Holmesfield Parish Council Risk Assessment

13/05/26 09/26-27c

Appendix 1

Risk / Hazard	Impact	Who	Impact Score	Likelihood Score	Risk Rating	Measures to Control
Premises / Facilities / Assets						
Accident/s on Council Property	Injury Legal Action	Council Public	2	1	2	Inspection Risks to be reported Risks to be resolved Warning Notices Insurance
Play Area	Injury Legal Action	Council Public	2	2	4	Weekly Inspection Annual Rospa Inspection Risks to be reported Risks to be resolved Warning Notices Insurance
Damage to Facilities	Loss of Facility Injury Legal Action	Council Public	3	1	3	Inspection Risks to be reported Risks to be resolved Warning Notices Insurance
Finance						
Theft or Fraud of funds	Loss of Revenue Impact on Services	Council Public	6	1	6	Financial Regulations Audit Payments to only be made by Clerk Insurance
Insufficient Funds	Impact on Service Impact on assets	Council Public	6	1	6	Budget Setting and Monitoring General Reserve

Purchase of poor products / services	Impact on Service Impact on assets	Council Public	6	1	6	3 Quotes for Contracts and Services Council approval
Failure to Reclaim VAT	Loss of Revenue Impact on Budget	Public	2	1	2	Quarterly VAT returns submitted
Administration						
Council Business not properly conducted	Inappropriate or illegal decisions Resident dissatisfaction	Council Councillors Clerk Public	4	4	16	Compliance with Legislation Compliance with Policies Policies reviewed annually Agenda to be published with 3 clear days Accurate minutes to be taken Actions agreed at meetings carried out
Inappropriate Behaviour and Non Compliance with Regulations	Legal Sanctions again Councillors and/or Council	Council Councillors	3	3	9	Code of Conduct Compliance with Legislation Compliance with Policies Register of Interests
GDPR	ICO Fine	Council	3	3	9	Compliance with Policy Documents kept in locked filing cabinets Laptop password protected
Insurance	Loss of Property Legal Action	Council Staff Public	6	1	6	Annual Review Asset Register
Loss of Data	Access of documents Data Breach Loss of historical data	Council	3	3	9	Anti-virus Software Data Back Uo Locked Filing cabinets