

Hanborough Parish Council

Risk Assessment: Allotments

Hazard	Control	Review	Risk	Action Required
Absence of completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	
Maintenance of Allotment Register.	Maintain proper register ensuring all amendments promptly recorded.	Annually	Low	
Provision of adequate insurance cover.	Carry out annual review of insurance to ensure that all appropriate risks are covered.	Annually	Low	
Poor Grass Cutting	Not Applicable			
Vandalism of Site.	Regular monitoring of site. Instigate legal action against perpetrators if appropriate.	Quarterly	Low	
Loss/Damage to Water Supply	Define responsibility for maintenance of water supply. Ensure system in place for reporting faults.	When Needed	Low	
Untidy Plots	Carry out periodic site visits. Enforce requirements of tenancy agreements. Notify allotment holders where problems arise and serve notice if necessary.	Quarterly	Low	
Build up of non-compostable rubbish.	Enforce controls in tenancy agreement. Make arrangements for removal.	Quarterly	Low	
Vermin	Ensure allotment holders are aware of who to report problems to. Enforce conditions of tenancy agreements. Instigate appropriate action to deal with any identified problems.	Annually	Medium	
Dumping/Hazardous Substances.	Carry out periodic site visits. Enforce requirements of tenancy agreements. Notify allotment holders where problems arise and serve notice if necessary.	Quarterly	Low	

Risk Assessment: Allotments (Continued)

Hazard	Control	Review	Risk	Action Required
Failure to collect rents and charges	Maintain proper records of income received and banked. Enforce provisions of tenancy agreements. Maintain allotment register. Follow defined procedure for outstanding debt.	Annually	Low	
Failure to review rents and charges.	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually	Low	
Personal Injury.	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually	Low	
Security	Given the position of the allotments very little can be done to ensure security. No major Parish assets are kept on site.	Annually	Low	
Public injury as a result of contractors.	Ensure contract requires provision of appropriate insurance cover.	As and when	Low	
Unoccupied Plots.	Maintenance of waiting list.	Monthly	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Bus Shelters

Hazard	Control	Review	Risk	Action Required
Provision of adequate insurance cover.	Ensure all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	
Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review.	Annually	Low	
Cleaning of Bus Shelters	Define standards for regular cleaning. Take appropriate action if problems are reported.	When needed	Low	
Vandalism	Take appropriate action if problems reported. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	As and when	Medium	
Design and Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure shelters are properly sited.	As and when	Low	
Maintenance of Bus Shelters	Carry out periodic physical inspection. Make arrangements for any repairs and maintenance required to be carried out.	Quarterly	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Cemeteries/Churchyards

Hazard	Control	Review	Risk	Action Required
Maintenance of Cemetery including grass cutting.	Define responsibility and standards for cemetery maintenance programme and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed. Maintain adequate records of inspection to ensure that maintenance has been carried out.	Annually	Low	
Vandalism	Given location of cemetery security cannot be good. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	
Dog Fouling	There is no history of any problem with dog fouling as the cemetery is enclosed and there is no footpath through. Keep under review and take any necessary action if it becomes a problem.	Quarterly	Low	
Failure to bank income.	Define responsibility for banking income. Provide for regular statement of income to Council. Finance Officer records cheques as they arrive and ensures that they are subsequently banked. Provide for Internal Audit testing of income banked against underlying records.	Annually	Low	
Failure to collect charges.	Ensure that all income due to the Council is received and properly recorded. Issue invoices for all income received. Take appropriate action to recover any unpaid amounts. Council approval must be given to write off bad debts.	Annually	Low	
Failure to review charges.	Ensure that charges are reviewed annually as an integral part of the budget process,.	Annually	Low	

Risk Assessment: Cemeteries/Churchyards (Continued)

Hazard	Control	Review	Risk	Action Required
Control of hazardous substances including certification for use etc.	Define responsibility for control and use. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	
Fire	The only building susceptible to fire is the gateway. Ensure combustible materials are safely stored. Ban burning of rubbish in the cemetery.	Annually	Low	
Theft	Ensure that security of all plant and equipment is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	
Headstones/Kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance is in place.	Quarterly	Low	

Risk Assessment: Cemeteries/Churchyards (Continued)

Hazard	Control	Review	Risk	Action Required
Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc, are in place. Ensure that any risks to the public are minimized and eliminated wherever possible Maintain records of training. Maintain records of injuries. Ensure adequate insurance cover held. Define responsibilities in job descriptions etc	Annually	Low	
Maintenance of buildings.	Carry out/arrange regular inspection of all buildings. Maintain records of all work completed/scheduled.	Annually	Low	
Failure of Water Supply	Ensure that any damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	As and When	Low	
Security of cemeteries and buildings.	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	
Maintenance of Equipment.	The Council no longer owns any equipment for use at the cemeteries.	Annually	Low	
Loss arising from theft/misappropriation.	No significant stocks are held by the Council. Equipment security is covered under other headings	Annually	Low	
Security/control of equipment	The Parish Council now uses WODC to cut the cemeteries. No equipment is now held by the Council. Maintain asset register.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Code of Conduct

Hazard	Control	Review	Risk	Action Required
Failure to maintain/update Register of Interests/Gifts	Ensure all Council members are aware of their statutory responsibilities. Maintain appropriate registers	Quarterly	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Council Meetings

Hazard	Control	Review	Risk	Action Required
Access	Ensure that access is available to all. Set aside specific area for press and public.	Annually	Low	
Failure to meet statutory duty.	Ensure all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meetings are quorate and maintain attendance records. Complete minutes of proceedings. Arrange signing by chairman and maintain file.	Annually	Low	
Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members and public. Ensure that defined standards are maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	
Security	Council meetings are held at the Pavilion. Standing orders are in place for the conduct of meetings.	Annually	Low	
Pandemics	Follow national guidelines about meetings. Parish Council meetings to be held by Zoom when necessary.	Monthly	High	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Council Property and Documents

Hazard	Control	Review	Risk	Action Required
Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	
Loss/Damage to Civic Regalia	The Council does not own any civic regalia.	Annually	N/A	
Loss of Assets	Allocate responsibility for and maintain effective security of all assets. Maintain an asset register. Ensure adequate and appropriate insurance cover is held.	Annually	Low	
Failure to effectively process documents.	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling and filing.	Daily	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Data Protection

Hazard	Control	Review	Risk	Action Required
Breach of Confidentiality.	Arrange registration under the Data Protection Act. Formalise procedure for dealing with confidential data.	Daily	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting: Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Employment of Staff

Hazard	Control	Review	Risk	Action Required
Failure to comply with Employment Law	Issue contracts of employment to all employees. Arrange annual review of Staff Contracts of Employment. Arrange necessary training to fulfil requirements.	Annually	Low	
Loss of Key Staff	Ensure procedures for key functions are documented.	Quarterly	Low	
Inability to recruit.	Review recruitment policy.	As and When	Low	
Inability to retain staff.	Regular Staff Appraisals. Complete exit questionnaire.	Annually	Low	
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 Clerk/Finance Officer to network with other clerks in the area. Maintain appropriate training records.	Annually	Low	
Attacks on Personnel.	Ensure appropriate insurance cover is in place. Ensure "zero tolerance" policy is adopted for any incidents.	Annually	Low	
Lack of Employee motivation/efficiency.	Ensure each employee has a job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Financial Management

Hazard	Control	Review	Risk	Action Required
Incurring expenditure without proper legal authority	Record in minutes powers under which the expenditure is being approved when expenditure is unusual.	Annually	Low	
Failure to comply with H M Revenue & Customs regulations	Maintenance of comprehensive records of all calculations of income tax and national insurance deducted from pay. Regular returns to HMRC, prepared by the Finance Officer. Arrange prompt payment of all amounts due.	Quarterly	Low	
Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	
Failure to comply with VAT regulations.	Ensure that VAT is properly administered. Refer to HMCE notice 749 and seek further guidance from HMCE where necessary. Ensure all input and output tax is properly recorded. Complete and submit VAT claims promptly and on a regular basis. Reconcile claims to accounting records.	Quarterly	Low	
Failure to keep proper financial records.	Define responsibility through appointment of Finance Officer. Ensure appropriate standing orders and financial regulations are in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodic checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council.	Monthly	Low	

Risk Assessment: Financial Management (Continued)

Hazard	Control	Review	Risk	Action Required
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	
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 accounting system. 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/vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	
Loss of money through theft/misappropriation	Determine responsibility for cash from all sources. Ensure receipts are issued for all cash 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 any cash received. Ensure regular bank reconciliations are carried out. Arrange regular report to the council. Ensure council holds adequate fidelity guarantee insurance.	Monthly	Low	

Risk Assessment: Financial Management (Continued)

Hazard	Control	Review	Risk	Action Required
Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the accounting records. 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	
Risk to third party as a consequence of providing a service.	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	
Failure to set a precept within sound budgeting arrangements.	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows and 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	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Investments

Hazard	Control	Review	Risk	Action Required
Maintenance of Investment Register	Determine responsibility for maintenance of investments register. Maintain effective internal audit.	Annually	Low	
Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	
Inappropriate Investment.	Define policy and responsibility for investment of council funds. Record details of all investments in council minutes. Ensure regular report to council.	Annually	Low	
Financial Loss (theft)	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds are subject to council approval. Ensure all transactions are subject to counter signatures of council members. Arrange for regular financial/monitoring reports to council.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Land

Hazard	Control	Review	Risk	Action Required
Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure all purchases/disposals are properly recorded.	Annually	Low	
Maintenance and Security of Deeds of ownership.	Determine responsibility for security. Ensure all deeds/documents are stored in a fire proof container or deposited with an appropriate third party for safe keeping. Maintain a copy of deeds for administrative purposes.	Annually	Low	
Vandalism	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Fly Tipping	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Maintenance of land including grass cutting.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Failure to collect income.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Failure to collect rents and other charges.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Inadequate budget provision.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Maintenance of fences, hedges, gates, footpaths etc.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Public/Personal Injury	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	

Risk Assessment: Land (Continued)

Hazard	Control	Review	Risk	Action Required
Security of Equipment.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Maintenance of Furniture.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	
Unauthorised access/trespass.	See assessments under separate sections for each area of land for which the Council is responsible.	N/A	N/A	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Meetings of the Council

Hazard	Control	Review	Risk	Action Required
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	
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	
Failure to comply with new Regulations/Legislation	Ensure 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	
Failure to report Council business in minutes.	Ensure proper, timely and accurate recording of council business in the minutes. Ensure all minutes are signed and numbered sequentially. Maintain security of master copy.	Quarterly	Low	
Disability and Discrimination Act.	Ensure all conditions of the Act as they affect service are met. Allocate responsibility to ensure standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	
Covid 19 Risks	Meetings in person to be avoided unless absolutely necessary. Parish Council meetings to be held remotely using Zoom. Keep under review and follow national guidelines.	Monthly	High	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Open Spaces

Hazard	Control	Review	Risk	Action Required
Absence of agreements with users, permits etc	Ensure that signed contract/agreements/permits are in place where necessary. Maintain a register of users.	Annually	Low	
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	
Fly Tipping	Carry out regular site inspections. Arrange for safe disposal of any waste. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Monthly	Low	
Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Daily	Low	
Failure to collect all income due to the council.	Define 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 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.	Monthly	Low	

Risk Assessment: Open Spaces (Continued)

Hazard	Control	Review	Risk	Action Required
Failure to review charges.	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	
Inadequate budget provision.	Ensure that service income/expenditure is detailed in the budgetary process.	Annually	Low	
Trees in PC owned land	Arrange inspection every 4 years for Hurdeswell and every 2 years for The Pit and playground area (as advised by OCC)		Low	Informally inspected 2019
Property Maintenance.	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. 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	
Stock Control.	The Parish does not hold any significant stock.	Annually	N/A	
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 is in place.	Annually	High	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Planning & Development Control. Town and Country Planning

Hazard	Control	Review	Risk	Action Required
Failure to comply within consultation deadline.	Ensure all planning applications received are circulated to members of the planning sub committee promptly. Circulate details to all members of Council in case there are wider implications. Maintain register and implement diary system to ensure responses are gathered and passed on to District Council in time. If necessary liaise with District Council for a possible extension.	Annually	Low	
Maintenance of register/records	Determine responsibility for maintenance of register.	Annually	Low	
Security of Records	Allocate responsibility for maintenance of records. Provide for secure storage facilities.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Play Areas

Hazard	Control	Review	Risk	Action Required
Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	
Inadequate insurance cover.	To include all relevant risks on the councils insurance policy.	Annually	Low	
Inadequate budget provision.	Ensure that service requirements are detailed in annual budget process.	Annually	Low	
Zip wire maintenance	Zip wire bolt connecting seat to runner to be inspected for wear and replace if approaching 30% worn.	Every 2 years	Low	inspect on uneven years starting 2019
Personal Injury.	Define responsibility for regular inspection of play areas: Clerk inspects on a weekly basis. Define responsibility for and ensure regular inspection of play equipment and play surfaces: Clerk inspects on a weekly basis. Arrange periodical inspection and report by suitably qualified professional: Annual inspection by qualified inspector. Ensure that inspection timetable is adhered to and inspection log completed: Clerk inspects weekly and log maintained (kept for 20 years). Maintain records of all inspections/maintenance: Clerk keeps for 20 years. Ensure that a maintenance contract is in place.	Daily	High	
Pandemic Risks	Play area to be closed in line with national guidelines when necessary. Clerk to keep under review constantly. Notices to be displayed if closed due to Covid 19.	Daily	High	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council**Risk Assessment: Skatepark**

Hazard	Control	Review	Risk	Action Required
Maintenance of Equipment Hire Record	The council does not hire out any equipment.	Annually	N/A	
Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Weekly	Medium	
Inadequate safety signage.	Ensure that a notice is displayed at the site providing minimum advice: Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility at on risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.	Monthly	High	
Legal liability arising from asset ownership.	Ensure that council's insurer is aware of facility provision. Ensure adequate insurance cover is provided in policy. Carry out annual review.	Annually	Low	

Risk Assessment: Skatepark (Continued)

Hazard	Control	Review	Risk	Action Required
General Health and Safety.	Determine responsibility for inspection of site: Weekly Inspection by Parish Council (records kept for 20 years) Annual Inspection by qualified inspector. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter and fly tipping: Daily sweep by Parish Assistant Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc: Daily sweep by Parish Assistant Maintain detailed records of inspections which must be dated and signed: Inspected by clerk and records maintained	Monthly	High	
Injury to users arising from accident.	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA (as a condition of insurance). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an accident book specifically for the purpose of reported accidents.	Weekly	High	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: War Memorials

Hazard	Control	Review	Risk	Action Required
Inadequate maintenance	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain records of work scheduled/completed.	Annually	Low	
Inadequate budget provision.	Review service provision within annual budget process.	Annually	Low	
Vandalism	Maintain security. Maintain record of names recorded on memorial. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Emergency Plan

Hazard	Control	Review	Risk	Action Required
Maintain adequate Emergency Plan	Clerk to maintain Emergency plan and liaise with County Council.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026

Hanborough Parish Council

Risk Assessment: Data Protection

Hazard	Control	Review	Risk	Action Required
Comply with new CPGR rules in 2018	Clerk to attend course and prepare a plan for the parish Council to be compliant.	Annually	Low	

Completed by:

A Edwards (Finance Officer)

Parish Council meeting:

Reviewed 10th March 2026