



LCRS 5. Risks report

Bus Shelters

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the council has adequate insurance cover

Aim =

Barling Magna Parish Council Assessment for year 2024 To 2025

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) |
|-----|--------------------------|---------------------------------------|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 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 | |
| 88 | Environmental | Vandalism | Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders. | Monthly | High | High | 9 | Yes |
| 87 | 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. | Quarterly | High | Medium | 6 | 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:

4.6



LCRS 5. Risks report

Code of Conduct

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Barling Magna Parish Council Assessment for year 2024 To 2025

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

| Ref | Risk | Hazard | Control | Review timing | Likelihood of occurrence | Impact on Council | Risk required | Your action required (> 3) |
|-----|-----------------------|---|--|---------------|--------------------------|-------------------|---------------|----------------------------|
| 356 | Administration/ Legal | Failure to maintain /Update Register of Interests/Gifts | Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers. | Quarterly | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Computing

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

Aim =

Barling Magna Parish Council Assessment for year 2024 To 2025

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 | Physical | Loss arising from theft/misappropriation | 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/damage arising from unauthorised use. | Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site. | Annually | Low | Low | 1 | |
| 365 | Technical | Crash of IT System | Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. 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 2024 To 2025

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) |
|-----|-----------------------|--------------------------------|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 453 | Administration/ Legal | Access | Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public. | Annually | Low | Low | 1 | |
| 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. | Monthly | Low | Low | 1 | |
| 455 | Physical | Personal Injury | 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. | Monthly | Low | Low | 1 | |
| 454 | Physical | Security | 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 | |

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 2024 To 2025

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

Requirement =

Aim = None

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

| Ref | Category | Risk Type | Description | Review | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|--------------|--|--|-------------|--------------------------|-------------------|------------|----------------------------|
| 314 | Financial | Legal Liability as a result of Asset Ownership | Ensure that adequate Public Liability Insurance is in place. | Annually | Low | Low | 1 | |
| 307 | Physical | Loss of assets | Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held. | Annually | Low | Low | 1 | |
| 312 | Physical | Loss / Damage to Civic Regalia | Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia is suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions | Annually | Low | Low | 1 | |
| 313 | Professional | Failure to effectively process documents | Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing. | As and When | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report

Crime Prevention - CCTV

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty = Powers to spend money on various crime prevention

Requirement = To meet requirements of code.

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) |
|-----|-----------------------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 0 | Administration/ Legal | Failure to comply with Code of Practice | Ensure that where appropriate operatives are aware of code requirements Provide for necessary training | Annually | Low | Low | 1 | |
| 0 | Administration/ Legal | Data Protection - Registration & compliance | Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training. | Annually | Low | Low | 1 | |
| 0 | Financial | Inadequate budget provision | Ensure that service/facility requirements are detailed in budget process. | Annually | Low | Low | 1 | |
| 0 | Physical | Security of equipment | Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register. | Quarterly | Low | Low | 1 | |
| 0 | Physical | Vandalism | Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. | Monthly | Low | Low | 1 | |
| 0 | Physical | Failure of system - equipment | Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs. | Annually | Low | Low | 1 | |
| 0 | Technical | Unauthorised use of equipment | Maintain proper records. Maintain security of system Set up password authorisation to restrict access. | Annually | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.0



LCRS 5. Risks report

Data Protection

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

Requirement = To ensure that statutory requirements are met.

Aim =

Barling Magna Parish Council Assessment for year 2024 To 2025

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) |
|-----|-----------------------|---------------------------|--|---------------|--------------------------|-------------------|------------|----------------------------|
| 37 | Administration/ Legal | Breach of Confidentiality | Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data. | Daily | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report

Employment of Staff

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills its 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) |
|-----|-----------------------|--|--|---------------|--------------------------|-------------------|------------|----------------------------|
| 364 | 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 Review recruitment policy. | Annually | Low | Low | 1 | |
| 361 | Professional | Inability to recruit | | As and when | Low | Low | 1 | |
| 358 | Professional | Loss of key staff | | Quarterly | Medium | Medium | 4 | Yes |
| 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 | |
| 352 | Professional | Attacks on Personnel | 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. 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. | Monthly | Low | Low | 1 | |
| 362 | Professional | Lack of Training | 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. | Annually | Low | Low | 1 | |
| 38 | Professional | Inability to retain staff | Regular Staff Appraisals Complete exit questionnaire. | Annually | Low | Low | 1 | |



LCRS 5. Risks report

Employment of Staff

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To minimize risk arising from high turnover of staff.

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 required (> 3) |
|-----|------|--------|---------|---------------|--------------------------|-------------------------|---------------|----------------------------|
| | | | | | | | | |

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.4



LCRS 5. Risks report

Financial Management

Barling Magna Parish Council

Assessment for year 2024 To 2025

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 | Risk Value | Your action required (> 3) |
|-----|-----------------------|--|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 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. Reconcile claims to cashbook. | Quarterly | Low | Low | 1 | |
| 302 | 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 | |
| 0 | 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 | |
| 0 | Administration/ Legal | Incurring expenditure without proper legal authority | Record in minutes powers under which expenditure is being approved. | Annually | Low | Low | 1 | |
| 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. | Quarterly | Low | Low | 1 | |



LCRS 5. Risks report

Financial Management

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are 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) |
|-----|-----------|--|--|---------------|--------------------------|-------------------|------------|----------------------------|
| 306 | Financial | Loss of money through theft/misappropriation. | 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 | |
| 360 | 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 | |
| 347 | Financial | Poor Financial Management | 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 | |
| 305 | 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 2024 To 2025

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 | Risk Value | Your action required (> 3) |
|-----|-----------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 0 | Financial | Failure to maintain an effective payments system. | <p>Determine responsibility for control of expenditure.</p> <p>All payments to be supported by an invoice/voucher.</p> <p>All detail to be checked and payment entered into a cashbook.</p> <p>All payments to be approved by council and recorded in minutes.</p> <p>All cheques to be signed by at least two authorized members.</p> <p>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p> | Monthly | Low | Low | 1 | |
| 41 | Financial | Failure to keep proper financial records | <p>Define responsibility through appointment of Proper Financial Officer</p> <p>Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.</p> <p>Implement effective independent internal audit.</p> <p>Introduce periodical checks by Chairman/other appointed members.</p> <p>Arrange for regular financial reports to committee/council</p> | Monthly | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.0



LCRS 5. Risks report

Investments

Your Duty = Power to participate in schemes of collective investment

Requirement = To minimize risk arising from theft/misappropriation.

Aim =

Barling Magna Parish Council

Assessment for year 2024 To 2025

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

| Ref | Risk | Hazard | Control | Review timing | Likelihood of occurrence | Impact on Council | Risk required | Your action required (> 3) |
|-----|-----------|---------------------------|---|---------------|--------------------------|-------------------|---------------|----------------------------|
| 377 | Financial | Financial Loss i.e. theft | <p>Determine policy/responsibility for investment.</p> <p>Ensure that investment/transfer/withdrawal of funds subject to council approval.</p> <p>Ensure that all transactions are subject to counter signatures of clerk/authorised council members.</p> <p>Arrange for regular financial/monmitoring report to council.</p> | Annually | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report

Meetings of the Council

Barling Magna Parish Council

Assessment for year 2024 To 2025

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 | Risk Value | Your action required (> 3) |
|-----|-----------------------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 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 | |
| 34 | 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 | |
| 36 | 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 | |
| 40 | 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 | |
| 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

Planning & Development Control

Barling Magna Parish Council
Assessment for year 2024 To 2025

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Ref

202

Environmental Failure to comply within consultation deadline

Ensure adequate number of Planning & Environment Cttee meetings are arranged.
Where necessary liaise with the Planning Authority for possible extension.

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

| Review frequency | Likelihood of occurrence | Impact on Council Value | Your action (> 3) | |
|---------------------|--------------------------------|----------------------------------|-------------------------|-----|
| | | | Low | Low |
| Annually | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

1

Average
score:
1.0



LCRS 5. Risks report

[Play Areas](#)

Barling Magna Parish Council

Assessment for year 2024 To 2025

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 | Low | Low | 1 | |
| 0 | Environmental | Dog Fouling | Ensure appropriate signage in place Provide bags/receptacles for dog waste Enforce dog fouling laws Arrange for appropriate agency to deal with stray dogs | Annually | Low | Low | 1 | |
| 0 | Financial | Inadequate insurance cover | To include all relevant risks on the councils 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 | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



LCRS 5. Risks report

Provision of Website/Internet Access

Barling Magna Parish Council
Assessment for year 2024 To 2025

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 | Category | Risk | Description | Review | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|-----------|---------------------------------------|---|----------|--------------------------|-------------------|------------|----------------------------|
| 0 | Financial | Inadequate budget provision | Ensure service requirement included in annual budgetary process | Annually | Low | Low | 1 | |
| 348 | Technical | Failure of Website/Internet Providers | Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service. | Weekly | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

2

Average score:

1.0



LCRS 5. Risks report

Public buildings and Village hall

Barling Magna Parish Council
Assessment for year 2024 To 2025

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 | Category | Description | Review | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|-----------------------|---------------------------------------|---|--------------------------|-------------------|------------|----------------------------|
| 400 | Administration/ Legal | 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 | Administration/ Legal | Failure to obtain necessary licences. | Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc. | Annually | Low | Low | 1 |
| 11 | Administration/ Legal | 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 |
| 272 | Financial | Failure to set/review charges | Ensure that all charges are reviewed annually as an integral part of the budgetary 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. | Annually | Low | Low | 1 |



LCRS 5. Risks report

Public buildings and Village hall

Barling Magna Parish Council
Assessment for year 2024 To 2025

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 | Category | Area | Actions | Review | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|----------|-----------------------------------|--|-----------|--------------------------|-------------------|------------|----------------------------|
| 263 | Physical | Maintenance of buildings | <p>Define responsibility for maintenance.</p> <p>Carry out regular inspections of all buildings.</p> <p>Ensure that where appropriate proper contractual arrangements are in place.</p> <p>Arrange staff training where required.</p> <p>Maintain detailed records of all work scheduled/completed</p> | Annually | Low | Low | 1 | |
| 271 | Physical | Hazardous substances | <p>Define responsibility for use and control.</p> <p>Provide for any necessary 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> | Annually | Low | Low | 1 | |
| 262 | Physical | Security of premises and contents | <p>Define policy for security of premises and equipment</p> <p>Allocate responsibility for security/control of equipment.</p> <p>Maintain asset register.</p> | Annually | Low | Low | 1 | |
| 264 | Physical | 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> | Quarterly | Low | Low | 1 | |
| 269 | Physical | Vandalism | <p>Maintain efficient and effective security.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Take action as appropriate against offenders.</p> | Annually | Medium | Medium | 4 | Yes |



LCRS 5. Risks report

Public buildings and Village hall

Barling Magna Parish Council
Assessment for year 2024 To 2025

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

Requirement = To minimize the risk of loss through theft/misappropriation

Aim =

Ref No: 268 Risk Type: Physical Cause: Theft

Determine responsibility for security.
Ensure that security of all plant, equipment and premises is recognised as a priority.
Provide for required staff training
Maintain register of assets.
Maintain liaison with local enforcement agencies.

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

| Review Timeline | Likelihood of occurrence | Impact on Council Value | Risk required (> 3) | Your action |
|--------------------|--------------------------------|----------------------------------|---------------------------|----------------|
| Annually | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

13

Average
score:

1.2



LCRS 5. Risks report Seats

Barling Magna Parish Council
Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk arising from use.

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) |
|-----|-----------|--|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 0 | 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 | |
| 0 | 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 | |
| 0 | 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 2024 To 2025

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 | |
| 203 | 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 | |
| 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 | |
| 290 | Financial | Inadequate budget provision | Ensure that service/facility requirements are detailed in budget process. | Annually | Low | Low | 1 | |
| 287 | Physical | Security of inspection plates etc. | Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair. | Annually | Low | Medium | 2 | |
| 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 | Low | Low | 1 | |



LCRS 5. Risks report

Street/Footway Lighting

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement =

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 |
|-----|------|--------|---------|---------------|--------------------------|-------------------------|---------------------|-------------|
| | | | | | | | | |

Completed by:

Date:

Position:

No of risks scored

8

Average score:

1.1



LCRS 5. Risks report

Village Signs

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

Requirement = To ensure proper financial provision

Aim =

Barling Magna Parish Council Assessment for year 2024 To 2025

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 | 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

Web Sites

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To maintain effective administration

Aim = To have proper control of web-site

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) |
|-----|-----------------------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 457 | Administration/ Legal | Content | Ensure that all content is specifically approved by council. | | Low | Low | 1 | |
| 0 | 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. | Quarterly | Low | Low | 1 | |
| 0 | Administration/ Legal | Non conformance with the Data Protection Act | 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. | As and when | Low | Low | 1 | |
| 0 | Administration/ Legal | Availability of Software tools to build and manage site | 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. | As and when | Low | Low | 1 | |
| 0 | 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 | Medium | Low | 2 | |
| 0 | Administration/ Legal | Loss of Data/ Inability to access backup | 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. | Monthly | Low | Low | 1 | |



LCRS 5. Risks report

Web Sites

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To protect council.

Aim = To minimize risk

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) |
|-----|-----------------------|--|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 464 | Administration/ Legal | Insurance | Ensure that appropriate insurance cover is held by council. | | Low | Low | 1 | |
| 0 | Administration/ Legal | Lack of visibility of visitor numbers. | 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. | Annually | Medium | Low | 2 | |
| 0 | 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 | Low | Low | 1 | |
| 0 | Administration/ Legal | The placing of information on site that may put people at risk. | 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 | Low | Low | 1 | |
| 0 | Administration/ Legal | Non compliance with Freedom of Information Act | 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. | Annually | Low | Low | 1 | |
| 0 | Administration/ Legal | Ownership and Control of Universal Resource Locator (URL) | 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. Ensure that council has full details of web address, account name, user name and password to manage the web address. | Annually | Low | Low | 1 | |
| 0 | 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 | Low | Low | 1 | |



LCRS 5. Risks report

Web Sites

Barling Magna Parish Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk and maximise visitor numbers.

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) |
|-----|-----------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 0 | 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 | Low | Low | 1 | |
| 0 | 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 | Low | Low | 1 | |
| 0 | 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 | Low | 1 | |
| 0 | 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 | Low | Low | 1 | |

Completed by:

Date:

Position:

No of risks scored

17

Average score:

1.1



LCRS 5. Risks report

Wildlife Reserve

Barling Magna Parish Council

Assessment for year 2024 To 2025

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. | Annually | Low | Low | 1 | |
| 443 | Environmental | Grass cutting/mowing/hay | Ensure that grass cutting/ sale of hay is subject to tender bids. Enforce conditions of contract. Inspect contractor's insurance documentation. | Annually | Low | Low | 1 | |
| 10 | Environmental | Vandalism | Arrange regular inspection. Review security arrangements. Maintain liaison with enforcement agency. Instigate legal action against perpetrators where possible. | Monthly | Medium | Medium | 4 | Yes |
| 9 | Environmental | Weed control | 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. | Annually | Low | Low | 1 | |
| 8 | Environmental | Dog fouling | Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs. | Quarterly | High | Medium | 6 | Yes |
| 134 | Physical | Inadequate maintenance of trees & hedges | 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 | Medium | High | 6 | Yes |



LCRS 5. Risks report

Wildlife Reserve

Barling Magna Parish Council

Assessment for year 2024 To 2025

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

Requirement = To minimize 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) |
|-----|----------|--|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 129 | Physical | Personal Injury | <p>Ensure that gates, fences, hedges etc are properly maintained.</p> <p>Ensure that recognised paths & walkways are properly maintained.</p> <p>Ensure that periodic inspection is carried out.</p> <p>Ensure that the correct, properly maintained tools/equipment are available as appropriate.</p> <p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure appropriate insurance cover in force.</p> <p>Maintain appropriate records.</p> | Annually | Low | Medium | 2 | |
| 132 | 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 | Low | Low | 1 | |
| 43 | Physical | Inadequate maintenance of footpaths & bridle paths | <p>Define responsibility for and ensure maintenance is carried out in accordance with planned programme.</p> <p>Arrange provision for urgent/emergency work.</p> <p>Ensure that any contracts are complete.</p> <p>Arrange for periodical inspection and report.</p> <p>Ensure that all necessary approvals re Preservation Orders etc. are obtained.</p> <p>Ensure appropriate insurance cover in place.</p> | Annually | Low | Low | 1 | |



LCRS 5. Risks report

Wildlife Reserve

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

Requirement = To maintain standards of cleanliness and avoid risk

Aim =

Barling Magna Parish Council

Assessment for year 2024 To 2025

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 | Medium | Low | 2 | |
| 408 | Physical | Uncontrolled/unauthorised usage | <p>Ensure that grazing etc. is carry out only in accordance with council policy.</p> <p>Ensure that a signed agreement is in place for all users.</p> <p>Ensure that recreational use is restricted to approved activity.</p> <p>Enforce regulations, byelaws controlling use.</p> | Annually | Medium | Low | 2 | |

Completed by:

Date:

Position:

No of risks scored

11

Average score:

2.5