



## Bentham Town Council – Risk Management Document

**Adopted: - 3<sup>rd</sup> June 2024**

**Minute:-**

**30.3**

**Reviewed :- June 2025**

- Risk assessment is a systematic general examination of the activities of the Parish Council to enable potential risks to be identified.
- The Parish Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.
- This document has been produced to enable the Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.
- This is a live document, to be reviewed annually or as required when updated by the council or its officers

AREA	IDENTIFIED RISK	LEVEL OF RISK  L: LOW M: MED H: HIGH	CONTROLS	ACTION REQUIRED
<b>FINANCIAL</b>				
<b>Precept</b>	Adequacy of precept in order for Council to carry out Statutory duties	M	Annual budget produced. The Council receives monthly budget report. Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years	The Council need to review the budget closely to set precept to expense
<b>Financial Records</b>	Inadequate records leading to financial irregularities	L	Financial Regulations sets out requirement for production of records at meetings.	No action required.  Existing procedure adequate
<b>Bank and banking</b>	Inadequate checks / bank mistakes	L	Financial Regulations set out banking requirements and controls in place for electronic banking. <b>Financial Risk Management Policy</b> Monthly bank reconciliation statement	No action required.  <b>To be adopted</b>

				Existing procedure adequate
<b>Reporting and Auditing</b>	Communication of information	L	Financial matters are a regular item on the Agenda of the Council monthly meeting. Monthly checks by Councillors	No action required. Existing procedure adequate
<b>Wages and associated costs</b>	Salaries paid incorrectly.  Incorrect HMRC NI and PAYE payments	L	Salary payments included in monthly invoices listed for payment checked by two designated Councillor. HMRC quarterly payments included in monthly invoices listed for payment checked by designated Councillor. <b>Business Continuity Plan to be adopted with measures to ensure that employees will always be paid and on time.</b>	No action required. Existing procedure adequate <b>To be adopted</b>
<b>Best Value Accountability</b>	Work awarded incorrectly.  Overspend on services	L	Parish Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £500. For major projects, competitive tendering process would be initiated (as per Financial Regulations)	No action required. Existing procedure adequate
<b><u>VAT</u></b>	Unclaimed VAT refunds	L	Refunds from HMRC for reclaimed VAT noted in lists of monthly income. VAT incurred displayed in separate column in cash book.	No action required. Existing procedure adequate

**EMPLOYMENT ISSUES**

<b>Working hours</b>	Over payment of wages for hours worked	L	Council has responsibility for monitoring of hours worked for all employees. Hours discussed with council in closed session, the council to consider any overtime payment. Wage cost submitted on a monthly basis as invoices to be presented for payment	No action required.  Existing procedure adequate
<b>Working conditions</b>	Council non-compliant with contractual obligations; leading to discontented workforce.	M	Regular reviews of staff performance and working relationship with the Council	Ensure all staff have access to annual reviews, potential of external reviews, etc
<b>Health and Safety</b>	Injury to staff in the working environment	M	Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. Completion of manual handling courses and relevant COSH training.	Provide extensive health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.
<b>Fraud</b>	Fraud by employees	L	Requirements of Fidelity Guarantee within insurance provision. Regular checks and internal controls on financial activity Internal Controls in place, use of two authorised Councillor signatories.	No action required.  Existing procedure adequate

<b>INSURANCE PROVISION</b>				
<b>Adequacy</b>	Insurance provision inadequate for the risk identified	L	Annual review is undertaken of all insurance arrangements, by Clerk and approved by Council.	No action required. Existing procedure adequate
<b>Cost</b>	Best value practice not undertaken	L	Cost of insurance provision and service provided by said provider reviewed annually, insurance broker.	No action required. Existing procedure adequate
<b>Freedom Of Information Provision</b>	Non compliance with Freedom of Information Act statutory requirements	L	Council has Model Publication scheme available on website and hard copy from the Clerk Freedom of Information Request Policy	No action required. Existing procedure adequate
<b>Data Protection</b>	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	Clerk/RFO and members undertaken training. Council registered with ICO as a Data Controller Data/information audit complete and reviewed regularly Privacy notices available on website Consents log live Policy for review of consents in place Retention and disposal policy adopted. Security Incident Procedure/policy in place	Training ongoing No action required. Existing procedure adequate
<b>Annual Return (HMRC)</b>	Submission within time limits to avoid financial penalties	L	Employers Annual Return to HMRC completed and submitted online within the required time frame by Clerk/RFO	No action required. Existing procedure adequate
<b>Annual Return (To External Auditors)</b>	Submission within time limits to avoid financial penalties	L	Figures for Annual return presented to Council for approval and signing Subsequently sent to internal auditor for completion and signing before being sent for External Audit.	No action required. Existing procedure adequate

<b>Legal Powers</b>	Illegal activity and/or payments	L	All actions of the Parish Council noted in Minutes presented to all members. All resolutions for payment resolved at monthly meetings of Parish Council.	No action required.  Existing procedure adequate
<b>Statutory Obligations Regarding Documents</b>	Accuracy and legality of notices, agendas, Minutes	L	Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council/Committee. Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. Agendas and notices are displayed according to legal requirements; notice boards, website.	No action required.  Existing procedure adequate
<b>Members Interests</b>	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to declare said interests.  Register of interest's forms displayed of parish council website.	No action required.  Existing procedure adequate

**COUNCIL RECORDS**

<b>Paper Records</b>	Loss of essential records through theft and/or fire damage. Council Minutes, leases and historical correspondence. Financial records.	L  L  L	Archived documents are secured in the Archive room at the Town Hall. Previous Minutes are stored in the lockable metal cabinet or filing cabinets in the Clerk's Office. Relevant papers/documents stored as above. Leases are stored in the metal filing cabinets in Clerk's Office. The Register of Graves book is stored in the metal filing cabinet in Clerk's Office. Financial documents are stored in the lockable metal cabinet or filing cabinets in the Clerk's Office.	No action required.  Existing procedure adequate  Revision required of storage facilities and potential for loss and/or damage.
<b>Electronic Records</b>	Loss through; theft, fire damage or corruption of computer	L	Parish Council electronic records are stored on Parish council Cloud storage.  Back ups of electronic data are made at regular intervals.  Data transferred to an encrypted portable hard drive on monthly basis (2 drives, one held by Clerk other by Chair  Council Business Continuity Plan to be adopted, which includes measures to ensure that the Council can continue to function in a number of situations.	No action required.  Existing procedure adequate     To be adopted

**ASSETS MAINTENANCE**

	Loss or damage. Risk damage to third party	L	Annual review of assets undertaken for both insurance provision and external audit requirements. Monthly agenda items – assets considered by council on a monthly basis.	No action required.  Existing procedure adequate
<b>ii) Notice boards dog bins salt/grit bins benches</b>	Damage to equipment. Risk to third parties	L	Monthly checks undertaken by Clerk. Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a monthly basis. Public Liability insurance in place.	No action required.  Existing procedure adequate
<b>iii) Open spaces trees</b>	Damage to equipment.  Risk to third parties	L	Monthly checks undertaken by Clerk. Clerk possesses emergency powers to deal with urgent maintenance work. Open spaces provision considered by Council on a monthly basis. Public Liability insurance in place.	No action required.  Existing procedure adequate
<b>Assets</b>	Poor performance of assets	L	All assets owned by Parish Council are regularly reviewed. All repairs and relevant expenditure authorised in accordance with correct procedures of the Parish Council. All assets insured. Insurance provision reviewed annually.	No action required.  Existing procedure adequate

## Cemetery

Driving – Lawn mowers, mechanised diggers, Contractor's vehicles	Accidents from moving vehicles	<b>L</b>	Only authorised vehicles/equipment allowed in the cemetery (ie those required at the time of a burial or to prepare for the same)	Contractors will be responsible for their own risk assessment to protect their employees and members of the public
Operating equipment i.e. Grass and hedge cutting and mechanised diggers	Fire or operating accidents	<b>L</b>	The Parish Council employs reliable and competent contractors, grave diggers and uses Funeral Directors who are members of the National Association of Funeral Directors	Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public
Excavations/ grave digging	Falling, tripping, injuries to back, sprains, strains, musculoskeletal injuries, cuts, bruises.	<b>L</b>	The Parish Council has a preferred contractor to ensure competency is maintained for all graves. Competent Grave Diggers are instructed by the Funeral Directors.	Contractors will be responsible for their own risk assessment to protect members of the public.
Burial or internment Service	Falling, tripping, sprains, strains, injuries, cuts, bruises from falling on uneven ground.	<b>L</b>	The Parish Council uses Funeral Directors who are members of the National Association of Funeral Directors. Ensure paths/benches are clear of debris.	Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public during a burial service. The sexton will be onsite during the service to ensure that the grave is safe and upon the finish of the internment, fill the plot.
Memorial Inspection	Cuts, bruises or crush injuries	<b>M</b>	Memorials to be hand checked once every 5 years by qualified personnel Annual visual checks by the Clerk or Council.	
Weed killing	Chemical burns/breathing problems	<b>L</b>	The Parish Council ensures that this function is carried out professionally by competent contractors and adequate measures are in place. This will only take	Parish Council to delegate this to appointed grass cutting contractors



			place when no member of the public in the area.	
Seats / benches	Seats are subject to weather deterioration and damage by visitors	L	Seats are regularly inspected, and any remedial action undertaken to ensure the seats are maintained in a sound condition	
Trip or injury on paths	Visitors may be injured if they trip over objects	L	We carry out regular working parties to ensure paths are maintained in a safe manner Regular cemetery inspections by the Clerk. Inspections by the Open Spaces Committee. Parish Caretaker regularly cuts grass and will ensure paths are clear. Brown bin provided on-site, public encouraged to use.	
Grave Allocation	Reserved Grave Used in Error		All plot allocations are made by the Clerk. All used and reserved graves are recorded in the Grave Ledger and on computer. All paper work is done as soon as a grave is allocated. Clerk to mark graves for the grave diggers.	
Boundary Fences Damage	Wooden fences are subject to weather deterioration and damage by visitors	L	Fences are regularly inspected, and any remedial action undertaken to ensure the fences are maintained in a sound condition	
Falling tree branches	Visitors may be injured by falling branches	L	Regular inspections of the trees/hedges are carried out by an approved arboreal specialist and committee members	

<b><u>Town Hall</u></b>				
<b>Caretaker</b>	Day to day running / Cleaning Security of Town Hall		All bookings to be notified as soon as possible. Adequate holiday cover to be provided. Daily Checklists are recorded when locking up. Contract to be reviewed periodically to cover changes in testing procedures etc for public buildings, weekly fire alarm/procedures carried out and recorded. Keys also held by Clerk, Chair, Vice and relief Caretaker to ensure access in absence.	
<b>Room Hire</b>	Booking requirements not met	L	Hiring agreement used with standard terms and conditions so that hirer knows what is expected, what is covered and what they are responsible for.	
<b>Room Hire</b>	Booking mix-up	L	To avoid double bookings online booking system Scribe is kept, which notes dates like local elections etc.	
<b>Room Hire</b>	Damage / Upkeep to building	M	A refundable deposit is taken for large events to cover any damage / lack of cleaning, excess cleaning charge in place.	
<b>Maintenance</b>	Damage / Upkeep to building	M	Clerk has delegated powers for small maintenance issues and emergencies. A buildings defects book is maintained for problems to be reported. Buildings Committee meets three times a year to consider programme of work required and spending decisions are agreed by full Council. Buildings Committee carry out Town Hall walk arounds.	
<b>Public Areas</b>	Fire Risk	L	Fire Risk Assessment reviewed annually. Gas appliances, fire alarm & emergency lighting serviced annually and weekly tests performed & logged where necessary.	
			All areas kept locked when not in use. All areas checked by caretaker at end of use and at end of day. Hirers to ensure risk of fire outbreak kept to a minimum. Combustible material not to be stored near sources of ignition. Exits to be kept clear. Hirer to be aware of emergency procedure and	Gas appliances testing Jan. Fire Shutters - Feb Fire alarm and emergency light

			equipment locations, communicated before hire. Adequate adult supervision to be present.	testing May (50%) and Nov (50%). PAT testing August. Fire extinguishers June
<b>All areas</b>	Moving equipment - injury	M	Table trolleys and chair lift to be used where necessary. Lift used to take heavy items up/down stairs where possible. Use two people where necessary. Caretaker to receive manual handling training. Notices up for the public on safe movement/storage.	
<b>Public Toilets</b>	Trip / Slip / Fall Persons locked in	M L	Wet floor signs deployed when cleaning. Nothing stored in these areas. Emergency alarm in disabled toilet. All areas checked daily before locking up.	
<b>Entrance</b>	Trip / Slip / Fall	M	Area to be lit when dark. Mat provided to wipe feet and reduce chances of wet floor. No food or drink consumption within the entrance area. No equipment to be left or stored. Entrance step to have brightly coloured tape on nosing and banister to identify its presence.	
<b>Lift</b>	Persons stuck	L	Quarterly servicing by manufacturer, 6 monthly checks by insurers to ensure smooth running. Dedicated emergency phone line to allow cry for help. Covered by Daily Check List when locking building.	
<b>Stairs</b>	Trip / Slip / Fall	M	Lights on in stairwells on dull days and at night. No equipment to be stored on landings, stairs or in exits.	
<b>Kitchens</b>	Trip / Slip / Fall	M	Mop up spills immediately. Store items on shelves. Empty waste bin when full. Remove unnecessary items. Only persons over 12 years of age allowed in kitchens.	

<b>Kitchens</b>	Hot appliances / substances - burns	L	Care taken when cooking. Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Turn off all appliances when not in use. First Aid kits provided. Reminders in kitchens. Appliance instructions provided to hirers beforehand and displayed in the relevant areas.	
<b>Kitchens</b>	Electric shock	L	All Council appliances PAT tested annually. Visual inspections to be performed on a regular basis. Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Turn off all appliances when not in use. Outside electrical equipment must be fit for purpose as per Electricity at Work Regulations 1989,	PAT testing August.
<b>Kitchens</b>	Sharp objects - cuts	L	Children under 12 years not allowed in kitchens. Limit people in kitchen to minimum. Care taken using sharp objects. Kitchen knives not provided. Broken items to be handled using cloth or similar and wrapped for disposal to prevent further injury. First aid kits provided.	
<b>Function Rooms</b>	Trip / Slip / Fall	M	Organising groups responsible for condition throughout hire. Floors kept clean and dry. Rubbish and non-essential items to be removed so as not to create hazard. Furniture kept tidied away when not in use.	
<b>Function Rooms</b>	Falling objects	M	Tables to be stored in corners on trolleys provided with lanyard attached at all times. Chairs to be stacked 4 high facing sideways, instructions for public clearly displayed.	
<b>Function Rooms</b>	Electric shock	L	All appliances PAT tested annually. Electrical installation tests complete annually. Visual inspections to be performed by the caretaker on a regular basis. Turn off all equipment when not in use. Outside electrical equipment	PAT testing August.

			<p>must be fit for purpose as per Electricity at Work Regulations 1989.</p> <p>Cables to be run neat and tidy and away from open access areas.</p> <p>Any non-council owned appliances to be plugged in must be communicated to the Clerk or the Council.</p>	
<b>Stage</b>	Trip / Slip / Fall	L	<p>Adults to supervise children.</p> <p>Access doors to be kept closed when not in use.</p> <p>No movement on stage in dark in forward direction.</p> <p>No jumping off the front of the stage edge.</p> <p>Stage area to be kept as clear as possible.</p>	
<b>Office</b>	Trip / Slip / Fall	L	<p>Paperwork to be stored in filing cabinets. Other items to be stored suitably.</p> <p>Cable routings to be neat and tidy and away from entrances.</p> <p>Doors to be locked when not in use.</p>	
<b>Chemical Hazards</b>	Burns / Loss of life	M	<p>All cleaning chemicals, paints etc (other than standard washing up liquid and other such items) to be locked in stores when not in use.</p> <p>Stored quantity to be as little as reasonably practicable.</p> <p>MSDS to be available for all substances kept or used in the building and all users to make themselves aware of individual risks and hazards.</p> <p>Goggles to be worn when using neat concentrations and as directed by each product. Eye Wash kit to be available near point of work. Colour coded mops &amp; cloths to be used for different areas.</p>	
<b>Use of Ladders</b>	Fall	M	<p>To be avoided where possible.</p> <p>Only A frame step ladders to be used.</p> <p>Ladders to be inspected for defects prior to use and only where two persons are present.</p> <p>Ladders to be stored away from general access to discourage use.</p>	

**TOURIST INFORMATION POINT**

All Volunteers	Insufficient numbers Not available for session Lone working	L	Rota maintained and list of reserves kept. Sessions limited to 2 hours. Telephone available and insurance cover provided.	
Visitors	Injury due to trip or fall	M	The office is kept tidy and is only open when manned. Waste paper and old stock is removed as soon as practicable. Suitable insurance is in place.	
Paperwork	Fire Falling objects	M	Doors to remain locked when unoccupied. Paper stored in racks away from radiators. Cupboard doors & drawers kept shut when not in use No heavy items to be stored off the floor.	