of site. - Arrange for regular site visits. - Consider use of professional security service where necessary. - Maintain liaison with law enforcement agencies. - Liaise with police re dealing with off	Weekly
Physical		Inadequate budget provision ***LL***	Review service provision within annual budget process.	Annually
Physical		Inadequate maintenance. ***LL***	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually
Physical		Vandalism ***LL***	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually

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WEBSITES *Administration/Legal*		Availability of Software tools to build and manage site ***LL***	Clerk to 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 necessary
Administration/Legal		Compromise of copyright by inclusion of website links or frames. ***LL***	Clerk to ensure that If website contains links to other sites, permission of destination website is prerequisite.	Annually
Administration/Legal		Confusion arising from links to external websites ***LL***	Web manager to ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacty practices or the content of external Web sites.	Annually
Administration/Legal	To have proper control of web site	Content ***LL***	Clerk and Chair to ensure that all content is specifically approved.	
Administration/Legal		Dependence upon an individual ***LL***	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
Technical		Failure to meet needs/expectations of visitors to site. ***LL***	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,	Annually

			with third parties where appropriate and initiate agreed changes/improvements where necessary	
Technical		Inadequate control of web site ***LL***	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	Annually
Administration/Legal	PLI To minimise risk	Insurance ***LL***	Ensure that appropriate insurance cover is held by council.	
Administration/Legal		Lack of motivation for continued management of website. ***LL***	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and	Quarterly
Technical		Lack of visibility of website to search engines ***LL***	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 update	Quarterly
Administration/Legal		Lack of visibility of visitor numbers. ***LL***	Ensure that a website statistics package is available on site. Ensure that website statistics are available to	Annually

			council and are regularly reported to the appropriate council/committee meeting.	
Administration/Legal		Loss of Data/ Inability to access backup ***LL***	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
Administration/Legal		Non compliance with Freedom of Information Act ***LL***	Ensure that legal requirements are met in full inc GDPR 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
Administration/Legal		Non conformance with the Data Protection Act ***LL***	Ensure that permission is in place and the principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes	As necessary
Administration/Legal		Ownership and Control of Universal Resource Locator (URL) ***LL***	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,	Annually
Administration/Legal		Risk arising from paid advertising ***LL***	Determine council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards Regulations/The Consumer Protection from	Annually

			Unfair Trading Regulations Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display.	
Technical		Risk arising from poor design / appearance of web site ***LL***	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. All websites must be WCAG COMPLIANCE by Sept. 2020	As necessary
Administration/Legal		Risk arising from use of unlicensed software ***LL***	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
Administration/Legal		The placing of information on site that may put people at risk. ***LL***	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. Arrange appropriate training	Annually
General	Public Liability Ins	**CONTROL OF INFECTIOUS DISEASE POLICY** ***LH***	Covid-19 Protect and ensure Safety & Health of Councillors, Contractors, Staff, Volunteers and Members of Public.	On-going March 2020

BARNTON PARISH COUNCIL RISK ASSESSMENT DOCUMENT 2025/26

APPROVED – 19.05.25

NEXT APPROVAL DUE; MAY 2026