

# UPTON PARISH COUNCIL RISK ASSESSMENT 2025

The Assessment of Risks is the collective responsibility of all Upton Parish Councillors.

Upton Parish Council (the Council) needs to assess risks in several categories:

- Physical risks to employees (including both staff and volunteers) and to third parties
- Legal risk of non-compliance with governing legislation
- Financial risks including any that might result from the above categories.

The Council reviews its potential liabilities at least annually and takes what it believes to be appropriate action to mitigate risks and to protect its financial position to ensure that it will be able to continue to conduct its business.

## Risks to People

Source of risk	Risk	Possible unmitigated consequences	Control measure	Mitigated risks	Comment
<b>All Playground equipment</b>	<p>Unexpected hazards: equipment failure, sharp edges, trap points, bio-hazards.</p> <p>N.B. The normal hazards associated with play equipment (such as falls) need to remain to maintain the sense of adventure and learning that a play area is intended to provide. They are therefore not included here.</p>	<p>Major injury (e.g, broken limbs) Lacerations Minor injury Illness</p>	<ol style="list-style-type: none"> <li>1. All equipment designed and installed by playground equipment specialist.</li> <li>2. Soft floor to play areas.</li> <li>3. Regular detailed inspections by qualified surveyors</li> <li>4. Interim inspections by parish council representative to identify developing issues.</li> <li>5. Provision of adjacent waste bins with frequent emptying</li> <li>6. Dog free area (notices refer)</li> <li>7. Signage advises how to report an accident and where to obtain medical assistance</li> </ol>	The normal hazards associated with play equipment	<p>Residual risks and remedial actions required are part of the regular professional surveyor's report.</p> <p>Equipment shall be repaired, taken out of use until repaired or taken out of use permanently as the Council deems appropriate.</p>

<b>maintenance of grounds &amp; village</b>	Use of powered machinery in a public environment	Loss of limb, loss of sight, (operators and bystanders); hearing damage (operator).	Use of most appropriate equipment fully compliant with PUWER. Training of all operatives,( including volunteers), use of PPE.	Risks still remain but are reduced to ALARP (as low as reasonably practical)	To ensure that all equipment is suitable, and PUWER compliant and that all operators are SQUEP training is up to date and PPE provided and used , the Council is using a professional grounds maintenance company
<b>Grounds</b>	Vehicle traffic	pedestrian injury through contact with parking vehicles	parking bays clearly marked; parking area clearly defined away from main recreation ground	Risks still remain but are reduced to ALARP (as low as reasonably practical)	Users of recreation ground separated from hazard as far as possible
<b>Grounds</b>	unauthorised access of vehicles to the recreation ground	pedestrian injury caused by contact with moving vehicles	gates locked overnight signage	risks still remain	post and chain fencing planned to prevent unauthorised access to main recreation ground
<b>Grounds</b>	slippery surfaces, thorny shrubs, stinging nettles, falling branches	trips & falls, abrasions and stings	regular maintenance of grass and wild areas Regular inspection of trees	Risks still remain but are reduced to ALARP (as low as reasonably practical)	residual risks are lower than elsewhere in the countryside
<b>Grounds</b>	third party events held on the recreation ground	Unquantifiable, because additional risks depend on the event	an appropriate risk assessment is demanded from all organisers using the recreation ground for an event	risks reduced to a level acceptable to the council	
<b>Display Screen Equipment (DSE)</b>	Use of DSE daily, for continuous periods of an hour or more.	Pain in necks, shoulders, backs, arms, wrists and hands, fatigue and eye strain	Request employees not to use DSE for long periods. Advise on correct use of DSE	None	

### Financial risk

Source of risk	Risk	Possible unmitigated consequences	Control measure	Mitigated risks	Comment
<b>Legislative change reducing the value of the precept</b>	Loss of Income	Unable to meet obligations	There is no feasible action that is within the Council's control.	Unable to meet obligations	Other potential sources of income including donations, bank interest, hire of facilities are small
<b>Failure to meet</b>	Penalties imposed	Unable to meet	Keeping of financial records,	Unable to meet	All standard practices adhered to

<b>statutory requirements</b>		obligations	authorisation of spending, administration of PAYE & VAT, appointment of internal auditor	obligations	
<b>Any claim made against the Council for whatever reason</b>	Cost of meeting any claim	Unable to meet obligations	Insurance policy held with company well versed with the needs of a Parish Council	Unable to meet obligations	Low risk with correct insurance in place
<b>Reduced donations from specific events</b>	loss of income	requirement to increase precept	UPC to participate actively in organising the events	reduced loss of income	UPC now participates in the village fete
<b>Failure of financial institution</b>	Temporary loss of access to funds	Unable to meet obligations	Banking with an established bank and noting news in the media of potential issues	Low risk	
<b>Claims by third party</b>	Compensation for injury or illness, arising from an accident whilst using the Council's play equipment and recreation ground.	Unable to meet claim	Probability of claim minimised by inspections & maintenance (see above). Third party insurance	Claims can be addressed	insurance cover reviewed annually
<b>Theft of assets</b>	saleable assets could be stolen	expenditure required to replace assets such as marquees and grounds maintenance equipment	saleable assets stored in a locked garage which is secured by two locking mechanisms one being a level 6 security lock. Access to keys is restricted to authorised persons	Theft is still possible	insurance covers unmitigated risks
<b>Fire</b>	damage to assets	expenditure required to replace assets such as marquees and grounds maintenance equipment	all movable assets stored in a fireproof garage; unauthorised barbecues not permitted on the recreation ground all high value assets insured	a lower risk still remains but is ALARP	
<b>Vandalism</b>	damage to assets including street furniture play equipment, gates, and fences	expenditure required to replace or repair assets	none possible Financial liability covered by insurance	Risk unchanged; financial risk minimised	
<b>Third party damage</b>	damage to St furniture gates fences	expenditure required to replace or repair assets	none possible Financial liability covered by insurance	Risk unchanged; financial risk minimised	

<b>Illegal operation</b>	Non-compliance with governing legislation	Fines; council dissolved	Parish Clerk to be qualified; membership of OALC; Training provided for anyone that may require it	ALARP	Newly appointed Parish Clerk still undergoing training leading to full qualification
<b>Fraud</b>	Loss of funds	increase in precept to make good losses	Rigid financial procedures; monthly bank reconciliations; all payments require two authorisers; Insurance against small losses	ALARP	donations are rarely in the form of cheques or cash
<b>Data security</b>	Exposure of Councillors private information  Release of private email addresses from Upton News mailing	Unwanted contact from members of the public and exposed personal information Villagers receiving junk or unsolicited mail	Use of uptonpc email addresses for councillors  Lists only held by Editor and IT control		Low risk