

Identify the risk	Level	Potential Consequences	Avoid, Reduce or Control	Any Further action necessary
Election Members/Staffing				
1. Illness/Resignation/Death of Clerk	H	Disruption in Administration of Council business	Temporary Administration and basic knowledge of system usually the Chair	DALC/District Council to provide temporary Clerk. Advertise vacancy in case of resignation or death
2. Disruption due to Pandemic	H	Disruption in Administration of Council business	Adoption by the Parish Council of temporary arrangements to cover exceptional circumstances in accordance with emergency legislation and in line with government guidance	Maintain contact with DALC for support. Continue to monitor and respond to all developments in relation to the pandemic until all restrictions are lifted
3. Illness/ Resignation/ Death of Council employees	M	Services to the Parish reduced.	Overtime and Planned cover for absences. Members to discuss benefits of Accident insurance,	Formally agree cover arrangements for illness/holidays. Advertise vacancy in cases of resignation or death
4. Accident to Council Member (eg travelling to a Council meeting/duty)	L	Injury and absence from meeting	Members to discuss benefit of Accident insurance being taken out	Where absence is likely to prevent attendance at meetings for more than 6 months obtain formal approval of Council for continued absence to prevent disqualification as member due to non attendance
Administration/Legal Requirements				

1. Not keeping proper financial records in accordance with Statutory Requirements	M	Incorrect record and information supplied to the Parish Council. Incorrect decisions made in relation to expenditure	Regular scrutiny of financial records and proper arrangements for the approval of expenditure. List of expenditure/receipts to every meeting. Financial statements provided at every Finance Committee meeting detailing expenditure against budget. Internal Auditor appointed to carry out checks to prevent fraud and corruption.	Three members of the Council are required to sign cheques, and withdrawals and changes to reserve accounts. Clerk has authority and secure access to Online Banking and to authorise all BACS payments on the Council's accounts.
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2. To ensure all business activities are within legal powers applicable to Parish Council.	M	Unlawful action by Parish Council if correct duties not carried out	Record in minutes the precise powers under which expenditure is being approved and decisions taken	Provide a copy of the good councillor's guide to each new member of the council on election / co-option
3. To ensure that all requirements are met under Employment Law and Inland Revenue Regulations	H	Unlawful action taken by Parish Council in relation to employment/ conditions of service.	Monthly return to the inland revenue. Council to review Employment contracts on a frequent basis. Changes in legislation to be brought to the attention of the Council as and when required.	
4. To ensure that all requirements are met under VAT Regulations	H	Incorrect accounts and loss of revenue	All returns for the refund of VAT are made on a regular basis within the financial year. Details of VAT payments are recorded as part of the income and expenditure procedures	Refunds of VAT to be carried out at least annually
5. To ensure the adequacy of the annual precept within sound budgetary arrangements	H	Incorrect precept leading to either under/overspending of Parish income	Regular budget monitoring statements submitted to Finance Committee	
6. To ensure the proper use of funds granted to local community under Section 137	H	Unlawful use of Parish Council funds	Procedures in place for the application of grant assistance and information on the group and proposed use of funding.	

7. Proper and accurate reporting of Parish Council business in the minutes	M	Inaccurate administration and record keeping	Minutes are consecutively numbered during the calendar year each set have page numbers allocated. The chairman initials the bottom of each page and signs and dates the last page at each Council meeting for the previous meeting	
8. As a Burial Authority ensure that we adhere to Section 213(1) of the Local Government Act 1972	M	Unlawful Burials and Interments with inaccurate records kept. Possible prosecution from authorities and litigation costs from members of the public	Ensure proper permission for Burials and Interments are undertaken by responsible person for management of the Cemetery. Ensure accurate administration and record keeping with the correct authorities.	
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8. Register of Members interests and gifts and hospitality in place, complete, accurate and up to date	L	Parish Council not meeting transparency requirements	Adoption of Code of Conduct for Members and all documentation in place. Members continue to declare interest and remove themselves from the meeting during the discussion of the item.	Copies of forms to be forwarded to the Responsible Officer at the District Council
9. Safekeeping of deeds, titles, etc	L	Incorrect and missing titles will lead to significant problems when considering matters relating to the land in the Council's ownership or that leased from or to The Council	Deposit deeds and leases with Council Solicitors for safe keeping or keep in secure storage.	Consider purchase of secure fire safe document store
10. Safekeeping of Council records	L	Loss of Council decisions and historical data. Disruption to the operation of the Council	Place all records that are more than 7 years old with the County Records Office. Ensure back up on secure Cloud Storage. Review data in April of each year	Contact Records Office to arrange collection of files as necessary.

11. Lack of Insurance Cover	H	Litigation and financial cost to the Parish Council	Following Areas to be covered: Public Liability } Employers' Liability } Money } Mandatory Fidelity Guarantee } Cover Legal Expenses } Property Damage -under review Official Indemnity - Covered Libel and Slander - Covered Personal Accident – Covered	Members to discuss proposal of Personal Accident cover to include an extension to increase upper age limit for Members of the Council and Clerks to the Council from 75 to 80 years
Property				
1. Repair/ Damage to Community Centres	M	Inconvenience to Members and Clerk as Community Centres are used for Parish and Public meetings, Inconvenience the public who hire the venue may not available for use or part damage. Potential for insurance claims from the public for slips or falls	Public Liability Insurance, Fire Safety Legalisation complied with and properties monitor by security management company. Caretakes ensure Centres are kept clean & tidy and report any issues that require maintenance/repair.	
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2. Repair/Damage to Bus Shelters	H	Inconvenience to the public – not available for use or part damage/part useable. Potential for insurance claims from the public	Inspected and cleaned on a monthly basis Insurance cover for public liability in place. Register of Assets kept up to date	Consider an increase in the frequency of maintenance of bus shelters to fortnightly.
3. Repair/Damage – Playing Fields and Children's Play Areas	H	Injury to children using the play equipment/playing fields. Unable to be used	Monthly / Yearly inspections by Bolsover District Council by Playgrounds Inspector who prepares report which the Clerk presents to Members during Parish Council meetings with appropriate/actions & repairs taken. Register of Assets kept up to date and CCTV installed to deter damage.	

<p>4. Safe Management of activities relating to Burial and interments and management of Inspection of memorials.</p>	<p>H</p>	<p>Potential health & safety risks if competent contractors are not used for burials and memorials.</p> <p>Risks to members of the public & workers if unsafe methods of grave digging are undertaken.</p> <p>Other risks may arise if Cemetery is not kept and tidy, checks for sunken graves and risks arise from unsecured memorials if not regularly inspected.</p> <p>Risk to members of the public of falling branches from Trees into Cemetery</p>	<p>Funeral Directors to ensure Competent Contractors use who have adequate Risk Assessments in place to ensure safe systems of work are followed in relation to Burials.</p> <p>Only Memorial Masons registered to BRAMM to be used for install, fix and repair of memorials.</p> <p>Regular maintenance contractor to visit to cemetery to ensure tidiness and inspection of trees cemetery.</p> <p>Council to ensure that periodic Inspection of the condition of Memorial Stones is carried out with the relevant notice issued to inform members of the public regarding this activity.</p> <p>Ensure Inspection of Trees in Cemetery.</p>	
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<p>5. Repair/Damage – Custodian of War Memorial</p>	<p>L</p>	<p>Subject to vandalism</p>	<p>Inspections of the Memorial to be undertaken by members of Parish Council and staff & damage reported. CCTV installed to deter damage.</p>	
<p>6. Repair/Damage/Stolen Equipment</p>	<p>M</p>	<p>Affects operation of Council business – cost of repair</p>	<p>Covered by insurance for theft. Maintenance schedule in place for Council. Register of Assets kept up to date and CCTV installed to deter damage</p>	

<p>Event Management</p> <p>Martyn’s Law The Terrorism (Protection of Premises) Act 2025 1, also commonly referred to as Martyn’s Law, will improve protective security and organisational preparedness across the UK by requiring that those responsible for certain premises and events consider how they would respond to a terrorist attack.</p>	<p>M</p>	<p>If we were to hold an event with more than 200 we have a duty to carry out a specific event risk assessment and submit the details of the event to the Security Industry Authority (SIA)</p>	<p>Smaller venues—those with a capacity of fewer than 200 people—are exempt from the law’s requirements. This is an increase from the original proposal, which had a threshold of 100 people, meaning many village halls and smaller venues will now fall outside the scope of the legislation.</p>	<p>The Terrorism (Protection of Premises) Act 2025, also known as Martyn’s Law, received Royal Assent on Thursday 3 April 2025 becomes law by 2026 and will be enforced by the Security Industry Authority (SIA)</p>
<p>All indoor Events (indoor and outdoor) events organised by Pleasley Parish Council required a specific risk assessment</p>	<p>M</p>	<p>Risk to Staff and Members of the Public to ensure risks are managed in relation to Food safety, Slips, Trips & Falls, Manual Handling, Electrical, Fire safety, separation of traffic and pedestrians, and management of lost children and weather management.</p>	<p>Risk assessments to be produced for each event and an events management committees are required for management of larger events.</p>	