

**Longframlington Parish Council**  
**Risk Assessment APRIL 2025-26 (Reviewed May 2025)**

Area	Risk	Level of Risk	Controls	Review
<b>Assets</b>	Protection of physical assets	M	Maintenance of Assets Register.	On-going
		M	Ensure Assets Register reflects up-to-date assets of the council.	March
	Security of assets	L	Review of equipment in playground and ensure equipment ownership is clear and unambiguous – ensure insurance reflects agreed legal ownership.	April
		M	Review playing field area and take advice on liability of the area.	July
	Maintenance of equipment	M	Ensure a programme of checks is in place for equipment in play area.	June
<b>Finance</b>	Banking	L	Ensure banking provisions reflect the requirements of the council.	April
	Risk of loss of income	L	Ensure income from allotments and cemetery is billed by due dates and collected in a timely manner.	January for allotments and on-going for cemetery
	Precept	L	Precept information sent to County Council by due date.	January
	Loss of cash through theft or dishonesty	L	Ensure Fidelity Guarantee adequate for cash handling.	March
	Financial controls and records	L	Financial controls in place and regular bank reconciliations completed. Cheque signatories sign cheques and stubs.	On-going
	Internal & External Audit	L	Ensure internal auditor is qualified and external auditor reports are actioned.	April / May
	Compliance with financial regulations	M	Clerk to ensure regulations are adhered to and VAT claims are submitted. Audit process to check the council complies with legal requirements.	On-going
	Budgeting	M	Ensure council sets a legal budget and ensure this is regularly reviewed.	January and on-going
<b>Liability</b>	Risk to third parties, properties or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported and on an annual basis.	On-going
	Legal liability as consequence of asset ownership (especially	H	Insurance in place. Regular checks of allotments and cemetery with a written record being kept.	Yearly

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	cemeteries, allotments and playgrounds)		Checks by RoSPA of playgrounds.	Annually in June
<b>Employers' Liability</b>	Compliance with Employment Law	L	Membership of NALC. Clerk is advised to be a member of SLCC Advisory Group.	On-going
	PAYE/HMCR	L	Clerk to ensure proper declarations and documentation are in place to comply with PAYE requirements.	On-going
	Safety of staff and visitors	M	Ensure the clerk is aware of the health and safety requirements when undertaking parish council work.	On-going
<b>Legal Liability</b>	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	On-going
	Proper and timely reporting via the Minutes	L	Council meets monthly and always receives and approves Minutes of meetings held in interim. Minutes made available on website and to public.	On-going
	Proper document control	M	Proper systems in place for the retention of documents.	May
		M	Policies in place for allowing members of the public access to documents to comply with legal requirements.	May
<b>Councillors' propriety</b>	Registers of interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality declared and recorded in minutes at each meeting.	Recorded Monthly

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Area of risk	Hazards	Who might be harmed	Risk level before controls High / Medium /Low	Controls	Risk Level With Controls in place
<b>CEMETERY</b>					
<b>Entrance to cemetery</b>	Vehicular accidents with pedestrians	All persons	<b>H</b>	Entrance is gated with no vehicular access	<b>L</b>
<b>Pathways</b>	Tripping on uneven cobbles	Any person	<b>L</b>	Pathways inspected biannually and repairs carried out as necessary	<b>L</b>
<b>Benches</b>	Injury or damage to clothing from damaged woodwork	Any person	<b>L</b>	Benches inspected biannually and repairs carried out as necessary	<b>L</b>
<b>Gravestones and surrounds</b>	Risk of injury if headstones loose or damaged	Any person	<b>L</b>	Inspected annually, gravestones laid flat or contact with family to remedy any identified problem	<b>L</b>
<b>New Graves</b>	Risk of tripping or falling around new graves	Any person	<b>H</b>	New graves to be surrounded by small barrier until settled and levelled	<b>L</b>
<b>Fencing</b>	Danger of injury from damaged fencing and barbed wire	Any person	<b>H</b>	Inspected annually repairs carried out Risk remains with barbed wire	<b>M</b>
<b>Tree and shrub area at north boundary</b>	Risk of tripping and injury from overgrown vegetation and uneven surface caused by the dumping of excess soil and stone from gravedigging activity	Any person	<b>M</b>	Area inspected twice a year and cleared of rubble and vegetation as required.	<b>M</b>

Adopted May 2017  
Revised May 2018  
Revised April 2019  
Revised May 2020  
Revised May 2021  
Revised April 2022