

Impact Rating

LIKELIHOOD	IMPACT		
Highly Likely (3)			
Possible (2)			
Unlikely (1)			
	Negligible (1)	Moderate (2)	Severe (3)

Risk assessment form

Activity: General Council Activity

Assessment date: 27 Feb 2026

Review date: Feb 2027

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Lone working – danger to individuals	Staff & Volunteers	- Lone worker policy¹ advising staff how to minimise risk - Employers liability insurance - Refer to Lone Workers and Volunteers Risk Assessment.		4	
Events e.g. Litter pick – risk of injury or accident	Staff, volunteers and public	- Ensure event risk assessment carried out - First aid box in place - Ensure that the responsible person for events is aware to call 999/First Responders in case of emergency. - Public liability insurance up to £10m		4	
Loss of computer records - Impact on day to day working and loss of historical records		- Regular computer backups on “cloud” and portable hard drive - Best endeavours to scan/photocopy important documents. - Equipment insured to cover cost of replacement - Anti virus software installed on council PC's	Currently no portable hard-drive – obtain?	6	
Loss of legal deeds - Inability to prove ownership		Key legal documents kept in hard copy	No evidence of Deeds etc. eg. Land Reg records. Need to be found and stored safely and backed up.	9	
Loss of Clerk – Impact on day to day running of council business.		- Emergency funds in reserves to cover locum/temporary replacement. - Contact NALC for locum. - Clerk to supply passwords annually to Chairman		3	
Volunteers e.g. SAM2/Trees/Litter Picking – risk of injury while carrying out	Volunteers	- Public liability insurance up to £10m - Refer to Lone Workers and Volunteers Risk Assessment. - Risk assessment to be undertaken for each activity - Provide volunteers with appropriate personal protective equipment		6	

¹ The Health and Safety at Work etc Act 1974, s2

duties		(NB. Cllr B Demain uses own equipment for SAM2 and is happy with this).			
Damage to Assets – could cause injury + cost to repair	Anyone	- Depreciation funds held in reserve for replacement / repair - Aim to carry out annual inspection to spot minor damage - Insurance for major accident e.g. lorry crashing into lamp-post.	Consider this in relation to reserves policy. How much does the council wish to hold to replace assets or fund raise each time?	4	
Office Security – theft or loss of assets or data	Parish Council, Clerk, Public	- All parish related materials kept in a single room within a secure home. ‘Medium term’ council documents kept in locked cabinet in Langley with Hardley Village Hall e.g. historical accounts. - Very old documents kept in NRO e.g. minutes, historical documents. - Insurance in case of fire or theft	Need access to filing cabinet.	2	
Data Protection Breach – cllrs, Clerk, public resulting in litigation		- GDPR training undertaken - Data policy established - Insurance in case of litigation		3	
Use of contractors - Various injuries.	Employees / Volunteers Members of the public Contractors	- Ensure all contractors are appropriately insured/trained – obtain documents. - Copy of health and safety policy obtained from all contractors. - Contractors asked to produce risk assessments for the associated work activities. - Contractor to have public liability insurance cover of at least £5 million.		4	
Maladministration		- Employees and members to receive training - Members to sign Code of Conduct - Employees to adhere to Terms & Conditions		3	
Assessor's signature:		Signed off by:			
Date:		Date:			