

# Risk Assessment

## For Leaffield Parish Council

**Risk Assessment Completed by: Anne Ogilvie, Clerk to the Parish Council – Approved XXXXX**  
**Date Completed: 09.08.26 Risk Assessment Review Date: XXXXXX**

| Description of Hazard | Who might be harmed and how, or issue                                                                   | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk Rating | Further Actions | Date Actions Complete | Residual Risk Rating |
|-----------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------|----------------------|
| <b>FINANCE</b>        |                                                                                                         | <ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Standing Orders</li> </ul>                                                                                                                                                                                                                                                                                                                                             | Low         |                 |                       |                      |
| Precept               | Precept not applied for<br>Precept not received<br>PC budget                                            | <ul style="list-style-type: none"> <li>Diary entry of relevant dates to apply and receive precept</li> <li>Confirmation of precept application</li> <li>Confirmation of precept receipt through bank statement</li> <li>Adequacy of precept through budget and budget monitoring</li> <li>Minuted agenda items for precept determination and precept receipt</li> </ul>                                                                      | Low         |                 |                       |                      |
| Budget                | Overspending<br>Unauthorised spending                                                                   | <ul style="list-style-type: none"> <li>Minuted agenda items for budget creation and budget monitoring</li> <li>Draft budget created showing previous actuals and predictions</li> <li>Budget discussions in autumn to discuss plans</li> <li>Budget approved by full council</li> <li>Budget monitoring report presented to Council at least quarterly</li> </ul>                                                                            | Low         |                 |                       |                      |
| Loans                 | Compliance with restrictions, repayments                                                                | <ul style="list-style-type: none"> <li>Legal advice and advice from appropriate bodies sought before and during decision making</li> <li>Budget item to ensure repayments are included within council budget and precept</li> </ul>                                                                                                                                                                                                          | Low         |                 |                       |                      |
| Salaries              | Incorrect salary/hours/<br>or hourly rate paid<br><br>Incorrect deductions made<br><br>HMRC RTI failure | <ul style="list-style-type: none"> <li>Employee timesheet approved by designated Councillor</li> <li>Current rate of pay and changes approved by Council</li> <li>Pay and deductions report created using HMRC payroll software</li> <li>Pay reports checked prior to salaries being paid</li> <li>HMRC payments made as required, direct debit set up</li> <li>Diary entry of payment dates</li> <li>Receipt of HMRC RTI checked</li> </ul> | Low         |                 |                       |                      |

| Description of Hazard | Who might be harmed and how, or issue                                                                                                                                                                                                                                       | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Risk Rating | Further Actions | Date Actions Complete | Residual Risk Rating |
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| Financial records     | Inadequate or incorrect records                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Accounts updated at least monthly</li> <li>Current account bank balance, accounts update, budget monitoring and bank reconciliation reviewed and minuted at every full council meeting</li> <li>Bank reconciliation undertaken monthly and checked by Council against bank statement</li> <li>Internal auditor instructed annually</li> <li>Internal auditor review undertaken by Council</li> <li>Review of effectiveness of internal auditor undertaken by Council</li> <li>Completion of AGAR</li> <li>Annual audit carried out by external auditor</li> <li>Financial Regulations followed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Low         |                 |                       |                      |
| Financial controls    | <p>Goods not supplied to Council after payment</p> <p>Invoice incorrectly calculated or recorded</p> <p>Incorrect payment made</p> <p>Processing receipts</p> <p>Fraud, theft, embezzlement</p> <p>Value for money, fairness</p> <p>Councillor/Clerk expenditure claims</p> | <ul style="list-style-type: none"> <li>Quote, purchase order, delivery note and invoice checked</li> <li>Payment before order only to be made to approved suppliers</li> <li>Invoices checked prior to payment</li> <li>Monthly bank reconciliation carried out, "checksums" in accounts to monitor input accuracy</li> <li>Payment list created and approved at full council meeting</li> <li>Majority of receipts transferred into bank account electronically</li> <li>Cheque or cash receipts rare and low value</li> <li>All receipts received reported at council meetings</li> <li>Minimum of two councillor signatories on bank mandate</li> <li>Two signatures required on cheque payments</li> <li>Two person process for bank transfers</li> <li>Two councillor approval system for electronic payments</li> <li>Cheque signatories check cheque details against invoice, initial invoice and cheque stub</li> <li>Bank transfer list made, checked against payment list and approved prior to payment.</li> <li>No petty cash float held</li> <li>Cash amounts rarely received and low value</li> <li>Internal financial controls undertaken at correct intervals</li> <li>Review of effectiveness of internal financial controls</li> <li>Fidelity Insurance cover in place</li> <li>Multiple quotations obtained for works where relevant</li> <li>Regular contract review</li> <li>Completed expense forms checked by Clerk</li> <li>Completed expense forms checked by Council before payment</li> </ul> | Low         |                 |                       |                      |

| Description of Hazard     | Who might be harmed and how, or issue                                                    | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Risk Rating | Further Actions | Date Actions Complete | Residual Risk Rating |
|---------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------|----------------------|
| VAT                       | VAT misclaimed or not claimed within time limit for refund                               | <ul style="list-style-type: none"> <li>VAT element accounted for separately within accounting system</li> <li>VAT claimed at least on bi-annual basis</li> <li>Evidence of claim submitted to Council</li> <li>Diary entry of relevant date to claim refund</li> </ul>                                                                                                                                                                                                                                                                                                                                                               | Low         |                 |                       |                      |
| Grants and donations      | Monies improperly awarded or used                                                        | <ul style="list-style-type: none"> <li>Council follows GPC legislation</li> <li>Grants and Donations Policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Low         |                 |                       |                      |
| Banking                   | Safety of investments                                                                    | <ul style="list-style-type: none"> <li>Accounts held with established bank</li> <li>Internet banking in place, access controls in place</li> <li>Council debit card has £500 limit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | Low         |                 |                       |                      |
| Bank reserves             | May not be adequate to cover unexpected costs or delay in receipt of precept             | <ul style="list-style-type: none"> <li>Council agreement of adequate reserve requirement</li> <li>Future reserve requirement considered during budget setting process, and minuted</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | Low         |                 |                       |                      |
| <b>ADMINISTRATION</b>     |                                                                                          | <ul style="list-style-type: none"> <li>Standing Orders</li> <li>Financial Regulations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                 |                       |                      |
| Legal powers              | Unlawful activity or decision making                                                     | <ul style="list-style-type: none"> <li>Standing Orders reviewed and adopted annually</li> <li>Financial Regulations reviewed and adopted annually</li> <li>GDPR policies reviewed and adopted annually</li> <li>Councillor Code of Conduct signed by every councillor</li> <li>OALC training available to councillors and staff covering legal powers</li> <li>Clerk has access to OALC, SLCC and other bodies to check legality of proposals and actions</li> <li>List of legal powers available at council meetings</li> <li>Clerk attends training and conference to ensure CPD is up-to-date and knowledge is current</li> </ul> | Low         |                 |                       |                      |
| Minutes                   | Inaccurate records                                                                       | <ul style="list-style-type: none"> <li>Draft minutes issued to Council prior to following meeting</li> <li>Minutes reviewed and approved by Council, signed by Chairman at following meeting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | Low         |                 |                       |                      |
|                           | Inadequate storage                                                                       | <ul style="list-style-type: none"> <li>Signed minutes are filed in Minute Book</li> <li>Full minute books stored at County Archive</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                 |                       |                      |
| Employer Responsibilities | <p>Non-compliance with employment law</p> <p>Non-compliance with Pension Regulations</p> | <ul style="list-style-type: none"> <li>Staff issued with employment contract and job description</li> <li>Staff registered with HMRC as employees</li> <li>Employment policies in place</li> <li>Council has pension scheme.</li> <li>Staff enrolled in pension after probation period if meet criteria</li> </ul>                                                                                                                                                                                                                                                                                                                   | Low         |                 |                       |                      |

| Description of Hazard         | Who might be harmed and how, or issue                                | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Risk Rating | Further Actions                                                    | Date Actions Complete | Residual Risk Rating |
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| Members' interests            | Conflict of interest<br>Harm to authority's public reputation        | <ul style="list-style-type: none"> <li>Register of Interest form completed by every councillor</li> <li>Register of Interest form updated if relevant change occurs</li> <li>Opportunity to declare interests at every meeting – minuted agenda item</li> <li>Councillors free to declare an interest at any point during a meeting, declaration minuted.</li> <li>Any potential conflict addressed at council meetings as required</li> <li>Monitoring Officer advice sought as required</li> <li>Copy of Register of Interest form kept by Council.</li> <li>Copy of Register of Interest form held by WODC.</li> <li>Gift and Hospitality Register in operation</li> </ul> | Low         |                                                                    |                       |                      |
| Transparency                  | Failure to comply with Code<br>Failure to comply with ICO FoI Scheme | <ul style="list-style-type: none"> <li>Council website updated as required to contain correct information as required by current regulations</li> <li>Freedom of Information Scheme adopted</li> <li>Systems and website reviewed regularly to ensure FOI Scheme is being adhered to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               | Low         | •                                                                  |                       |                      |
| GDPR                          | Failure to comply with Regulations                                   | <ul style="list-style-type: none"> <li>Data Protection Registration renewed annually</li> <li>GDPR policies and notices in place and reviewed annually</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Low         | • Completion of audit of hard and soft documentation as per Policy |                       |                      |
| Suppliers                     | Loss or damage due to performance                                    | <ul style="list-style-type: none"> <li>Supplier review as part of supplier approval process</li> <li>Contract review process</li> <li>Financial checks undertaken if required</li> <li>Insurance, certifications and risk assessments requested as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | Low         |                                                                    |                       |                      |
| Document control              | Loss or damage                                                       | <ul style="list-style-type: none"> <li>Leases, legal and archive documents stored in locked metal cabinet in Village Hall</li> <li>Current documents stored at Clerk's address</li> <li>Computer documents backed up regularly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     | Low         |                                                                    |                       |                      |
| <b>INSURANCE</b>              |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                                                                    |                       |                      |
| Insurance                     | Management of risk to Council – loss, damage, liability              | <ul style="list-style-type: none"> <li>Annual review of adequacy of insurance cover, including asset and liability cover</li> <li>Review of insurance cover for any new activity and change made as required</li> <li>Public Liability insurance in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         | Low         |                                                                    |                       |                      |
| <b>ASSETS</b>                 |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                                                                    |                       |                      |
| Protection of physical assets | Loss or damage                                                       | <ul style="list-style-type: none"> <li>Asset register regularly updated and approved by Council, with photographs and map of asset positions</li> <li>Annual inspection of assets</li> <li>Repair and maintenance as required</li> <li>Adequate insurance level to match current asset register</li> <li>Insurance value increased as required</li> </ul>                                                                                                                                                                                                                                                                                                                     | Low         | • Creation of asset location map with photographs                  |                       |                      |

| Description of Hazard                                   | Who might be harmed and how, or issue                 | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk Rating | Further Actions                                                                                    | Date Actions Complete | Residual Risk Rating |
|---------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| Security of buildings and equipment                     | Loss or damage                                        | <ul style="list-style-type: none"> <li>Limited distribution of keys to access Pavilion</li> <li>Clerk holds key register for Pavilion front door</li> <li>Gym Committee hold key register of gym members with key which includes access to rest of Pavilion</li> <li>Village Hall security responsibility of Village Hall Committee</li> <li>Village Hall Committee hold register of Village Hall keyholders and those with access to keysafe</li> </ul>                                                                                                                               | Medium      |                                                                                                    |                       |                      |
| Maintenance of buildings                                |                                                       | <ul style="list-style-type: none"> <li>Parish Council responsible for Pavilion maintenance</li> <li>Village Hall Committee responsible for Village Hall maintenance as per lease</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            | Medium      | <ul style="list-style-type: none"> <li>Lease required for Gym Committee as now pay rent</li> </ul> |                       |                      |
| Third party protection                                  | Risk or damage to third party property or individuals | <ul style="list-style-type: none"> <li>Adequate Public Insurance Liability</li> <li>Repair and maintenance as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Low         |                                                                                                    |                       |                      |
| Maintenance                                             | Reduced value of assets                               | <ul style="list-style-type: none"> <li>Supplier approval process to ensure suitably qualified contractors carry out maintenance and repairs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 | Low         |                                                                                                    |                       |                      |
| Protection and security of soft and hard copy documents | Theft or loss of information, financial records       | <ul style="list-style-type: none"> <li>Council laptop password protected, with security software</li> <li>Cloud backup of council documents</li> <li>Hard copy documents stored in locked cupboard in Village Hall or at Clerk's address</li> <li>Council Dropbox used to share council documents with councillors</li> <li>Access to Council Dropbox removed from retired councillors</li> <li>Access to council email address removed from retired councillors</li> <li>Retiring councillors requested to delete/destroy/return any council documents in their possession</li> </ul> | Low         |                                                                                                    |                       |                      |
| Play areas                                              | Loss or damage, risk or damage to third parties       | <ul style="list-style-type: none"> <li>Correct insurance in place</li> <li>Weekly inspection of play areas, written record kept</li> <li>Play area inspection results reported at council meetings for actions to be agreed</li> <li>Dangerous/unsafe equipment to be cordoned off and photo taken as evidence of closure</li> <li>Annual inspection carried out by RoSPA qualified inspector</li> <li>Works carried out as required</li> </ul>                                                                                                                                        | Low         |                                                                                                    |                       |                      |
| Tree maintenance                                        | Loss or damage, risk or damage to third parties       | <ul style="list-style-type: none"> <li>Biennial tree survey by qualified inspector</li> <li>Regular inspections by Council</li> <li>Works carried out as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           | Low         |                                                                                                    |                       |                      |

| Description of Hazard   | Who might be harmed and how, or issue                                                                                      | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Rating | Further Actions                            | Date Actions Complete | Residual Risk Rating |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------|-----------------------|----------------------|
| Burial ground           | <p>Burials not completed to legal requirements</p> <p>Grounds not correctly managed</p> <p>Unsafe memorials</p>            | <ul style="list-style-type: none"> <li>• Correct forms/paperwork requested</li> <li>• Competent contractors used</li> <li>• Relevant policies in place</li> <li>• Correct record keeping and document storage</li> <li>• Competent contractors used</li> <li>• Correct record keeping</li> <li>• Regular inspections</li> <li>• H &amp; S inspections</li> <li>• Memorial safety inspection carried out by qualified contractor</li> <li>• Works required undertaken by qualified contractors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Medium      | Need to arrange memorial safety inspection |                       |                      |
| Closed churchyard       | <p>Burials/cremations not completed to legal requirements</p> <p>Grounds not correctly managed</p> <p>Unsafe memorials</p> | <ul style="list-style-type: none"> <li>• Cremations and burials are the responsibility of the Church</li> <li>• Competent contractors used</li> <li>• Correct record keeping</li> <li>• Regular inspections including H&amp;S inspections</li> <li>• Memorial safety inspection carried out by qualified contractor</li> <li>• Works required undertaken by qualified contractors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Medium      | Need to arrange memorial safety inspection |                       |                      |
| Defibrillators          | Loss or damage                                                                                                             | <ul style="list-style-type: none"> <li>• Regular inspections with written report</li> <li>• Replacement of parts as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Low         |                                            |                       |                      |
| Speed indication device | Loss or damage<br>Injury                                                                                                   | <ul style="list-style-type: none"> <li>• Placement of device in parish approved by OCC</li> <li>• Unit to be locked in place</li> <li>• Minimum of two people to move device</li> <li>• Hi-viz vests or equivalent to be worn when moving the device</li> <li>• Brackets supplied by manufacturer</li> <li>• Standard manual handling hazard mitigations undertaken</li> <li>• Suitable safety measures undertaken if device moved to place without verge/surface to use whilst setting up and changing batteries</li> <li>• Batteries charged with correct battery charger</li> <li>• Batteries monitored whilst charging takes place, and charger disconnected when charging is complete</li> <li>• Batteries charged in dry, indoor environment – to include suitable fire safety equipment (smoke monitor, fire blanket/fire extinguisher)</li> <li>• Battery charger and battery sat on suitable surface to allow air flow around and below during charging</li> </ul> | Medium      |                                            |                       |                      |

|                  |                                                                |                                                                                                                                                                                                                                                                             |     |  |  |  |
|------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|--|
|                  |                                                                | <ul style="list-style-type: none"> <li>Volunteers to have suitable home insurance coverage if charging batteries outwith council buildings</li> </ul>                                                                                                                       |     |  |  |  |
| <b>EMPLOYEES</b> |                                                                |                                                                                                                                                                                                                                                                             |     |  |  |  |
| Working at home  | Person may suffer ill health, injury or personal attack        | <ul style="list-style-type: none"> <li>Visits from members of the public strictly controlled</li> <li>Work-station assessment to be carried out following HSE guidelines</li> <li>Display screen equipment assessment to be carried out following HSE guidelines</li> </ul> | Low |  |  |  |
| Absence          | Long term sickness or absence by Clerk<br>Resignation of Clerk | <ul style="list-style-type: none"> <li>Councillors to take over Clerk duties</li> <li>Business Continuity Policy</li> <li>Business Continuity Plan</li> </ul>                                                                                                               | Low |  |  |  |
| Management       | Poor relationships<br>Legal action<br>Unlawful decisions       | <ul style="list-style-type: none"> <li>Employment Policies reviewed and adopted annually</li> </ul>                                                                                                                                                                         | Low |  |  |  |
| Knowledge        | Actions which may be unlawful, unwise, damaging                | <ul style="list-style-type: none"> <li>Staff training</li> <li>Training and Development Policy</li> </ul>                                                                                                                                                                   | Low |  |  |  |

| Description of Hazard                              | Who might be harmed and how, or issue                            | Existing Control Measures                                                                                                                                                                                                                                                                                            | Risk Rating | Further Actions | Date Actions Complete | Residual Risk Rating |
|----------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-----------------------|----------------------|
| <b>HEALTH AND SAFETY</b>                           |                                                                  | <ul style="list-style-type: none"> <li>Health and Safety Policy</li> </ul>                                                                                                                                                                                                                                           |             |                 |                       |                      |
| Lone working in the parish and on Council business | Person may be taken ill, have accident or suffer personal attack | <ul style="list-style-type: none"> <li>Second person (staff/councillor/member of family) informed of location and start/end times of task</li> <li>Councillors to take on duties until Clerk or nominated Councillor recovered</li> <li>Charged mobile phone to be carried at all times when lone working</li> </ul> | Low         |                 |                       |                      |
| Violence and aggression                            | Person may sustain physical or verbal attack                     | <ul style="list-style-type: none"> <li>Staff/councillor to avoid meeting members of public in remote locations on a one-to-one basis, particularly when handling complaints</li> <li>Public invited to speak at council meetings in order that issues and complaints are dealt with as a group</li> </ul>            | Low         |                 |                       |                      |
| Manual handling                                    | Physical injury from incorrect lifting or unplanned lift         | <ul style="list-style-type: none"> <li>Small items only are lifted on an irregular basis</li> <li>Larger tasks carried out by trained, competent contractors</li> <li>Higher risk tasks to be individually risk assessed prior to carrying out, and suitable safety measures taken</li> </ul>                        | Low         |                 |                       |                      |
| Work at height                                     | Injury from fall from height                                     | <ul style="list-style-type: none"> <li>Minimal low-level use of ladders</li> <li>Higher risk tasks are carried out by competent, trained contractors</li> <li>Ladders checked regularly for deterioration and rectified</li> </ul>                                                                                   | Low         |                 |                       |                      |
| Electric shock                                     | Shock from faulty electrical equipment or wiring                 | <ul style="list-style-type: none"> <li>All electrical works carried out by competent electrical contractors</li> <li>Council owned portable equipment PAT tested/checked by competent person</li> </ul>                                                                                                              | Low         |                 |                       |                      |



|                            |                         |                       |                      |
|----------------------------|-------------------------|-----------------------|----------------------|
| Highly likely<br>(score 3) | Medium<br>(3 x 1)       | High<br>(3 x 2)       | Very High<br>(3 x 3) |
| Possible<br>(score 2)      | Low<br>(2 x 1)          | Medium<br>(2 x 2)     | High<br>(2 x 3)      |
| Unlikely<br>(score 1)      | Very Low<br>(1 x 1)     | Low<br>(1 x 2)        | Medium<br>(1 x 3)    |
| Impact                     | Negligible<br>(score 1) | Moderate<br>(score 2) | Severe<br>(score 3)  |

| Date created | Carried out by (Name) | Job Title            |
|--------------|-----------------------|----------------------|
| 09.08.2026   | Anne Ogilvie          | Parish Clerk and RFO |