



Parish Council Risk Assessment Policy

1. Introduction

The Parish Council is committed to ensuring that its operations are conducted in a manner that protects councillors, employees, volunteers, contractors, residents, and Council assets. This Risk Assessment Policy outlines how the Council identifies, evaluates, manages, and reviews risks to support effective governance and service delivery.

2. Purpose of the Policy

- Establish a consistent approach to identifying and managing risks.
- Safeguard the Council's assets, finances, reputation, and legal responsibilities.
- Ensure compliance with legislative obligations, including health and safety.
- Support informed decision-making through proactive risk management.

3. Scope

This policy applies to Councillors, employees, volunteers, contractors, and all Council managed land, buildings, events, and activities.

4. Definition of Risk

Risk is the possibility that an event will occur which could adversely affect the Council's ability to achieve its objectives, people's health and safety, financial stability, reputation, or legal compliance.

5. Types of Risks

- Financial Risks: Fraud, budgeting issues, lack of controls.
- Governance Risks: Failure to meet statutory duties, poor records.
- Operational Risks: Loss/damage of property, service interruptions.
- Health & Safety Risks: Risks to staff, Councillors, volunteers, and the public.
- Reputational Risks: Negative public/press response.

6. Risk Management Process

Identify - Assess - Manage - Monitor/Review.

7. Responsibilities

Full Council: Approves policy, reviews register.

Clerk/RFO: Maintains register, reports risks.

Councillors: Report risks, ensure compliance.

Contractors/Volunteers: Follow safety rules, report hazards.

8. Document Control

Risk assessments stored for minimum seven years; digital copies backed up.

9. Insurance

Public Liability, Employers' Liability & Cyber Cover.

Signed: C Harborow

Dated: 13th May 2026

Minute Reference: 05/26/31.5