WORLDHAM PARISH COUNCIL

RISK ASSESSMENT

May 2026

Risk Identified	Likelihood of occurrence	Severity of Impact	Gross Risk	Control Procedure	Monitoring Process	Respons-ibility	Further Action Required
1) Management							
a) Threat to Business Continuity due to loss of council records, both paper and electronic	2	3	5	All records held at clerk's home. Past paper records to be held in metal filing cabinet in the village hall. Electronic records held on clerk's computer with backup stick being updated monthly. Virus protection software updated daily		Parish Clerk	Back-up memory stick updated annually. Cloud storage to be used for most recent records.
2) Finance							
a) Adequacy of precept and budgetary control	2	3	5	Sound budgeting to underlie annual precept: 1) Draft budget to be circulated prior to Dec PC meeting 2) Precept to be approved at the Dec PC meeting 3) Parish Clerk to report spend against budget half yearly at Dec and May PC meetings	Included in Dec/Jan and May agendas for PC meetings	Chairman/ Parish Clerk	
b) Adequacy of financial controls and records	2	4	6	Procedures defined in WPC's 'Standing Orders Pertaining to Finance'.	1) Financial reports reviewed at monthly /all PC meetings. Bank Reconciliations' reported at each PC meeting. 2) Cheques and online payments supported by invoices and has 2 signatories	Parish Clerk/ full council	

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					3) Internal and external audits conducted annually 4) All financial approvals and expenditure to be entered in PC meeting minutes		
c) Loss of cash through theft or dishonesty	2	2	4	No petty cash account is maintained. The only cash transactions are for some hall hirings which historically have not exceeded £200/year. This has now moved entirely online, Cash is paid into the bank account and noted on the payment schedule		Village hall Administrator and cleaner – responsible to Parish Council	
d) Failure to recover VAT	2	2	4	Procedures defined in WPC's 'Standing Orders Pertaining to Finance'. - VAT return to be completed annually (end of March) by the Parish Clerk	Amounts claimed back reported at April/May Parish Council meeting	Parish Clerk	
e) Financial impact of election costs	3	2	5	A contingency fund may have to be established to ensure adequate funds are available. The surplus balance on the Parish bank accounts will cover any contingency costs.	Review annually	Full Council/Parish Clerk	
f) Failure to submit annual return on time	2	3	5	Procedures defined in WPC's 'Standing Orders Pertaining to Finance'.	Clerk formally reports at a PC meeting when this done. Annual Return countersigned	Parish Clerk/Chairman	

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					by Chairman		
3) Liabilities and Insurance							
a) Adequacy of Insurance cover including: 1) Public liability 2) Employer liability 3) Building Insurance on Village Hall 4) Assets owned by the PC 5) Fidelity insurance	2	4	6	Comprehensive insurance cover in place. Annual review undertaken of insurance policy to ensure adequate coverage especially for public liability and coverage of assets owned by the PC.	Annual review reported at a/the PC meeting prior to the month the insurance policy falls due	Full Council/ Parish clerk	
b) Failure to comply with statutory requirements in respect of minutes/agendas/ statutory documents	1	4	5	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed. Minutes and agendas are displayed according to legal requirements. Business conducted at council meetings should be managed by the chairman. Documents retained for statutory period		Chairman/ Parish Clerk	All electronic communication are kept indefinitely. Paper based financial, planning applications, minutes kept indefinitely.

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c) Failure to ensure legality of activities	2	4	6	Parish clerk to clarify legal position on proposals/activities/ procedures and to seek advice as necessary		Chairman/ Parish clerk	
d) Failure to meet new regulatory requirements	1	4	5	Parish Clerk is in receipt of information concerning new legislation/regulations through HALC and NALC and keeps councillors informed as appropriate		Parish clerk	
4) Parish Council Assets							
a) Failure properly to carry out council's responsibilities in respect of ownership, safety and maintenance of assets	2	4	6	Asset register to be maintained listing all WPC's assets. Designated councillor(s) responsible for ensuring required maintenance and safety measures are carried out. In the case of the village hall, this is done in conjunction with the Village Hall Committee. PAT testing to be carried out annually		Designated councillor/ Parish Clerk	Review Asset Register of all WPC's assets for completeness. Electrical inspection of Village Hall to be carried out 5 yearly (next due 2015). PAT testing to be carried out annually
b) Accidents arising from playground equipment	3	4	7	EW Playground inspected regularly by designated Councillor and report submitted to Parish Clerk. Annual RoSPA safety inspection undertaken by Playsafety Ltd and report submitted. Any action required undertaken promptly.		Parish Clerk	

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c) Accidents arising from maintenance of village hall banks – particularly in respect of WPC employed or volunteer labour	3	4	7	Restrict maintenance work on the banks to professional contractors with appropriate insurance cover or to volunteers who have been adequately instructed (see below).		Designated Councillor for village hall maintenance	
d) Accidents arising from using volunteer workforce either directly on PC business (eg grass cutting around the village hall) or indirectly through third party who reports to the PC (EG Footpaths group; Litter Pickers)	2	4	6	Risk assessments have to be carried out prior to any work undertaken. Any volunteer must be adequately trained on use of equipment. Appropriate clothing etc must be worn. Insurance cover including for work undertaken by volunteers is in place			
e) Accidents arising from using volunteer workforce either directly on deploying the SID (Speed Indicator device)	2	4	6	Risk assessments have to be carried out prior to any work undertaken. Any volunteer must be adequately trained on use of equipment. Appropriate clothing etc must be worn. Insurance cover including for work undertaken by volunteers is in place			
f) Accidents arising from volunteers using the Community Litter Pick	2	4	6	Hirers of the equipment do so under their own risks and this is not considered a Parish Council event. Volunteers must use the			

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				appropriate clothing, high vis and gloves.			
5) Councillors' Propriety							
Issues arising due to a member's conflicts of interest resulting from: a) failure to declare a conflict of interest b) inadequate records of members' interests	2	4	6	a) Councillors have a duty to declare any interest at the start of the/ all PC meetings b) Register of members' interests maintained and reviewed annually – register also held by EHDC	Parish Clerk to review and report annually at Parish Council AGM	Individual councillors responsible for declaring their interests. Parish Clerk to maintain register of interests	

MEASUREMENT OF RISK - The Metrics

Likelihood of Occurrence		**Severity of Impact**	
Rating		Rating	
1	Possible but improbable – very unlikely to occur	1	Very low or negligible impact
2	Some possibility of occurrence but rather unlikely	2	Low impact but could give rise to some undesirable consequences
3	Reasonable possibility of occurrence – as likely to happen as not	3	Medium impact – could have fairly significant financial and/or legal consequences
4	High probability of occurrence – more likely than not	4	High impact – would have significant financial and/or legal consequences
5	Very high probability of occurrence	5	Very high impact – would have very serious financial and /or legal consequences

Gross Risk (sum of *Likelihood of Occurrence* and *Severity of Impact*)	
2	Very low risk – generally no action required
3-4	Low risk – consideration to be given to implementing preventative measures and/or an action plan to manage consequences
5-6	Moderate risk – procedure must be in place to minimise, as far as possible, probability of occurrence and an action plan to manage consequences
7-8	High risk – procedure and action plan as for 5-6, with good awareness of the risk and consequences by all concerned parties. Regular reviews by Council Members
9-10	Very high risk – Robust procedure and action plan in place and subject to frequent review by Council Members. Actively pursue means of reducing risk

Reviewed at a Parish Council meeting on 6th May 2026