PETT PARISH COUNCIL RISK ASSESSMENT AND RISK REGISTER

Review Frequency: Annually unless significant change or incident occurs.

Risk Matrix

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

Impact	Score
Insignificant	1
Minor	2
Moderate	3
Major	4
Catastrophic	5

Risk Score = Likelihood × Impact

- 1-4 Low
- 5-9 Medium
- 10-15 High
- 16-25 Very High

MANAGEMENT RISK REGISTER

Ref	Risk Area	Risk Description	Existing Controls	L	I	Gross Risk	Further Actions	Action Owner	Responsible Party	Review Date	Residual Risk
CR1	Governance	Failure to comply with legislation	Standing Orders, Financial Regulations, Policies	3	5	15	Annual policy review; officer to attend annual internal auditor's; councillor and officer training	Parish Clerk	Council	Annually	6
CR2	Governance	Council decisions challenged	Recorded decisions and minutes	2	4	8	Councillor and officer training	Chair	Council	Annually	4
CR3	Finance	Fraud or financial loss	Dual authorisation, internal controls; regular budget monitoring	3	5	15	Internal audit review, Councillor and officer training	Parish Clerk/RFO	Council	Annually, Quarterly	4
CR4	Finance	Budget overspend	Budget monitoring reports	4	4	16	Quarterly budget review	Parish Clerk/RFO	Council	Quarterly and year end report	16
CR5	Insurance	Inadequate insurance cover	Annual insurance review	3	5	15	Review asset values and liability exposure annually	Parish Clerk	Council	Annually	9
CR6	Data Protection	GDPR breach	Privacy policy, secure storage, MFA	3	5	15	Councillor and officer training, Annual GDPR refresher	Parish Clerk	Council	Annually	9

CR7	Business Continuity	Loss of Clerk services	Business Continuity Plan	3	5	15	Annual testing of plan	Chair	Council	Annually	6
CR8	Cyber Security	Cyber attack or ransomware	MFA, backups, antivirus	4	5	20	Cyber awareness training	Parish Clerk	Council	Annually	9
CR9	Asset Management	Failure to inspect assets	Inspection schedule	4	4	16	Quarterly compliance check	Parish Clerk	Council	Quarterly	15
CR10	Contractor Management	Contractor accident or negligence	Insurance and RAMS checks	3	5	15	Annual contractor review	Parish Clerk	Council	Annually	15
CR11	Extreme Weather	Storm, flooding or coastal damage	Emergency inspection procedures	4	5	20	Annual resilience review	Council	Council	Annually	15
CR12	Lone Working	Clerk injured whilst working alone	Lone worker procedures, contact arrangements, mobile phone	3	4	12	Annual risk assessment review, clerk to carry mobile phone	Parish Clerk	Council	Annually	10
CR13	Lone Working	Public Convenience Manager injured while working alone	Check-in procedure,	4	4	16	Formal welfare monitoring system, cleaner to lock mens toilets when cleaning	Parish Clerk	Council	6 Monthly	16
CR14	Employment	Stress and workload	Appraisals and supervision	4	4	16	Annual wellbeing review	Chair	Council	Annually	12

CR15	Employment	Failure to comply with employment law	Professional HR advice	4	4	16	Annual contract review, contract update according to legislation, councillor training, use professional body	Parish Clerk	Council	Annually	12

ASSET RISK REGISTER

Ref	Asset	Risk	Controls	L	I	Gross Risk	Further Actions	Action Owner	Responsible Party	Review Date	Residual
A1	Playing Field	Trips from uneven ground	Weekly inspections and repairs	3	4	12	Mark holes if necessary while remedied	Parish Clerk	Council	Quarterly	4
A2	Playing Field	Tree failure	Professional tree surveys where appropriate	3	4	12	Regular visual inspection, recorded	Parish Clerk	Council	Annually	6
A3	Playing Field	Vandalism	Routine inspections	3	3	9	Check no sporting items are left outside and is locked away, Main gate to be locked unless	Parish Clerk and councillors	Council	Quarterly	4

							surpervised by club user				
A4	Sports Pavilion	Fire	Annual Fire Risk Assessment	4	5	20		Lease tenant	Lease tenant	Annually	16
A5	Sports Pavilion	Legionella	Monitoring and flushing regime	4	5	20		Lease tenant	Lease tenant	Annually	16
A6	Sports Pavilion and Bowls Clubhouse	Electrical faults	EICR and PAT Testing	4	4	16		Lease tenant	Lease tenant	Annually	16
A7	Sports Pavilion and Bowls Clubhouse	Structural deterioration	Annual inspection	4	4	16	Regular exterior visual check by PC of Sports Pavilion	Lease tenant	Lease tenant	Annually	10
A8	Tennis Court	Surface failure	Repair and maintenance programme	4	3	12		Lease tenant	Lease tenant	Annually	4
A9	Tennis Court	Slips from moss and algae	Cleaning regime	4	3	12		Lease tenant	Lease tenant l	Annually	3
A10	Bowls Green	Poor maintenance	Lease obligations and inspections	3	3	9		Lease tenant	Lease tenant	Annually	4
A11	Bowls Clubhouse	Fire	Club fire procedures	3	5	15		Lease tenant	Lease tenant	Annually	15

A12	Bowls Clubhouse	Inadequate insurance	Annual insurance verification, value increased by RPI	3	4	12		Parish Clerk	Council	Annually	15
A13	Bowls Clubhouse	Structural defects	Annual building inspection	3	4	12		Lease tenant	Lease tenant	Annually	12
A14	Benches	Structural failure	Regular and annual inspections	3	3	9		Parish Clerk	Council	Annually	3
A15	Bus Shelter	Structural damage	Regular and Annual inspections	3	3	9		Parish Clerk	Council	Annually	4
A17	Footpath Map	Structural failure	Regular and Annual inspections	2	3	6		Parish Clerk	Council	Annually	2
A18	Footpath Map	Vandalism	Periodic inspections	3	2	6		Parish Clerk	Council	Annually	2

DETAILED PLAY AREA RISK ASSESSMENT

Assessment Owner: Parish Clerk

Review Frequency: Monthly and after incident

Hazard	Persons at Risk	Controls in Place	L	I	Gross Risk	Further Controls Required	Action Owner	Review Date	Residual Risk

Equipment failure	Children	Weekly inspections and annual independent inspection	4	5	20	Digital inspection records, cordon off while repairs are quickly booked.	Parish Clerk	Monthly	8
Damaged surfacing	Children	Visual inspections	3	4	12	Annual condition survey, cordon off while repairs are quickly booked	Parish Clerk	Quarterly	4
Vandalism	Children	Frequent inspections	4	4	16	Community reporting procedure, cordon off while repairs are quickly booked	Parish Clerk	Monthly	6
Entrapment hazards	Children	Independent inspection	4	5	20	Immediate repair programme, cordon off while repairs are quickly booked	Parish Clerk	Monthly	8
Falls from equipment	Children	Impact absorbing surface	3	4	12	Monitor wear levels; Independent inspection, cordon off while repairs are quickly booked	Parish Clerk	Quarterly; annually	6
Broken glass	Children	Inspection regime	3	4	12	More regular checks in peak season	Parish Clerk; Councillors	Monthly	4
Dog fouling	Children	Signage and inspections	3	3	9	Public awareness signage	Parish Clerk; Councillors	Monthly	3
Weather damage	Children	Post-storm inspections	4	4	16	Formal severe weather procedures, cordon off while repairs are quickly booked	Parish Clerk	Quarterly	6

Litigation following accident	Council	Insurance and inspection records retained	3	5	15	Annual insurance review	Parish Clerk	Annually	5

DETAILED PUBLIC CONVENIENCES RISK ASSESSMENT

Assessment Owner: Public Convenience Manager

Review Frequency: Quarterly

Hazard	Persons at Risk	Controls in Place	L	I	Gross Risk	Further Controls	Action Owner	Review Date	Residual Risk
Wet floors	Public/ Employee	Cleaning schedule and warning signs	4	3	12	Increase inspections in peak season	Public Convenience Manager	Quarterly	12
Cleaning chemicals	Employee	COSHH assessments and PPE	4	4	16	Annual COSHH training where appropriate	Parish Clerk	Annually	9
Sharps and hazardous waste	Employee	Sharps kit and disposal procedures	3	5	15	Refresher training where necessary	Parish Clerk	Annually	5
Human waste contamination	Employee	PPE and hygiene procedures	3	4	12	Monitoring and training	Public Convenience Manager	Quarterly	9
Legionella	Public and Staff	Water monitoring programme. Testing after	3	5	15	Annual review of control measures	Public Convenience Manager	Annually	5

		long term closure of facility							
Electrical failure	Public	EICR inspections	4	4	16	Annual certification review; condition report as per date of previous condition report	Electrical Contractor	Annually	6
Plumbing failure	Public	Planned maintenance programme	4	4	16	Annual contractor review	Parish Clerk	Annually	16
Vandalism	Public and Staff	Inspection regime	4	3	12	Rapid response repairs	Parish Clerk	Quarterly	6
Anti-social behaviour	Public and Staff	Incident reporting procedures	3	4	12	Liaison with Police and District Council	Parish Clerk	Quarterly	4
Lone working	Public Convenience Manager	Phone contact and check-in system	4	4	16	Formal welfare monitoring arrangements	Parish Clerk	6 Monthly	16
Manual handling	Employee	Training and safe systems of work	3	3	9	Refresher training	Parish Clerk	Annually	3
Aggressive behaviour	Employee	Incident reporting procedures	3	4	12	Personal safety guidance	Parish Clerk	Annually	4
Slips during cleaning	Employee	Appropriate footwear and signage	4	3	12	Toolbox talks	Public Convenience Manager	Quarterly	4

Responsibility Definitions

Role	Responsibilities
Full Council	Strategic oversight, budget approval, insurance and policy approval
Parish Clerk/RFO	Day-to-day risk management, inspections, compliance and reporting
Human Resources Committee	Staff supervision and business continuity oversight
Public Convenience Manager	Public toilet inspections, cleaning and safety monitoring
Lease tenant	Compliance with lease obligations, insurance and club risk assessments