Cam Parish Council Risk Assessment **Reviewed June 2025**

Approved: FPGP June 2024 minutes ref – FPGP.25.

Risk Analysis Matrix		Severity				
		Negligible (1)	**Minor (2)**	**Moderate (3)**	**Severe (4)**	**Critical (5)**
Likelihood	**Very High (4)**	Low 4	Medium 8	High 12	Very High 16	Very High 20
	High (3)	Low 3	Medium 6	High 9	High 12	Very High 15
	Moderate (2)	Very Low 2	Low 4	Medium 6	Medium 8	Medium 10
	Low (1)	Very Low 1	Very Low 2	Low 3	Medium 4	Medium 5

Risk No.	Hazard	Risk	Risk level Likelihood X Severity = Risk			Mitigation Measures	Risk level Likelihood X Severity = Risk		
			L	**S**	**R**		**L**	**S**	**R**
1	Fire, theft or other incident/ accident	Loss or damage to premises, furniture or equipment	2	4	8	Building insurance. Contract indicates that landlord covers building insurance. Fire Risk assessment plus regular inspections of buildings Contents insurance. Contained in overall insurance policy Good quality intruder alarm is installed, maintained and always correctly set when building is unoccupied Asset register is in place and regularly reviewed and updated. Is used to update contents insurance policy Fire extinguisher in place, in date and regularly serviced	2	3	6

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			L	S	R		L	S	R
2	Failings, actions or inactions, of the Council or their employees	Damage or injury to third parties or their property.	3	4	12	Public liability insurance. Contained in overall insurance policy	3	2	6
						Specific site risk assessments in place with regular reviews			
						Health & safety information provided to employees			
						Clear instructions given to employees and contractors on the risks and preventative measures.			
						Contracts to external contractors include requirement to follow H & S policy and to have adequate public liability insurance			
						Adequate provision of safety equipment (fire extinguishers, barriers, etc.) and PPE.			
						Safety step available for reaching above head height and staff instructed in its use			
						Adequate and appropriate training for staff and councillors - Staff required by contract to undergo appropriate training and encouraged to do so. Councillors also encouraged to attend appropriate training/briefing sessions on their role and responsibilities			
3	Loss of facilities, staff or failure of third parties	Loss of income or a need to provide additional essential services.	2	4	8	Budget provision for contingencies	2	3	6
						Financial reserves to cover 3-6 months			
						Website and social media use to share information should office have to close			
		Financial risk due to liabilities				Suitable and adequate insurance in place			
						Subscription to GAPTC and SLCC for support and advice			
						Maximise use of Jubilee Pavilion as alternative venue/ office			
4	Lack of knowledge, an error of	Reputational risk.	2	3	6	Staff and councillors kept up to date with knowledge of law	1	3	3
		Council carries out				Subscription to GAPTC and SLCC for support and advice and are			

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	judgement or deliberate action	business that is outside the legal powers of local councils.				used where position is uncertain			
						Relevant and ongoing training			
						Advice of the clerk is sought before decisions are made			
						Members have no individual executive powers.			
		Council fails to meet all its duties under the law (e.g. employment law)				Clerk or delegated officer attends and advises at all meetings where decisions are made			
						Minutes indicate the powers under which each decision is made			
						Regular returns are made to Inland Revenue and Pensions Authority with copies kept on file			
						Contracts of employment for all staff are reviewed regularly			
						Records are updated when there are any changes in the relevant legislation			
5	Inadequate processes or clerical support	Failure to produce timely and accurate reporting of Council business in the minutes	2	2	4	The minutes are properly numbered and paginated with a signed copy kept on file	1	2	2
						All clerical support is properly trained in the Council's processes			
						Minutes are carefully scrutinised by the appropriate Council body prior to acceptance			
						Documented procedures to deal with consultation requests			
		Failure to meet the legal timeframe				Documented procedures for the receipt, circulation, response, handling and filing of documents			
		Failure to maintain proper control of documentation				Documented procedures in place for recording and monitoring Members' interests and receipts of gifts and/or hospitality			
		Failure to maintain a				Members are periodically reminded of their duties			

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		complete, accurate and up-to-date Register of Members' Interests				Members Interest form updated annual and in line with any changes/ updates			
6	Accident or an assault	Injury to members of staff	2	4	8	Risk assessment plus the implementation of safe working procedures	2	2	4
						Maintenance of adequate Employers' Liability insurance and Personal Accident insurance for both Members and staff			
						First aid training for staff once number of employees reaches 5 or if activity increases			
						First aid kit to be regularly checked and replenished as necessary			
						All chemicals and hazardous substances used in the Council's offices to be purchased by the clerk and appropriate COSHH sheets obtained			
						Lone Working policy in place and explained to staff			
7	Alleged improper actions by Members or staff (e.g. items appearing in authorised publications, utterances arising out of and in the course of official duties or, at meetings or other	Actions for libel or slander against Members and/or employees	2	4	8	Members and staff are adequately trained and informed to carry out their duties	1	3	3
						Adequate Libel and Slander insurance cover is maintained			
						Clerk and Chair to keep in regular contact with members and build good working relationships			
						Members code of conduct reviewed annually			

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	occasions when the member is authorised to represent the Council)								
8	Faulty or inadequate facility including - play areas or equipment, allotment area, amenity areas, bus shelters, other street furniture, or any other asset owned by the council	Loss or damage to third parties	3	4	12	Adequate Public Liability insurance is maintained	2	4	8
						Risk assessments plus appropriate documented procedures for inspection, reporting and record keeping			
						Procedures fully implemented and records kept on file			
						Inspections and resulting actions recorded in minutes			
						Asset Register regularly reviewed and updated			
9	Theft or dishonesty	Financial loss	1	4	4	Financial regulations to cover cash receipt and banking and internal audit procedures in place and reviewed regularly.	1	3	3
						Robust internal control recording in place - carried out by different members and reported to Full Council			
		Reputational damage				Internal Auditor appointment and report			
						Adequate Fidelity insurance cover for appropriate staff			
						Regular financial reports to Council, recorded in the minutes.			
						Annual review of banking arrangements			

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						Adoption of and adherence to codes of practice for procurement and investment			
10	Inadequate budgeting and/ or banking arrangements, including borrowing or lending and the keeping of financial records	Financial losses	1	4	4	Procedures in place for dealing with and monitoring grants or loans made or received	1	3	3
		Failure to meet statutory requirements				Standing Orders and Financial Regulations dealing with the award of contracts for services or the purchase of capital equipment in place and followed			
						Adoption of and adherence to codes of practice for procurement and investment			
						Procedures in place for contract review			
		The annual precept may prove to be inadequate				Grants procedures documented and recorded in the minutes			
						Robust Internal Controls – regularly carried out and recorded in the minutes			
						Training for the RFO and members			
11	Poor arrangements for the provision of goods and services	Financial losses	1	4	4	Adequate training of the responsible officer and Members in matters of VAT and other taxation as necessary	1	3	3
		Failure to meet statutory requirements				Regular scrutiny of financial records and proper arrangements for the approval of expenditure			
						Standing Orders and Financial Regulations adopted and regularly reviewed			
						Regular returns of VAT			
						Regular monitoring of expenditure against the budget			
						Implement procedures for dealing with and monitoring grants or loans made or received			

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12	Improper use of funds granted to local community bodies (including under section 137)	Council expenditure could be illegal	2	1	2	Ensure grants are recorded under S137 Training for RFO and support staff	1	1	1