HATTON PARISH COUNCIL

RISK ASSESSMENT – April 2026

Definition of Risk Management

- Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies.
- Risk management is the process by which risks are identified, evaluated, and controlled.

Risk Policy Statement

- Hatton Parish Council recognises its responsibility to manage risks effectively in order to protect its Councillors, staff, assets, liabilities, and the wider community from potential loss or harm.
- The Council acknowledges that not all risks can be fully eliminated and will therefore maintain a structured risk management strategy to ensure risks are properly identified, assessed, and managed.

Risk Management

- The Clerk has overall responsibility and authority for Risk Assessments.
- Identifying and reporting risks is the responsibility of all Councillors, staff, and volunteers.
- Any identified risks must be reported to the Clerk at the earliest opportunity to allow appropriate action to be taken.
- Reported risks will be recorded in the Risk Register, where appropriate.
- The Council will assess each risk and take steps to mitigate or eliminate it as far as is reasonably practicable.
- Each identified risk will be recorded in the Council's Risk Assessment and evaluated in terms of:

  a) Nature of the risk (including who may be affected)

  b) Likelihood (probability) of the risk occurring

  c) Impact/severity of the risk

  d) Existing and proposed control measures

Risks will be categorised under the following areas:

- Premises and Facilities
- Finance
- Governance

Responsibility for Risk Management

Hatton Parish Council recognises that effective risk management is a shared responsibility of the Clerk, Councillors, and staff in the course of their duties.
The Council will undertake an annual review of:

- This Risk Management Policy
- Its overall approach to risk management
- The Risk Assessment and Risk Register
- The Council is responsible for ensuring compliance with this policy.

Name of activity	All premises, facilities, assets and equipment in the Parish Council's ownership.	Date of risk assessment:	07 Apr 2026	Name of person who undertook this risk assessment:	Sandra Davitt
		Date of next review:	Apr 2029		

Topic	Risk	RISK PROBABILITY	RISK CONTROL
Benches	Injury to public; damage or theft; inadequate maintenance	Low	Inspected periodically by volunteers and Councillors. Defects will be reported and resolved. Covered within insurance policy, including Public Liability Cover, by Parish Council
Rubbish bins	Trip hazard; damage or theft; overflowing waste	Low	Inspected and maintained by volunteers and councillors. Covered within insurance policy, including Public Liability Cover, by Parish Council
Parish Notice Boards	Vandalism; damage or theft of notices	Low	Visual inspection by Clerk and any other party who would report any defects. Covered within insurance policy, including Public Liability Cover, by Parish Council
Bus Shelter	Structural damage; vandalism; inadequate maintenance	Low	Visual inspection by Parish Council and any other party who would report defects. Covered within insurance policy, including Public Liability Cover, by Parish Council

Telephone Box Library	Vandalism; unsuitable or unsafe books	Low	Covered within insurance policy, including Public Liability Cover, by Parish Council Process in place to regularly review level and suitability of books in library Maintenance by residents/contractors as required
Defibrillator	Device failure; not maintained; inaccessible	Medium	Maintained by contractors. Regular testing by councillors. Covered within insurance policy, including Public Liability Cover, by Parish Council
Maintenance Common Areas, Verges, etc.	Trip hazards; poor upkeep; contractor failure	Low	Covered within insurance policy, including Public Liability Cover, by Parish Council Maintained by volunteers and contractors as required
Trees (near war memorial) and Shrubs	Falling branches; disease; public injury	Low	Covered within insurance policy, including Public Liability Cover, by Parish Council Maintained by volunteers and contractors as required Visual inspection by Parish Council and any other party who would report defects
War Memorial	Deterioration; vandalism	Low	Covered within insurance policy, including Public Liability Cover, by Parish Council Maintained by volunteers

Traffic SIDs	Device failure; not maintained, vandalism	Low	Covered within insurance policy, including Public Liability Cover, by Parish Council Maintained by councillors and contractors as required

Name of activity	Financial affairs of the Parish Council	**Date of risk assessment:**	07 Apr 2026	**Name of person who undertook this risk assessment:**	Sandra Davitt
		Date of next review:	Apr 2029		

Topic	**Risk**	**RISK PROBABILITY**	**RISK CONTROL**
Theft/loss of funds held in bank accounts	Loss of revenue to the Council. Impact on ability to run Council services and maintain budgets. Negative perception of Council as stewards of public money.	Low	Bank accounts are be protected by the FSCS. Payments and internal transfers to be made by the Clerk/RFO only. All payments to be made by BACS transfer. No cash payments. Financial Regulations to be reviewed annually.
Fraud and inappropriate financial conduct	Loss of revenue to the Council and impact on delivery of services and budgets. Negative perception of Council as stewards of public money.	Low	Financial Regulations to be reviewed annually. Online payments to be made by the Clerk/RFO only. Payments to be made by BACs transfer. Copies of invoices/receipts to be supplied to Councillor approving payments. Annual Audit on the Council's financial activities

Failure to submit the (AGAR) to External Auditor.	Potential for fines to be issued to the Council. Perception of the Council as financially incompetent.	Low	Clerk/RFO to present AGAR to Council for approval by May/June. Clerk/RFO to submit AGAR to the External Auditor within the set time limit.

Name of activity	Business, administration, compliance and governance of Parish Council affairs.	**Date of risk assessment:**	07 Apr 2026	**Name of person who undertook this risk assessment:**	Sandra Davitt
		Date of next review:	Apr 2029		

Topic	**Risk**	**RISK PROBABILITY**	**RISK CONTROL**
Council business not conducted correctly or not in the best interests of the Council and parishioners.	Dissatisfied residents Provision of inadequate services. Risk of legal action.	Low	Policies are regularly reviewed. Agendas and minutes are published. Councillors to be supplied with adequate information to make sound decisions. Ensure proper record keeping of meetings and decisions made. Actions agreed at meetings to be followed through.
Inappropriate behaviour and/or decision making by the Clerk/councillors	Legal action against the Council.	Low	Councillors sign and understand the Code of Conduct. Councillors familiar with the Standing Orders and other policies. Councillors maintain an up to-date Register of Interests.
Non-compliance with GDPR.	Potential for a fine to be issued by the Information Commissioners Office (ICO)	Low	Policies and procedures to be in place and reviewed. Councillors and staff to undertake GDPR training. Documents to be stored securely. Laptops password protected.

Cyber-attack or data hacking	Loss of or inability to access documents and records could lead to disruption of Parish Council business. Potential for data breach and non-compliance GDPR.	Low	Anti-virus software to be applied to Council laptop. Staff to undergo relevant training. Back-up all data through the Cloud.
Loss of paper records	Loss of minutes and financial records lead to disruption of Parish Council business.	Low	Digital copies of documents to be kept where possible.