



# SEAMER PARISH COUNCIL

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## RISK ASSESSMENT AND MANAGEMENT INCORPORATING HEALTH & SAFETY POLICY AND PROCEDURE

Adopted by the Council on 9 December 2025 | Next Review due 30 June 2025

| Area and Identified Risk  | Who is at Risk | Risk Assessment<br>(before controls)              | How is risk controlled  | Persons responsible<br>for controls | When                        | Risk Assessment<br>(after controls)               |
|---|----------------|---|---|-------------------------------------|-----------------------------|---|
| <b>Area</b> - of responsibility or activity giving rise to risk<br><b>Risk</b> - chance the Council or another body/individual will suffer loss or harm |                | <b>Risk Level</b><br>I = Impact<br>L = Likelihood | <b>Control</b> - an action, equipment or procedure that will help to reduce the potential harm from a particular hazard   |                                     |                             | <b>Risk Level</b><br>I = Impact<br>L = Likelihood |
| <b>Areas:</b> Data Protection<br>Business Continuity<br><b>Risk:</b> Loss of or loss of access to data  | Council        | I4 L3 = 12<br>High                                | Separate Domain, Website and Hardward/Software providers  | Clerk & RFO, Council                | On-going, subject to review | I4 L1 = 4<br>Low                                  |
|   |                |   | Domain auto-renewal   | Clerk & RFO                         | Annual                      |   |
|   |                |   | Clerk/RFO's laptop encrypted  | Clerk & RFO                         | Always                      |   |
|   |                |   | 2 factor authentication for Government Gateway, HMRC Basic PAYE Tools, Microsoft 365 & Zoom   | Clerk & RFO                         | Always                      |   |
|   |                |   | Electronic data auto-back up Microsoft 365  | Clerk & RFO                         | Always                      |   |
|   |                |   | Microsoft 365 Business Premium and Webroot Secure Anywhere software licence renewals prompted by Hardward/Software provider, and other software auto-updates where possible, manual updates as required   | Clerk & RFO                         | On-going, subject to review |   |
|   |                |   | Electronic copy of logins & passwords held securely by Chairman. If accessed must be reported immediately to all Council Members and at next meeting of Council [FR 6.11]   | Clerk & RFO, Chairman               | Always                      |   |
|   |                |   | The Council is a member of Yorkshire Local Councils Associations (YLCA) for professional advice, including employment advice for appointing to any vacancy for Clerk and/or Responsible Financial Officer, whether on an interim or substantive basis   | Clerk & RFO, Chairman, Council      | Always                      |   |
|   |                |   | Original Deed, Property & Legal documents held by Solicitors in strong room archive   | Clerk & RFO                         | Always                      |   |
|   |                |   | Laptop and current original hard copy documents held in locked metal filing cabinets in dedicated home office, with intruder alarm and external CCTV, taken out only as required  | Clerk & RFO                         | Always                      |   |
| <b>Area:</b> Land and Property<br><b>Risk:</b> Loss, Damage or Personal Injury  | Council        | I4 L3 = 12<br>High                                | Non-confidential historical documents held by County Council in Records Office archive  | Clerk & RFO                         | Always                      | I4 L1 = 4<br>Low                                  |
|   |                |   | Business Interruption, Internet and E-mail, and Officials' and Trustees' Indemnity insurance  | Clerk & RFO, Council                | Annual                      |   |
|   |                |   | Original Deed, Property & Legal documents held by Solicitors in strong room archive   | Clerk & RFO                         | Always                      |   |
|   |                |   | Any dwelling owned/let by Council managed on behalf of Council by Property Agent  | Clerk & RFO, Council                | Always                      |   |
|   |                |   | Annual review by the Council, based on professional valuations of Market Rent and Capital Value of Property Assets undertaken at least every 3 years with professional letter of review in intervening years, scheduled to inform budget setting and precept for the following year   | Clerk & RFO, Council                | Annual                      |   |
|   |                |   | Unless duly authorised, no Councillor shall inspect land/premises which the Council has a right or duty to inspect [SO 26(a)(i)]  | Councillors, Council                | Always                      |   |
|   |                |   | The Jubilee Allotments Tenancy Agreement for an Allotment Garden shall include such clauses to prevent loss, damage or personal injury to all parties ie the Council, Members/Trustees, Officials/Agents/Contractors, Tenants and other Persons present, whilst permitting due management of the Jubilee Allotments by and on behalf of the Council | Clerk & RFO, Council, Tenants       | On-going, subject to review |   |
|   |                |   | Property - Buildings & Contents insurance and Public and Products Liability insurance   | Clerk & RFO, Council                | Annual                      |   |

| Area and Identified Risk  | Who is at Risk                 | Risk Assessment (before controls) | How is risk controlled  | Persons responsible for controls           | When                        | Risk Assessment (after controls) |
|---|--------------------------------|-----------------------------------|---|--|-----------------------------|----------------------------------|
| <b>Area: Financial<br/>Risk: Loss, Fraud<br/>or Non-compliance</b>  | Council                        | <b>I4 L3 = 12<br/>High</b>        | National Association of Local Councils model Financial Regulations (FR) tailored to and adopted by Council  | Clerk & RFO, Council                       | On-going, subject to review | <b>I4 L1 = 4<br/>Low</b>         |
|   |                                |                                   | Cash handling exceptional, minimal, evidenced in Cash Book, Paying In Book and Bank Statements  | Clerk & RFO, Council                       | On-going                    |                                  |
|   |                                |                                   | Online banking with Clerk input & Councillor authorisation and all signatory access   | Clerk & RFO, Council                       | Always                      |                                  |
|   |                                |                                   | Cheque book held by Clerk with dual Councillor signatories required   | Clerk & RFO, Council                       |                             |                                  |
|   |                                |                                   | Budget and Precept approved by Council  | Council                                    | Annual                      |                                  |
|   |                                |                                   | Internal Financial Controls reviewed by Council   | Council                                    | Annual                      |                                  |
|   |                                |                                   | Receipts, purchases (orders) and payments authorised  | Clerk & RFO, Council                       | Always                      |                                  |
|   |                                |                                   | Monthly schedule of payments (including Clerk & RFO's salary etc) and receipts, and bank statement approved by Council  | Clerk & RFO, Council                       | Monthly                     |                                  |
|   |                                |                                   | At least 4 monthly Reconciliations between Bank Statements and Cash Book checked and signed by non-signatory Councillor, with Cash Book informing at least 4 monthly Budget Updates and Revisions, including virements and earmarking of reserves approved by Council | Clerk & RFO, Appointed Councillor, Council | 4 monthly                   |                                  |
|   |                                |                                   | Annual Governance Statement, Annual Accounting Statement and Accounts approved by Council   | Council                                    | Annual                      |                                  |
|   |                                |                                   | Internal and External Audits undertaken and findings published  | Clerk & RFO, Council                       | Annual                      |                                  |
|   |                                |                                   | PAYE recording/reporting by HMRC Basic Tools  | Clerk & RFO                                | Monthly                     |                                  |
|   |                                |                                   | Pensions re-enrolment and re-declaration to the Pensions Regulator evidenced and reported to Council  | Clerk & RFO Council                        | 3 yearly                    |                                  |
|   |                                |                                   | Asset Register maintained   | Clerk & RFO                                | On-going, subject to review |                                  |
| <b>Area: Employment<br/>Risk: Breach of legal or contractual requirement(s)</b>                                 | Council Employees              | <b>I3 L2 = 6<br/>Medium</b>       | National Association of Local Councils model Contracts of Employment tailored to and adopted by Council, signed by Chairman and Employee  | Chairman, Clerk & RFO                      | On-going, subject to review | <b>I3 L1 = 3<br/>Low</b>         |
|   |                                |                                   | Changes to terms & conditions approved by Council   | Council, Clerk & RFO                       | Always                      |                                  |
|   |                                |                                   | Appraisal and Review of Salary approved by Council  | Council                                    | Annual                      |                                  |
|   |                                |                                   | Employers Liability Insurance and Officials and Trustees Indemnity insurance  | Clerk & RFO, Council                       | Annual                      |                                  |
| <b>Area: Playground, Outdoor Gym and Trim Trail Equipment<br/>Risks: Damage to equipment or Personal Injury</b> | Council, Members of the Public | <b>I3 L2 = 6<br/>Medium</b>       | Playground, Outdoor Gym and Trim Trail equipment purchased, installed and maintained by specialist providers  | Council, Clerk & RFO                       | Always                      | <b>I3 L1 = 3<br/>Low</b>         |
|   |                                |                                   | All equipment inspected at least annually by specialist provider  | Clerk & RFO, Council                       | Annual                      |                                  |
|   |                                |                                   | Quarterly check of equipment, using checklists provided by specialist provider  | Clerk & RFO                                | Quarterly                   |                                  |
|   |                                |                                   | Known urgent actions taken by Clerk under delegation  | Clerk & RFO                                | Always                      |                                  |
|   |                                |                                   | Inspection reports considered by Council at next meeting and actions considered   | Clerk & RFO, Council                       | Always                      |                                  |
|   |                                |                                   | CCTV coverage of The Green by agreement with Proudfoots   | Clerk & RFO                                | On-going, subject to review |                                  |
|   |                                |                                   | Grounds maintenance at The Green by the Friends of Seamer Village by arrangement by the Council, at Recreation Ground by the Council's Contractor and at Magpie Garth & Trim Trail by North Yorkshire Council, as owns these sites                                    | Council                                    | On-going, subject to review |                                  |
|   |                                |                                   | Dogs prohibited from The Green unless assistance or guide dogs on a lead and prohibited from the Recreation Ground unless on a lead   | Council                                    | Always                      |                                  |
|   |                                |                                   | Public and Products Liability insurance   | Clerk & RFO, Council                       | Annual                      |                                  |

| Area and Identified Risk   | Who is at Risk                                | Risk Assessment (before controls) | How is risk controlled   | Persons responsible for controls                                       | When                  | Risk Assessment (after controls) |
|--|---|-----------------------------------|--|--|-----------------------|----------------------------------|
| <b>Area: Open Spaces</b><br><b>Risk: Damage to equipment or Personal Injury</b>      | Council, Members of the Public                | <b>I2 L3 = 6</b><br><b>Medium</b> | Council equipment purchased, installed and maintained by suitable providers  | Council, Clerk & RFO   | Always                | <b>I2 L2 = 4</b><br><b>Low</b>   |
|  |   |                                   | Licence obtained from relevant authority if relevant   | Clerk & RFO, Council   | Always                |                                  |
|  |   |                                   | Quarterly check of all equipment   | Clerk & RFO  | Quarterly             |                                  |
|  |   |                                   | Defibrillators checked at least monthly and The Circuit national defibrillator network updated   | Clerk & RFO  | Monthly               |                                  |
|  |   |                                   | Alerts as to defibrillator accessed and/or used responded to promptly via Whatsapp group of volunteers   | Clerk & RFO  | Always                |                                  |
|  |   |                                   | Known urgent actions taken by Clerk under delegation   | Clerk & RFO  | Always                |                                  |
|  |   |                                   | Reports considered by Council at next meeting and actions considered   | Clerk & RFO, Council   | Always                |                                  |
|  |   |                                   | Grounds maintenance of Council controlled land undertaken by Council's approved contractor   | Clerk & RFO, Council   | Always                |                                  |
|  |   |                                   | All Councillors and the Clerk & RFO provided with high visibility vest, identifying the Council and their role, for use when attending to street furniture, playground & outdoor gym equipment, allotments etc   | Clerk & RFO, Councillors   | Always<br>As required |                                  |
|  |   |                                   | Street Furniture and Defibrillator cover, and Public and Products Liability and Personal Injury insurance  | Clerk & RFO, Council   | Annual                |                                  |
| <b>Area: Decision Making</b><br><b>Risk: Unlawful decisions</b>                      | Council, Councillors                          | <b>I3 L2 = 6</b><br><b>Medium</b> | Decisions made within legal powers, either within Council meetings for which item included on agenda published within statutory timescales, or under delegation consistent with Standing Orders, Financial Regulations or specific minutes, reported to the next meeting, and in either case minuted | Council, Clerk & RFO   | Always                | <b>I3 L1 = 3</b><br><b>Low</b>   |
|  |   |                                   | Working Groups operate within Terms of Reference approved by the Council and published on documents page of website  | Council, Councillors,  | Always                |                                  |
| <b>Area: Meetings</b><br><b>Risk: Infectious illness</b>                             | Councillors, Employees, Members of the Public | <b>I3 L2 = 6</b><br><b>Medium</b> | Public health regulations and guidance followed eg COVID-19  | Council  | Meetings              | <b>I3 L1 = 3</b><br><b>Low</b>   |
|  |   |                                   | Hand sanitiser and/or hand washing facilities available in venues  | Clerk & RFO  | Meetings              |                                  |
|  |   |                                   | Respect social distancing and face coverings if choose to wear   | All  | Meetings              |                                  |
| <b>Area: Meetings</b><br><b>Risk: Personal injury or damage to personal property</b> | Councillors, Employees, Members of the Public | <b>I2 L2 = 4</b><br><b>Low</b>    | Meeting venues rented from Seamer & Irton War Memorial Hall & Crossgates Community Centre, local Charities for which the Council is Custodian Trustee with Council representation on Management Committees, well maintained and relevant Fire regulations  | Council, Seamer & Irton War Memorial Hall, Crossgates Community Centre | Meetings              | <b>I2 L1 = 2</b><br><b>Low</b>   |
|  |   |                                   | Identified issues reported and resolved promptly   | Clerk & RFO  | As required           |                                  |
|  |   |                                   | Public and Products Liability insurance  | Clerk & RFO, Council   | Annual                |                                  |
|  |   |                                   | Personal Accident insurance  | Clerk & RFO, Council   | Annual                |                                  |

#### RISK FACTOR METHOD

Risk Factor (= Impact x Likelihood)

|            |   | Impact |    |    |        | Risk Level |
|------------|---|--------|----|----|--------|------------|
| Likelihood | 1 | 2      | 3  | 4  |        |            |
|            | 2 | 4      | 6  | 8  | Low    |            |
|            | 3 | 6      | 9  | 12 | Medium |            |
|            | 4 | 8      | 12 | 16 | High   |            |
|            | 5 | 10     | 15 | 20 |        |            |

#### Impact

1. No potential for loss, liability, injury, illness or accident.
2. Potential for minor / moderate loss, liability, injury, illness or accident.
3. Potential for significant loss, liability, injury, illness or short term disability.
4. Potential for major loss, liability, fatality or long term disability.

#### Likelihood

1. Very Unlikely.
2. Unlikely.
3. Possible.
4. Likely.
5. Very likely / Certain.

Signed

Chairman of the Council

Date

16 December 2025

Clerk of the Council and Responsible Financial Officer  
Proper Officer