



# LCRS 5. Risks report

## Bus Shelters

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the council has adequate insurance cover

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1	
98	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly	High	Medium	6	Yes
97	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning. Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Medium	Medium	4	Yes
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	As and when	Low	Low	1	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	High	Medium	6	Yes

Completed by:

Date:

Position:

No of risks scored

5

Average score:

3.6



# LCRS 5. Risks report

## Code of Conduct

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref Risk Hazard

Control

3.56 Administration/ Legal Failure to maintain /Update Register of Interests/Gifts

Ensure all council members are aware of their statutory responsibilities.  
Maintain appropriate registers.

Review timing Likelihood of occurrence on Council Impact on Council Value Risk required action (> 3) Your

Quarterly

Low

Low

1

Completed by:

Date:

Position:

No of risks scored

1

Average score: 1.0



# LCRS 5. Risks report Computing

Barling Magna Parish Council

Assessment for year 2018 To 2019

*Your Duty = Power to facilitate discharge of any function*

*Requirement = Maintain security of computer*

*Aim =*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site. Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	Low	1
0	Physical	Loss arising from theft/misappropriation	Ensure regular backup of data onto appropriate medium. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Annually	Low	Low	1
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Monthly	Low	Low	1

Completed by:

Date:

Position:

No of risks scored

3

Average score: 1.0



# LCRS 5. Risks report

## Council Meetings

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file. Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public. Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover. Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
453	Administration/ Legal	Access		Annually	Low	Low	1	
453	Physical	Personal Injury		Annually	Low	Low	1	
454	Physical	Security		Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score: 1.0



# LCRS 5. Risks report

## Council Property and Documents

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Requirement	Review frequency	Likelihood of occurrence	Impact on Council Value	Risk required (> 3)	Your action
314	Financial	Legal Liability as a result of Asset Ownership	Annually	Low	Low	1	
307	Physical	Loss of assets	Annually	Low	Low	1	
313	Professional	Failure to effectively process documents	Daily	Low	Low	1	
<p>Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held. Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling &amp; filing.</p>							

Completed by:

Date:

Position:

No of risks scored

3

Average score: 1.0



# LCRS 5. Risks report

## Data Protection

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Value	Risk required (> 3)	Your action required (> 3)
32	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Medium	Medium	4	Yes	Yes

Completed by:

Date:

Position:

No of risks scored

1

Average score:

4.0



# LCRS 5. Risks report

## Employment of Staff

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
363	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work.	Annually	Low	Low	1	
352	Professional	Attacks on Personnel	Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance. Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Monthly	Low	Low	1	
362	Professional	Lack of Training	Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Low	Low	1	
358	Professional	Loss of key staff	Regular Staff Appraisals Complete exit questionnaire. Review recruitment policy.	Quarterly	Low	Medium	2	
35	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire. Review recruitment policy.	Annually	Low	Low	1	
361	Professional	Inability to recruit	Regular Staff Appraisals Complete exit questionnaire. Review recruitment policy.	As and when	Low	Low	1	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Low	1	



# LCRS 5. Risks report

## Employment of Staff

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Duty to Appoint

Requirement = To meet commitment of council employment policy.

Aim =

Ref Risk Hazard

Control

Completed by:

Date:

Position:

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

No of risks scored

7

Average score:

1.1

Review timing Likelihood of occurrence Impact on Council Value Risk action required (> 3)





# LCRS 5. Risks report

## Entertainment and the arts

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To ensure that appropriate insurance cover in place.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
383	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers. Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover. Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Determine policy and responsibility for box office security. Define responsibility cash handling procedures Ensure appropriate staff training. Maintain comprehensive records, ticket returns/reconciliation etc. Arrange periodical checks/internal audit.	Annually	Low	Low	1	
442	Administration/ Legal	Absence of key staff		Annually	Low	Medium	2	
139	Administration/ Legal	Staff training		Annually	Low	Low	1	
169	Environmental	Noise pollution		As and when	Low	Low	1	
439	Environmental	Vandalism		Annually	Low	Low	1	
163	Financial	Box Office controls		Annually	Low	Low	1	
171	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Low	1	



# LCRS 5. Risks report

## Entertainment and the arts

## Barling Magna Parish Council

### Assessment for year 2018 To 2019

*Your Duty* = Provision of entertainment and support of the arts

*Requirement* = To maximize income due to the council

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
170	Financial	Failure to collect rents & charges	<p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Make provision for prompt banking.</p> <p>Issue tickets/receipts for all income received.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off on any irrecoverable debts.</p>	Annually	Low	Low	1	
0	Fire	To safeguard against the risk of fire.	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation.</p>	Annually	Low	Medium	2	
440	Physical	Maintenance of equipment	<p>Determine responsibility for use and control.</p> <p>Arrange contract maintenance for specialist equipment.</p> <p>Provide for any necessary staff training.</p> <p>Provide for appropriate protective clothing.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that security is sound.</p> <p>Ensure that any disposals are properly dealt with.</p> <p>Maintain proper records.</p> <p>Determine policy/ responsibility for security of exhibits.</p> <p>Ensure effective security arrangements in place.</p> <p>Ensure adequate insurance cover in place.</p>	Annually	Low	Low	1	
179	Physical	Security of exhibits		Annually	Low	Low	1	



# LCRS 5. Risks report

## Entertainment and the arts

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To minimize loss through theft/misappropriation

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
173	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Medium	2	
174	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	High	3	
176	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
177	Physical	Security of buildings		Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

15

Average score:

1.3



# LCRS 5. Risks report

## Financial Management

## Barling Magna Parish Council

### Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
342	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
6	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Low	1	
9	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Low	1	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis.	Quarterly	Low	Low	1	
347	Financial	Poor Financial Management	Reconcile claims to cashbook. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	Low	1	
66	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Low	1	



# LCRS 5. Risks report

## Financial Management

## Barling Magna Parish Council

### Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available. Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Quarterly	Low	Low	1	
41	Financial	Failure to keep proper financial records	Ensure that no alternative statutory authority is available. Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	
406	Financial	Loss of money through theft/misappropriation.	Ensure that no alternative statutory authority is available. Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	



# LCRS 5. Risks report

## Financial Management

### Barling Magna Parish Council

#### Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1
309	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	Low	1

Completed by:

Date:

Position:

No of risks scored

11

Average score: 1.0



# LCRS 5. Risks report

## Investments

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to participate in schemes of collective investment

Requirement = To maintain proper records.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
2016	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register.	Annually	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Maintain effective internal audit. Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

2

Average score: 1.0





# LCRS 5. Risks report

## Meetings of the Council

## Barling Magna Parish Council

### Assessment for year 2018 To 2019

Your Duty = Duty to meet

Requirement = All Meetings open to everyone

Aim = Standing Orders on Conduct

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
49	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Low	1	
30	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Low	1	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting. All Councillors are notified of Meetings by way of a summons and agenda. Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
11	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Low	1	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score: 1.0





# LCRS 5. Risks report

Open spaces

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to acquire land and maintain

Requirement = To minimise risk arising from anti-social behaviour.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Value	Risk required	Your action (> 3)
6	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Medium	Medium	4	Yes	
3/20	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Low	1		
4/33	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Medium	Medium	4	Yes	
6	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process. Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete.	Annually	Low	Low	1		
3/15	Physical	Property Maintenance	Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Low	1		
4/41	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Annually	Low	Low	1		

Completed by:

Date:

Position:

No of risks scored

6

Average score: 2.0



# LCRS 5. Risks report

## Planning & Development Control

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref

Para.

Page no.

302 Environmental

Failure to comply within consultation deadline

Ensure adequate number of Planning & Environment Ctee meetings are arranged.

Where necessary liaise with the Planning Authority for possible extension.

Review of situation

Annually

Likelihood of impact on Council Value

Low Medium

Risk required action (> 3)

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



# LCRS 5. Risks report

## Play Areas

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Medium	Medium	4	Yes
0	Financial	Inadequate insurance cover	To include all relevant risks on the council's insurance policy	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Low	Low	1	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Daily	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average Score:

2.5



# LCRS 5. Risks report

## Provision of Website/Internet Access

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to provide from 'free resource'  
Requirement = To ensure proper financial provision

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	State	Assessment	Review of Annual	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Low	Low	1	
3.48	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly	Medium	Medium 4	Yes

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.5



# LCRS 5. Risks report

## Public buildings and Village hall

## Barling Magna Parish Council Assessment for year 2018 To 2019

*Your Duty* = Power to provide buildings for offices and for public meetings

*Requirement* = To provide effective control of facility bookings etc

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Requirement	Control	Review frequency	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
406	Legal	Administration/ Failure to complete user agreements	Determine responsibility for dealing with user applications. Completed agreement to be a pre-requisite of facility hire. Arrange periodical review of conditions of use etc.	Annually	Low	Low	1	
411	Legal	Administration/ Failure to obtain necessary licences.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
11	Legal	Administration/ Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Quarterly	Low	Low	1	
266	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Annually	Low	Low	1	
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Annually	Low	Low	1	
439	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts. Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
272	Financial	Failure to set/review charges		Annually	Low	Low	1	



# LCRS 5. Risks report

## Public buildings and Village hall

## Barling Magna Parish Council Assessment for year 2018 To 2019

*Your Duty =* Power to provide buildings for offices and for public meetings

*Requirement =* To ensure proper maintenance of premises and minimize risk

*Aim =*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Issue	Recommendation	Frequency of Review	Likelihood of Occurrence	Impact on Council Value	Risk required action (> 3)	Your action
267	Physical	Maintenance of buildings	Annually	Low	Low	4	Yes
277	Physical	Hazardous substances	Annually	Low	Low	1	
264	Physical	Fire	Quarterly	Low	High	3	
269	Physical	Vandalism	Annually	Medium	Medium	4	Yes
268	Physical	Theft	Annually	Low	Low	1	



# LCRS 5. Risks report

Public buildings and Village hall

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings  
Requirement = To safeguard council assets

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref No. Physical

Security of premises and contents

Define policy for security of premises and equipment  
Allocate responsibility for security/control of equipment.  
Maintain asset register.

Your action required (> 3)  
Likelihood of impact on Council Value  
Review frequency Annually 1.038 Medium 2

Completed by:

Date:

Position:

No of risks scored

13

Average score: 1.7



# LCRS 5. Risks report

## Seats

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Annually	Low	Low	1	Review timing	Likelihood of occurrence	Impact on Council Value	Risk required (> 3)	Your action required (> 3)
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Physical Injury or damage arising from use.

Carry out regular inspection of public seating & maintain records.  
Have necessary arrangements in place for repair/renewal.  
Ensure that appropriate insurance cover is held.

Annually

Low

Low

1

Physical

Fire

Ensure Health/Safety testing complete.  
Ensure appropriate staff training  
Provide for strict security/control of combustible materials held by council.  
Provide appropriate extinguishers etc.  
Ensure appropriate signage in place.  
Ensure appropriate regulations/controls adhered to.

Annually

Low

Low

1

Technical

Provision of inadequate public seating

Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy.  
Inspect all seats prior to acceptance to ensure required standards are met.

Annually

Low

Low

1

Completed by:

Date:

Position:

No of risks scored

3

Average  
score:

1.0





# LCRS 5. Risks report

## Street/Footway Lighting

## Barling Magna Parish Council

### Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure proper agreements in place

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
278	Administration/ Legal	Service level agreements	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
279	Administration/ Legal	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Low	1	
285	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
293	Environmental	Fly posting	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
293	Environmental	Failure to provide lighting	Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Quarterly	Low	Low	1	
299	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Annually	Medium	Medium	4	Yes
287	Physical	Security of inspection plates etc.	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Annually	High	Low	3	



# LCRS 5. Risks report

Street/Footway Lighting

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To maintain service standards.

Aim =

Ref Risk Hazard

Control

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Review of likelihood of occurrence  
Review of impact on Council Value  
Review of risk required action (> 3)

Completed by:

Date:

Position:

No of risks scored

8

Average score: 1.5



# LCRS 5. Risks report

Village Signs

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Power to erect (with Highway Authority approval)

Requirement = To ensure proper financial provision

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk required (> 3)	Your action
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Low	1	
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score: 1.0



# LCRS 5. Risks report

## Water Supply

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Power to utilise well, spring or stream and to provide facilities

Requirement = To meet statutory requirements for extraction

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk required (> 3)	Your action
1/3	Physical	Loss/damage to Water Supply	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc. Define responsibility for maintenance of water supply Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

2

Average score: 1.0



# LCRS 5. Risks report

## Web Sites

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty =

Requirement = To maintain effective administration

Aim = To have proper control of web-site

Scoring role:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.	Annually	Low	Medium	2	Yes
6	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Medium	Medium	4	Yes
6	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	High	High	9	Yes
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	
6	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development. Consider setting up a small committee of interested members to support ongoing development of website. Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	Quarterly	Low	Low	1	
6	Administration/ Legal	Non conformance with the Data Protection Act		As and when	High	High	9	Yes



# LCRS 5. Risks report

## Web Sites

### Barling Magna Parish Council

#### Assessment for year 2018 To 2019

Your Duty =

Requirement = To minimise risk

Aim =

Scoring note:

Low = 1,  
Medium = 2  
and High = 3

Ref

Risk

Hazard

Control

Review  
timing

Likelihood  
of  
occurrence

Impact  
on  
Council  
Value

Your  
action  
required  
(> 3)

Annually

Low

Low

1

1 Administration/ Non compliance with Freedom of Information Act  
Legal

Ensure that legal requirements are met in full.  
Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.

As and when

Low

High

3

2 Administration/ Availability of Software tools to build and manage site  
Legal

Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.

Monthly

Low

Low

1

3 Administration/ Loss of Data/ Inability to access backup  
Legal

Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale.  
Where web-site is subject to outside management carry out monthly review.

Annually

Medium

Medium

4

Yes

4 Administration/ Ownership and Control of Universal Resource Locator (URL)  
Legal

Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.  
Ensure that hosting charges and domain renewal charges are met by council.

Annually

Low

Low

1

5 Administration/ The placing of information on site that may put people at risk.  
Legal

Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.

Annually

Medium

Low

2

6 Administration/ Lack of visibility of visitor numbers.  
Legal

Ensure that a website statistics package is available on site.  
Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.  
Ensure that examination of detail is an integral part of the review process.



# LCRS 5. Risks report

## Web Sites

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty =

Requirement = To minimise risk.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
6	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Medium	Medium	4	Yes
6	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Medium	2	
6	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	High	Low	3	
6	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	High	High	9	Yes
6	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

17

Average score: 3.5



# LCRS 5. Risks report

## Wildlife Reserve

Barling Magna Parish Council  
Assessment for year 2018 To 2019

Your Duty = Powers in relation to enclosure, as to regulation and

Requirement = To ensure that the council has adequate insurance protection.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
104	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review. Ensure all risks are identified. Ensure that appropriate insurance cover is held to protect the council. Ensure completed and signed agreement as a prerequisite of access to land. Enforce conditions of agreement. Ensure that weed control is carried out annually as planned. Arrange physical inspection of area(s) and report on effectiveness. Ensure proper control of hazardous substances. Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs. Arrange regular inspection. Review security arrangements. Maintain liaison with enforcement agency. Instigate legal action against perpetrators where possible. Ensure that grass cutting/ sale of hay is subject to tender bids. Enforce conditions of contract. Inspect contractor's insurance documentation. Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs. Ensure that appropriate staff training is complete. Arrange for periodical inspection and report.	Annually	Low	Low	1	
105	Administration/ Legal	Agreements with users not in place.		Annually	Low	Low	1	
5	Environmental	Weed control		Annually	Low	Low	1	
8	Environmental	Dog fouling		Annually	High	High	9	Yes
10	Environmental	Vandalism		Monthly	High	High	9	Yes
443	Environmental	Grass cutting/mowing/hay		Annually	Low	Low	1	
134	Physical	Inadequate maintenance of trees & hedges		Annually	Medium	Medium	4	Yes





# LCRS 5. Risks report

## Wildlife Reserve

### Barling Magna Parish Council

#### Assessment for year 2018 To 2019

Your Duty = Powers in relation to enclosure, as to regulation and

Requirement = To ensure proper maintenance and minimize risk.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
43	Physical	Inadequate maintenance of footpaths & bridle paths	Define responsibility for and ensure maintenance is carried out in accordance with planned programme. Arrange provision for urgent/emergency work. Ensure that any contracts are complete. Arrange for periodical inspection and report. Ensure that all necessary approvals re Preservation Orders etc. are obtained. Ensure appropriate insurance cover in place. Ensure that grazing etc. is carry out only in accordance with council policy. Ensure that a signed agreement is in place for all users. Ensure that recreational use is restricted to approved activity. Enforce regulations, byelaws controlling use. Ensure that gates, fences, hedges etc are properly maintained. Ensure that recognised paths & walkways are properly maintained. Ensure that periodic inspection is carried out. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that any risks to the public are minimized and eliminated wherever possible. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure appropriate insurance cover in force. Maintain appropriate records.	Annually	Low	Low	1	
44	Physical	Uncontrolled/unauthorised usage		Annually	Medium	Medium	4	Yes
45	Physical	Personal Injury		Annually	Medium	Medium	4	Yes



# LCRS 5. Risks report

## Wildlife Reserve

Barling Magna Parish Council

Assessment for year 2018 To 2019

Your Duty = Powers in relation to enclosure, as to regulation and

Requirement = To maintain standards of cleanliness and avoid risk

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
409	Physical	Dumping of Rubbish/Hazardous waste	<p>Define responsibility for security/control of hazardous waste</p> <p>Consider policing role and maintain liaison with local enforcement agencies.</p> <p>Arrange periodic inspection of land and report</p> <p>Ensure that appropriate signage is in place.</p> <p>Enforce regulations/byelaw re unauthorized dumping.</p> <p>Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste.</p>	Annually	High	High	9	Yes
432	Physical	Inadequate maintenance of fences and boundaries	<p>Define responsibility and ensure that maintenance is carried out in accordance with a planned programme.</p> <p>Ensure that any contracts for maintenance work are complete.</p> <p>Ensure that adequate provision is made for urgent repairs.</p> <p>Ensure that appropriate staff training is complete.</p> <p>Arrange for periodical inspection and report.</p>	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

12

Average score: 4.0