Bentham Town Council – Risk Management Document

Adopted: - May 2026 **Minute:- 16.7** **Review :- May 2027**

- 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

Likelihood	Description
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Almost Certain

Impact	Description
1	Negligible
2	Minor
3	Moderate
4	Major
5	Critical

Risk Score = Likelihood × Impact

Score	Rating
1–5	Low (L)
6–12	Medium (M)
15–25	High (H)

AREA	IDENTIFIED RISK	LEVEL OF RISK L: LOW M: MED H: HIGH	CONTROLS	ACTION REQUIRED	Owner	Review
FINANCIAL						
Precept	Adequacy of precept in order for Council to carry out Statutory duties	2 x 3 = 6 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 Finance committee need to review the budget closely to set precept to expense, each committee needs to ensure function within budget	Full Council Finance committee Committees	Annually
Financial Records	Inadequate records leading to financial irregularities	2x2=4 L	Financial Regulations sets out requirement for production of records at meetings.	Use of Scribe, Finance committee internal controls and bank reconciliations.	RFO/Clerk	Quarterly
Bank and banking	Inadequate checks / bank mistakes	2x2 = 4 L	Financial Regulations set out banking requirements and controls in place for electronic banking. Financial Risk Management Policy Monthly bank reconciliation statement	Internal controls, dual authorisation on all bank accounts.	RFO/Clerk	Annually
Reporting and Auditing	Communication of information	2x2 = 4 L	Financial matters are a regular item on the Agenda of the Council monthly meeting. Monthly checks by Councillors of payments. Budget regular reviewed.	Existing procedure adequate, bank recs received monthly all payments are reported at the monthly Full Council meetings to be authorised	RFO/Clerk	Monthly

Wages and associated costs	Salaries paid incorrectly. Incorrect HMRC NI and PAYE payments	2x2= 4 L	Salary payments included in monthly invoices listed for payment checked by two designated Councillor. Reports are sent to Finance committee and requested to authorise when uploaded to the bank by the Clerk. HMRC quarterly payments included in monthly invoices listed for payment checked by designated Councillor. Business Continuity Plan adopted with measures to ensure that employees will always be paid and on time.	No action required. Existing procedure adequate Requests sent by WhatsApp	RFO/Clerk Council	Annually
Best Value Accountability	Work awarded incorrectly. Overspend on services	2x2= 4 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 2026)	Procurement procedures to be followed.	RFO/Clerk Council	Annually
VAT	Unclaimed VAT refunds	1x2x= 2 L	Refunds from HMRC for reclaimed VAT noted in lists of monthly income. VAT incurred displayed in separate column in cash book. VAT lists communicated to Finance Committee each quarter, inputted sent to HMRC each quarter.	Linked to online HRMC for VAT, Finance committee receives VAT quarterly.	RFO/Clerk Finance Committee	Quarterly

EMPLOYMENT ISSUES						
Working hours	Over payment of wages for hours worked	2x2=4 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	Procedure of over time: Clerk to request to Chair and Vice. Deputy, Caretaker and cleaner to request to Clerk. Ensure all staff have a 24hour rest period.	RFO/Clerk Chair and Vice Finance Committee	Annual
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	2x3= 6 M	Regular reviews of staff performance and working relationship with the Council, lone working policies, contracts, home working policies. Dignity at work policy.	Ensure all staff have access to annual reviews, potential of external reviews, etc	Finance Committee	Annual
Health and Safety	Injury to staff in the working environment	2x3 = 6 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. Health and Safety policy. Home working policy.	Provide health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.	Finance Committee RFO/Clerk	Annual
Fraud	Fraud by employees	2x2=4 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.	Financial Regulations and Financial Management policy Internal controls published to website and included with minutes in Finance meetings	Finance Committee RFO/Clerk	Quarterly

Governance and Legal						
Insurance	Insurance provision inadequate for the risk identified	2x2=4 L	Annual review is undertaken of all insurance arrangements, by Clerk and approved by Council.	Insurance update reviewed by Council annually, asset register kept up to date and published on website	RFO/Clerk Full Council	Annually
Cost	Best value practice not undertaken	2x2=4 L	Cost of insurance provision and service provided by said provider reviewed annually, insurance broker.	Insurance broker used, reviewed annually	RFO/Clerk Full Council	Annually
Freedom Of Information Provision	Non-compliance with Freedom of Information Act statutory requirements	2x2=4 L	Council has Model Publication scheme available on website and hard copy from the Clerk Freedom of Information Request Policy adopted 19th October 2026	Policies on website	RFO/Clerk Full Council	Annually
Data Protection	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	2x3=6 M	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 Policy for review of consents in place Retention and disposal policy adopted. Security Incident Procedure/policy in place	Training ongoing – Clerk	RFO/Clerk Full Council	Annually
Annual Return (HMRC)	Submission within time limits to avoid financial penalties	2x2=4 L	Employers Annual Return to HMRC completed and submitted online within the required time frame by Clerk/RFO, Payroll company – Whalley Swarbrick	Clerk to submit monthly to Payroll	RFO/Clerk Full Council Payroll	Annually

Annual Return (To External Auditors)	Submission within time limits to avoid financial penalties	2x2=4 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.	Clerk to regularly communicate with Internal Auditor	RFO/Clerk Full Council Internal Auditor	Annually
Legal Powers	Illegal activity and/or payments	2x2=4 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.	Powers to spend included on Scribe with payments/invoices	RFO/Clerk Full Council	Monthly
Statutory Obligations Regarding Documents	Accuracy and legality of notices, agendas, Minutes	1x2 = 2 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.	Business Continuity Plan in place, held in paper copy by Clerk and Chair at home	RFO/Clerk Full Council	Annually
Members Interests	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	3x4 = 12 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 forms displayed on parish council website.	Monitoring Officer will contact if inadequate.	RFO/Clerk Monitoring Officer North Yorkshire Council	Annually

COUNCIL RECORDS						
Paper Records	Loss of essential records through theft and/or fire damage. Council Minutes, leases and historical correspondence. Financial records.	2x3 = 6 M	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.	Revision required of storage facilities and potential for loss and/or damage.	RFO/Clerk Full Council	Annually
Electronic Records	Loss through; theft, fire damage or corruption of computer	2x3 = 6 M	Parish Council electronic records are stored on Parish council Cloud storage. Back-ups of electronic data are made monthly hard drive stored in metal filing cabinets. Council Business Continuity Plan to be adopted, which includes measures to ensure that the Council can continue to function in a number of situations.	Use of Scribe, website, Business Continuity Plan, access to two laptops – Clerk's and spare Cyber Insurance Technical help – Creative Theory for website	RFO/Clerk Full Council	Annually

ASSETS MAINTENANCE						
	Loss or damage. Risk damage to third party	2x2=4 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.	Asset register on website	RFO/Clerk Full Council	Annually
ii) Notice boards **dog bins** **salt/grit bins** **benches**	Damage to equipment. Risk to third parties	2x2=4 L	Monthly checks undertaken by Clerk. Checks noted by Open Spaces committee Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a monthly basis. Public Liability insurance in place.	Record of monthly checks	RFO/Clerk Full Council Open Spaces	Annually
iii) Open spaces **trees**	Damage to equipment. Injury from falling branch Risk to third parties	**3x4 =** **12 M**	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.	Tree Management Policy in place, trees inspected by professional tree surgeon holding a Tree Survey completed every 3 years	RFO/Clerk Open Spaces committee	Annually
Assets	Poor performance of assets	2x2=4 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 All assets are checked by the Clerk regularly and noted at relevant committees	RFO/Clerk Full Council Buildings Committee	Annually

STREET LIGHTS	Lighting Failure	3x3=9 M	Routine inspections, fault reporting by MOPs and contractor	Ensure prompt repairs	Clerk Street Light Contractor	Annually
Safety (Electrical/Structural)	Electric shock or falling/damaged columns	2x5= 10 H	Qualified contractors, inspections, certification	Replace/repair as required	Council/Contractor	Annually
Maintenance Works	Injury during repairs	2x2=4 L	Contractors provide risk assessments and traffic control, method statements, insurances	Monitor compliance	Clerk	Annually
Vandalism & Damage	Damage to lights/columns	2x2=4 L	Regular inspections, reporting	Repair and report incidents	Council	Annually
Records & Liability	Poor records or liability claims	2x2=4 L	Maintenance logs, insurance in place	Audit records annually	Clerk	Annually

Cemetery						
Driving – Lawn mowers, mechanised diggers, Contractor's vehicles	Accidents from moving vehicles	**1x4 = 4 L**	Only authorised vehicles/equipment allowed in the cemetery (i.e. 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	All risk assessments and methods statements shared with Clerk and Council.	RFO/Clerk Full Council Open Spaces Committee	Annually
Operating equipment i.e. Grass and hedge cutting and mechanised diggers	Fire or operating accidents	**1x4 = 4 L**	The Parish Council employs reliable and competent contractors, grave diggers and uses Funeral Directors who are members of accountable bodies for example 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	RFO/Clerk Full Council Open Spaces Committee	Annually
Excavations/ grave digging	Falling, tripping, injuries to back, sprains, strains, musculoskeletal injuries, cuts, bruises.	**3x3= 9 M**	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.	RFO/Clerk Full Council Open Spaces Committee	Annually
Burial or internment Service	Falling, tripping, sprains, strains, injuries, cuts, bruises from falling on	**2x3 = 6 M**	The Parish Council uses Funeral Directors who are members of accountable bodies for example 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	RFO/Clerk Full Council Open Spaces Committee	Annually

	uneven ground.			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	**2x3 = 6 M**	Memorials to be hand checked once every 5 years by the Clerk and a Councillor. Specific annual visual checks by the Open Spaces Committee	Weekly Cemetery inspections by the Clerk/Superintendent	RFO/Clerk Full Council Open Spaces Committee	Annually
Weed killing	Chemical burns/breathing problems	**2x2=4 L**	The Council ensures that this function is carried out professionally by competent contractors and adequate measures are in place. This will only take place when no member of the public in the area. Parish Council to delegate this to appointed grass cutting contractors	Signs displayed when necessary	RFO/Clerk Full Council Open Spaces Committee	Annually
Seats / benches	Seats are subject to weather deterioration and damage by visitors	**2x2=4 L**	Seats are regularly inspected, and any remedial action undertaken to ensure the seats are maintained in a sound condition	Parish caretaker instructed to undertake remedial works and cleaning	RFO/Clerk Full Council Open Spaces Committee	Annually
Trip or injury on paths	Visitors may be injured if they trip over objects	**2x3 = 6 M**	The OS carries 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 annually. Parish Caretaker regularly cuts grass and will ensure paths are clear. Brown bin provided on-site, public encouraged to use.		RFO/Clerk Full Council Open Spaces Committee	Annually

Grave Allocation	Reserved Grave Used in Error	**2x2=4 L**	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 with stakes.	Cemetery is managed by one person – the Cemetery Superintendent is the Clerk, Cemetery Management training conducted	RFO/Clerk Open Spaces Committee	Annually
Boundary Fences Damage	Wooden fences are subject to weather deterioration and damage by visitors	**2x2=4 L**	Fences are regularly inspected, and any remedial action undertaken to ensure the fences are maintained in a sound condition	Regular cemetery inspections by the Clerk. Inspections by the Open Spaces Committee annually.	RFO/Clerk Open Spaces Committee	Annually
Falling tree branches	Visitors may be injured by falling branches	2x2=4 L	Regular inspections of the trees/hedges are carried out by an approved arboreal specialist and committee members, Tree Management Policy and Tree Survey	Inspections by the Open Spaces Committee annually.	RFO/Clerk Open Spaces Committee	Annually

Town Hall						
Caretaker	Day to day running / Cleaning Security of Town Hall	2x2=4 L	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, Cleaner and relief Caretaker to ensure access in absence.		RFO/Clerk Caretaker	
Room Hire	Booking requirements not met	1x3 = 3 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.		Clerk Caretaker	Annually
Room Hire	Booking mix-up	1x3 = 3 L	To avoid double bookings online booking system Scribe is kept, which notes dates like local elections etc.		Clerk Caretaker	Annually
Room Hire	Damage / Upkeep to building	3x4 = 12 M	A refundable deposit is taken for large events to cover any damage / lack of cleaning, excess cleaning charge in place.	Inspection beforehand and after event, T&Cs regularly reviewed and shared	Clerk Caretaker	Annually
Maintenance	Damage / Upkeep to building	3x4 = 12 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.		Clerk Caretaker Buildings Committee	Annually

Public Areas	Fire Risk	1x 4 = L	Fire Risk Assessment reviewed annually. Gas appliances, fire alarm & emergency lighting serviced annually and weekly tests performed & logged where necessary.	Caretaker and Clerk have Fire Risk Training	Clerk Caretaker Buildings Committee	Annually
			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 equipment locations, communicated before hire. Adequate adult supervision to be present.	Gas appliances testing Jan. Fire Shutters - Feb Fire alarm and emergency light testing May (50%) and Nov (50%). PAT testing December. Fire extinguishers November	Clerk Caretaker Buildings Committee	Annually
All areas	Moving equipment - injury	3x4 = 12 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. All staff have manual handling training.	Notices up for the public on safe movement/storage.	Clerk Caretaker Buildings Committee	Annually
Public Toilets	Trip / Slip / Fall Persons locked in	3x4 = 12 M	Wet floor signs deployed when cleaning. Nothing stored in these areas. Emergency alarm in disabled toilet. All areas checked daily before locking up.		Clerk Caretaker Buildings Committee	Annually
Entrance	Trip / Slip / Fall	3x4 = 12 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.	All accidents to be reported and actions taken - recorded	Clerk Caretaker Buildings Committee	Annually

Lift	Persons stuck	3x4 = 12 M	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.	Telephone to ring Clerk, Caretaker and Chair – Clerk has received very basic lift emergency procedures.	Clerk Caretaker Chair	Annually
Stairs	Trip / Slip / Fall	3x4 = 12 M	Lights on in stairwells on dull days and at night. No equipment to be stored on landings, stairs or in exits.		Caretaker	Annually
Kitchens	Trip / Slip / Fall	3x4 = 12 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.	First Aid kits available in lower hall, ballroom, WR and TIP Staff trained in First Aid in the Workplace	Clerk Caretaker Buildings Committee	Annually
Kitchens	Hot appliances / substances - burns	3x4 = 12 M	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. Clear appliance instructions provided to hirers beforehand and displayed in the relevant areas.	First Aid kits available in lower hall, ballroom, WR and TIP Staff trained in First Aid in the Workplace	Clerk Caretaker Buildings Committee	Annually
Kitchens	Electric shock	3x4 = 12 M	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.	Clerk Caretaker Buildings Committee	Annually

Kitchens	Sharp objects - cuts	2x2 = 4 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.	Stored correctly	Caretaker	Annually
Function Rooms	Trip / Slip / Fall	3x4 = 12 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.	Inspection beforehand and after event, T&Cs regularly reviewed and shared	Caretaker Clerk	Annually
Function Rooms	Falling objects	3x4 = 12 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.	Inspection beforehand and after event, T&Cs regularly reviewed and shared	Caretaker	Annually
Function Rooms	Electric shock	3x4 = 12 M	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 must be fit for purpose as per Electricity at Work Regulations 1989. Cables to be run neat and tidy and away from open access areas. Any non-council owned appliances to be plugged in must be communicated to the Clerk or the Council.	PAT testing December.	Clerk Caretaker	Annually

Stage	Trip / Slip / Fall	3x5 = 15	Adults to supervise children. Access doors to be kept closed when not in use. No movement on stage in dark in forward direction. No jumping off the front of the stage edge. Stage area to be kept as clear as possible.	Curtain to remain closed, having been sprayed with flame retardant spray, instructions given to hirers, T&Cs shared	Caretaker Hirers Clerk	Annually
Office	Trip / Slip / Fall	2x2=4 L	Paperwork to be stored in metal filing cabinets or cupboard. Other items to be stored suitably. Cable routings to be neat and tidy and away from entrances. Doors to be locked when not in use.		Clerk	Annually
Chemical Hazards	Burns / Loss of life	3x4 = 12 M	All cleaning chemicals, paints etc (other than standard washing up liquid and other such items) to be locked in stores when not in use. Stored quantity to be as little as reasonably practicable. 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. 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 & cloths to be used for different areas.	Hirers must ensure paint is stored correctly and placed back in the cupboard, T&Cs shared	Clerk Caretaker Hirers	Annually
Use of Ladders	Fall	3x4 = 12 M	To be avoided where possible. Only A frame step ladders to be used. Ladders to be inspected for defects prior to use and only where two persons are present. Ladders to be stored away from general access to discourage use.	When use of ladders = NO LONE WORKERS	Clerk Caretaker	Annually

TOURIST INFORMATION POINT						
All Volunteers	Insufficient numbers Not available for session Lone working	2x2=4 L	Sessions limited to 3 hours. Telephone available and insurance cover provided.	Staff to check in with Volunteer.	Clerk Volunteer Caretaker	Annually
Visitors	Injury due to trip or fall	3x4=12 M	The office is kept tidy and is open with Town Hall opening hours Waste paper and old stock is removed as soon as practicable. Suitable insurance is in place.		Clerk Volunteer Caretaker	Annually
Paperwork	Fire Falling objects	3x4=12 M	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.		Clerk Volunteer Caretaker	Annually

Volunteers						
Health & Safety	Injury during tasks	3x4 = 12 M	Task risk assessments, safe systems in place, High Visibility jackets, gloves, communication to the public	Review before activities, training beforehand	Coordinator	Annually
Training	Untrained or unsuitable volunteers	3x4 = 12 M	Brief induction and task allocation	Ensure basic training	Coordinator	Annually
Insurance	Liability for volunteer actions	3x4 = 12 M	Public liability insurance in place	Annual review	Council/Clerk/RFO	Annually
Equipment Use	Injury from tools/equipment	3x4 = 12 M	Instructions and safe use guidance, equipment used from North Yorkshire Council.	Check before use	Coordinator	Annually

Defibrillators						
Governance & Responsibility	Unclear roles or oversight	3x4=12 M	Policy defines Council & Responsible Officer (RO) roles	Maintain clear responsibility	Council	Annually
Access & Awareness	AED not accessible or public unaware	3x4=12 M	24/7 access, signage, website, W3W, registered on The Circuit, Community Emergency Plan, First Responders aware, Policy	Annual review & ongoing promotion	Clerk/RO	Annually
Training & Use	Lack of confidence or incorrect use	3x4=12 M	CPR/AED training promoted, 999 guidance, Policy	Increase training opportunities	Clerk	Annually
Maintenance & Readiness	AED not working (checks, battery, pads, post-use)	3x5 = 15 H	Monthly checks, expiry monitoring, 48-hour reset after use, Policy	Ensure logs & compliance	RO/Clerk	Annually
Security & Environment	Vandalism, theft, or weather damage	3x4 = 12 M	Secure/heated cabinets, monthly inspections, Policy	Report incidents & inspect regularly	Council/RO	Annually
Access Control	Public unable to access AED (code/signage issues)	3x5= 15 H	999 code system, clear instructions, pads visible, handles/locks usable, checked monthly, first responders know access codes.	Check signage clarity	RO	Annually
Reporting & Records	Failure to report use or maintain logs	3x4=12 M	Incident reporting within 48 hrs, 5-year records to be held, Policy	Periodic audit	Clerk Full Council	Annually
Legal & Financial	Insurance, funding, data protection risks	3x4=12 M	Public liability insurance, GDPR compliance, annual budget, Policy	Annual review	Full Council	Annually