

BATTISFORD PARISH COUNCIL RISK ASSESSMENT & MANAGEMENT POLICY
updated September 26

Function[1]	Potential Risk(s)[2]	Risk Level[3] High / Low / Medium	Management[4] of Risk	Frequency of Action[5]	Responsibility[6]
Staff (inc Volunteers & Councillors)	Loss of staff	Low	Employers Liability Insurance[7]	Yearly	Parish Council Staff Chairman
	Injury of Staff	Low	Training, Appraisal, Health and Safety policy	Yearly	Employment panel Health & Safety
	Fraud by Staff	Low	Financial Protocol Policy	Yearly	Parish Council
			Fidelity Guarantee Insurance[8]	Yearly	
	Payroll failure	Low	Outsourced payroll to SALC	Yearly	Parish Council RFO
Unforeseen Loss	Consequential loss from damage or third party performance	Low	Adequate asset insurance	Yearly	Parish Council RFO

[1] This Risk assessment covers the risks that relate to activities that are (or might be) undertaken by the Council. A separate document is in place for financial risks

[2] This column provides potential examples of risk but is not exhaustible.

[3] This column provides the potential likelihood of happening, currently a Low, Medium or High.

[4] This shows the way of minimising the occurrence of the risk. By using regular checks, established policies, procedures and insurance cover

[5] This provides a guidance on how often the reviews or tasks/procedures take place

[6] This column identifies where the main responsibility lays. With cross checking it normally ends up being a combination of Clerk/RFO and Council or appointed proper officer.

[7] A legal requirement for employers, will cover the legal liability of the council for negligence resulting in eg: injury sustained by Employees, Volunteers or Councillors during activities/employment for the Council.

[8] As well as following the financial checks to prevent fraud, we have insurance to cover more than our reserves and our precept as standard (we could not negotiate a better price for holding less fidelity insurance)

	Loss caused by unpredicted negligence		Legal Expenses Officer Indemnity[9]		
Legal Powers	Illegal activity Illegal payments	Medium Medium	Educate Council as to their legal powers	At meetings when needed Adequate Training	Clerk/RFO Parish Council
Financial Records	Inadequate records	Low	Follow Standing Orders, Audit regulations and Financial Protocols policy	On Agendas At meetings Online R & P Quarterly Yearly Internal Audit AGAR	Clerk , RFO, Parish Council
Minutes	Inaccurate Not legal	Low	Adequate training Reviewed at following meeting Numbered correctly & signed	After every meeting	Parish Council Chair Clerk
Councillor Interests	Conflict of Interest	Medium	Follow standing orders on Declarations of interest & adopted code of conduct	Before and at the start of meetings	Parish Council Clerk

[9] When the actions or advice of the council or clerk are found to be incorrect which resulted in financial loss for a third party

Third Party Property & Individuals	Damage &/or Injury resulting from Parish Council activity eg: Litter Pick	Medium	Training Risk assessment Health & Safety Policy Public, Employer & Indemnity Insurance[10]	Yearly	Parish Council Appointed Proper Officer
Libel & Slander	Legal proceedings against the Parish Council	Low	Ensure adequate insurance cover[11]	Yearly	Parish Council Clerk
Employment Law	Failure to meet regulations such as:- Equality ACAS disciplinary procedures Statement of Particulars	Medium	Training Equality Policy Follow ACAS procedures Provide adequate job contract Legal Expense Insurance[12]	Yearly (if Rqd) Yearly Outset Yearly	Parish Council and employment panel
Freedom of Information	Inadequate procedure for dealing with requests	Low	Adequate Publication policy is in place	Yearly	Parish Council Clerk
Records & Documents	Date storage failure Data Breach Subject Access Requests	Low Low Low	To be held in accordance with GDPR, all Data Policies of the Council	Yearly	Parish Council Clerk RFO

[10]As the council undertakes bi - annual Litter picks. The insurance for these would be invalid if the council did not provide an adequate risk assessment and a claim would not be paid.

[11] Should the Council write or verbalise comments that a member of the public sees as incorrect or damaging and seeks compensation.

[12] The council opts to have Legal Expense insurance which covers for unexpected legal issues, eg: arising from employment. But also for councillors or the clerk acting in their capacity of an official for the council.

			Adequate Cyber Insurance[13]		
Health & Safety	Injury Unsafe working environment	Low Medium	Health & Safety Policy Risk Assessments Provide emergency powers to the Clerk Adequate Public, Employment and Indemnity Insurance.	Yearly For event or Yearly	Parish Council Clerk Health & Safety lead
Safeguarding	No safeguarding policy in place Failure to adhere to the policy	Low	Appropriate training. Safeguarding Policy in place and reviewed	Yearly	Parish Council Clerk Safeguarding lead

Approved at the parish council meeting on 16th September 2025.

Reviewed in September 26 no changes made

Next Review September 27

[13] Insurance covers the council for things such as a Data Breach