

Longframlington Parish Council
Risk Assessment APRIL 2023-24 (Reviewed 5th April 2023)

Area	Risk	Level of Risk	Controls	Review
Assets	Protection of physical assets	M	Maintenance of Assets Register.	On-going
		M	Ensure Assets Register reflects up-to-date assets of the council.	March
	Security of assets	L	Review of equipment in playground and ensure equipment ownership is clear and unambiguous – ensure insurance reflects agreed legal ownership.	April
		M	Review playing field area and take advice on liability of the area.	July
	Maintenance of equipment	M	Ensure a programme of checks is in place for equipment in play area.	June
Finance	Banking	L	Ensure banking provisions reflect the requirements of the council.	April
	Risk of loss of income	L	Ensure income from allotments and cemetery is billed by due dates and collected in a timely manner.	January for allotments and on-going for cemetery
	Precept	L	Precept information sent to County Council by due date.	January
	Loss of cash through theft or dishonesty	L	Ensure Fidelity Guarantee adequate for cash handling.	March
	Financial controls and records	L	Financial controls in place and regular bank reconciliations completed. Cheque signatories sign cheques and stubs.	On-going
	Internal & External Audit	L	Ensure internal auditor is qualified and external auditor reports are actioned.	April / May
	Compliance with financial regulations	M	Clerk to ensure regulations are adhered to and VAT claims are submitted. Audit process to check the council complies with legal requirements.	On-going
	Budgeting	M	Ensure council sets a legal budget and ensure this is regularly reviewed.	January and on-going
	Liability	Risk to third parties, properties or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported and on an annual basis.

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	Legal liability as consequence of asset ownership (especially cemeteries, allotments and playgrounds)	H	Insurance in place. Regular checks of allotments and cemetery with a written record being kept. Checks by RoSPA of playgrounds.	Yearly Annually in June
Employers' Liability	Compliance with Employment Law	L	Membership of NALC. Clerk is advised to be a member of SLCC Advisory Group.	On-going
	PAYE/HMCR	L	Clerk to ensure proper declarations and documentation are in place to comply with PAYE requirements.	On-going
	Safety of staff and visitors	M	Ensure the clerk is aware of the health and safety requirements when undertaking parish council work.	On-going
Legal Liability	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	On-going
	Proper and timely reporting via the Minutes	L	Council meets monthly and always receives and approves Minutes of meetings held in interim. Minutes made available on website and to public.	On-going
	Proper document control	M	Proper systems in place for the retention of documents.	May
		M	Policies in place for allowing members of the public access to documents to comply with legal requirements.	May
Councillors' propriety	Registers of interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality declared and recorded in minutes at each meeting.	Recorded Monthly

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Area of risk	Hazards	Who might be harmed	Risk level before controls High / Medium /Low	Controls	Risk Level With Controls in place	
CEMETERY						
Entrance to cemetery	Vehicular accidents with pedestrians	All persons	H	Entrance is gated with no vehicular access	L	Adopted May 2017 Revised May 2018 Revised April 2019 Revised May 2020 Revised May 2021 Revised April 2022
Pathways	Tripping on uneven cobbles	Any person	L	Pathways inspected biannually and repairs carried out as necessary	L	
Benches	Injury or damage to clothing from damaged woodwork	Any person	L	Benches inspected biannually and repairs carried out as necessary	L	
Gravestones and surrounds	Risk of injury if headstones loose or damaged	Any person	L	Inspected annually, gravestones laid flat or contact with family to remedy any identified problem	L	
New Graves	Risk of tripping or falling around new graves	Any person	H	New graves to be surrounded by small barrier until settled and levelled	L	
Fencing	Danger of injury from damaged fencing and barbed wire	Any person	H	Inspected annually repairs carried out Risk remains with barbed wire	M	
Tree and shrub area at north boundary	Risk of tripping and injury from overgrown vegetation and uneven surface caused by the dumping of excess soil and stone from gravedigging activity	Any person	M	Area inspected twice a year and cleared of rubble and vegetation as required.	M	