

# Risk Assessment – Non Financial

---

UFFORD PARISH COUNCIL

Judi Hallett  
CLERK, UFFORD PARISH COUNCIL

## Contents

|                               |   |
|-------------------------------|---|
| 1. Scope and Objectives ..... | 2 |
| 2. Introduction .....         | 2 |
| 3. Risk Analysis .....        | 3 |

## 1. Scope and Objectives

The purpose of this document is to identify potential non-financial risks facing Ufford Parish Council ('the Council') and how those risks can be managed to ensure the Council is able to deliver the services expected of it.

This document will be reviewed by the Council annually (preferably at the March meeting), enabling the Council to:

- a) appraise itself of identified risks
- b) agree appropriate actions to minimise the impact of the risks
- c) identify new risks and appropriate measures to manage them
- d) ensure the Council's insurance is adequate for the forthcoming year

## 2. Introduction

Risk management is NOT just about financial management, but about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation, reputation and the ability to deliver the expected services.

The new approach to local Council audit seeks to address these issues by placing emphasis on local Council's strengthening their own corporate governance arrangements, improving their stewardship of public funds and improving assurances to taxpayers.

Members are ultimately responsible for risk management because risk can threaten the ability of the Council to fulfil its objectives. As a minimum, once a year, members should at least formally:

- a) Take steps to identify key risks facing the Council
- b) Evaluate the potential consequences to the Council in the event of an identified risk occurring
- c) Agree upon appropriate measures to avoid, reduce or control the risk or its consequences

All of the above objectives should be served by this document. If they prove not to be, then it is up to the Council to determine how they should be met and to put in place appropriate remedial measures.

This document should be read in conjunction with the current Insurance Policy in force for the Council.

### 3. Risk Analysis

The following table attempts to identify all non-financial risks and to assign a probability ('Prob') of that risk occurring, and should it occur, its impact ('Imp') on the Council. Both the 'Probability' and 'Impact' of a risk are scored on a 1 – 5 scale; 1 being the lowest score (i.e. very improbable or very low risk) and 5 the highest (i.e. highly probable and very high impact). Both these scores are multiplied to give an Overall Risk Rating (ORR). Any risks over ORR 20 will be reviewed on a monthly basis.

The 'Managed by' column details how the risk is managed, either by protecting the Council from its impact (typically by way of insurance) or by reducing the probability of that risk occurring. All Councillors should be aware of the importance of keeping the register up to date and declaring any interests at meetings as and when appropriate. The list below is not exhaustive and items can be added, amended or removed as and when appropriate.

| Number | Details                                                                                                    | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                   | Next Review Date | Action                                                          |
|--------|------------------------------------------------------------------------------------------------------------|------|-----|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------|
| 1      | Damage or loss to any external Asset belonging to the Council from accident, vandalism or poor maintenance | 3    | 1   | 3                   | <ul style="list-style-type: none"> <li>Insurance and its annual review</li> <li>Annual review of assets identified in Council's Asset Register</li> </ul>                                                                                       | • March 2026     | • Review asset annually or after any reported damage/vandalism  |
| 2      | Risk of injury in using Grit Bins or vandalism/damage to them                                              | 3    | 3   | 9                   | <ul style="list-style-type: none"> <li>Clerk to send PUNCHLine every autumn to remind users of the bins to take care</li> <li>Annual review of assets identified in Council's Asset Register</li> </ul>                                         | • March 2026     | • Review asset annually or after any reported damage/vandalism  |
| 3      | Risk of injury at any parcel of land owned by the Parish Council (Parklands Wood, Sogenhoe Chapel,         | 3    | 3   | 9                   | <ul style="list-style-type: none"> <li>Insurance and its annual review</li> <li>Woodlands are managed by the Friends of Parklands Wood</li> <li>Dead, Dying and Diseased Inspection carried out by competent authority every 3 years</li> </ul> | • March 2026     | • Review assets annually or after any reported damage/vandalism |

| Number | Details                                                                                                                          | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                                                                                                                                  | Next Review Date | Action                                                                                                                                                                                                                            |
|--------|----------------------------------------------------------------------------------------------------------------------------------|------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Recreation Ground) from accident, vandalism or poor maintenance                                                                  |      |     |                     | <ul style="list-style-type: none"> <li>• Volunteer pack given to FoPW members when starting work stressing do's and don'ts</li> <li>• CCTV installed and checked every 3 months, with access limited to Clerk and Chair</li> <li>• CCTV footage stored on hard drive of hardware only, overridden every 7 days</li> </ul>                                      |                  |                                                                                                                                                                                                                                   |
| 4      | Damage or loss to <b>Street Lights</b> from accident, vandalism or poor maintenance                                              | 2    | 2   | 4                   | <ul style="list-style-type: none"> <li>• Insurance and its annual review</li> <li>• Annual review of assets identified in Council's Asset Register</li> </ul>                                                                                                                                                                                                  | • March 2026     | • Review assets annually or after any reported damage/vandalism                                                                                                                                                                   |
| 5      | Damage or loss to <b>Play Park</b> from accident, vandalism or poor maintenance                                                  | 3    | 3   | 9                   | <ul style="list-style-type: none"> <li>• Insurance and its annual review</li> <li>• Annual review of assets identified in Council's Asset Register</li> <li>• Periodic, Quarterly and annual inspections</li> <li>• CCTV Installed</li> </ul>                                                                                                                  | • March 2026     | • Periodic, at least monthly (by a Councillor), quarterly (by David Bracey) and annual (by David Bracey) inspections will take place                                                                                              |
| 6      | Damage to third party property or injury to individuals resulting from the Council providing services or amenities to the public | 3    | 5   | 15                  | <ul style="list-style-type: none"> <li>• Insurance - PL cover of £10,000,000</li> <li>• The Council is required to ensure that any service, product or amenity supplied to the public is in accordance with the requirements of the Council's insurers, by means of a Risk Assessment being undertaken and documented prior to any organised event.</li> </ul> | • March 2026     | <ul style="list-style-type: none"> <li>• Annual inspection of Assets</li> <li>• Strict adherence to Health and Safety Policy</li> <li>• Ensure receipt of appropriate RA before any event and its historical retention</li> </ul> |

| Number | Details                                                                                          | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                                           | Next Review Date                                             | Action                                                                                                                                                                                 |
|--------|--------------------------------------------------------------------------------------------------|------|-----|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7      | Liability claims arising from injury caused by assets owned by the Council                       | 3    | 2   | 6                   | <ul style="list-style-type: none"> <li>Insurance - public liability cover of £10,000,000</li> </ul>                                                                                                                                                                     | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul>                                                                                                                                 |
| 8      | Libel and Slander                                                                                | 1    | 1   | 1                   | <ul style="list-style-type: none"> <li>Insurance in place</li> </ul>                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Clerk to remind Councillors of the Suffolk Code of Conduct annually</li> </ul>                                                                  |
| 9      | Business activities outside the legal powers applicable to local Councils                        | 2    | 2   | 4                   | <ul style="list-style-type: none"> <li>Appropriate training for the Clerk/RFO</li> <li>Continued membership of SALC</li> <li>Monitored by Internal Auditor</li> <li>Council declared the 'General Power of Competence' (GPC) following the May 2023 election</li> </ul> | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Clerk to ensure no specific legislation overrules the GPC</li> </ul>                                                                            |
| 10     | Failure to meet the regulations of employment law and HMRC protocols                             | 1    | 2   | 2                   | <ul style="list-style-type: none"> <li>Appropriate training for the Clerk/RFO</li> <li>Continued membership of SALC</li> </ul>                                                                                                                                          | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Pay Roll Service provided by SALC</li> </ul>                                                                                                    |
| 11     | Register of Members interests, gifts and hospitality being incomplete, inaccurate or out of date | 1    | 1   | 1                   | <ul style="list-style-type: none"> <li>Appropriate training for Councillors and Clerk</li> <li>Councillors to read and understand guidance from SALC on members' interests, gifts and hospitality</li> </ul>                                                            | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Strict adherence to guidelines</li> <li>Annual reminder to all Councillors to check their entry in the register (at the May meeting)</li> </ul> |

| Number | Details                                                                       | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                                                                                                                                                                | Next Review Date | Action                               |
|--------|-------------------------------------------------------------------------------|------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|
| 12     | Under performance of third parties supplying goods or services to the Council | 2    | 2   | 4                   | <ul style="list-style-type: none"> <li>Ensuring appropriate agreements are in place</li> <li>Having a Service Level Agreement (SLA) or other performance criteria in place</li> <li>Regular review / assessment of performance</li> <li>Swift action at earliest sign of under performance</li> <li>Agreement that performance has met criteria prior to payment (if appropriate)</li> </ul> | • March 2026     | • None                               |
| 13     | Incorrect use of Section 137 of the Local Government Act 1972                 | 1    | 1   | 1                   | <ul style="list-style-type: none"> <li>Appropriate training for Councillors and Clerk</li> <li>Councillors to ensure that when approving payments each payment is within appropriate statutory power</li> <li>Council declared the 'General Power of Competence' (GPC) following the May 2023 election</li> </ul>                                                                            | • March 2026     | • Strict adherence to guidelines     |
| 14     | Multiple Freedom of Information Act requests                                  | 1    | 3   | 3                   | <ul style="list-style-type: none"> <li>Policy for dealing with 'Freedom of Information Act' is in place</li> </ul>                                                                                                                                                                                                                                                                           | • March 2026     | • Strict adherence to Council policy |
| 15     | Preservation of records and documents                                         | 1    | 3   | 3                   | <ul style="list-style-type: none"> <li>All important Parish Council historical documentation is held in the Suffolk Records office; Current documentation held at Clerk's address</li> </ul>                                                                                                                                                                                                 | • March 2026     | • None                               |

| Number | Details                                                                                                          | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                                                                                              | Next Review Date                                             | Action                                                                                                                                                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------|------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                  |      |     |                     | <ul style="list-style-type: none"> <li>Clerk to keep electronic records of all Parish Council business on OneDrive (i.e. in the Cloud) and back-up of data taken every 6 months to be held by current Chair</li> </ul>                                                                                                     |                                                              |                                                                                                                                                                                                                              |
| 16     | Defibrillator not maintained or functioning                                                                      | 2    | 5   | 10                  | <ul style="list-style-type: none"> <li>Annual inspection by Clerk and Chairman as part of the Asset Review</li> <li>Monthly inspections by Clerk when putting up Agenda</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Regular users of the Community Hall have been asked to check the device (external inspection of indicator disc)</li> <li>New machine purchased in 2020 and new box in 2025</li> </ul> |
| 17     | Use of BMX Track and inherent dangers arising                                                                    | 5    | 3   | 15                  | <ul style="list-style-type: none"> <li>Approved User Group with adherence to defined list of rules and regulations</li> <li>Users List held and updated by the User Group</li> <li>Track insured (costs paid by BMX Club)</li> <li>To note – failure of the User Group would result in ‘inflating’ costs to UPC</li> </ul> | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Annual RoSPA Report</li> <li>Inspections carried out quarterly by David Bracey</li> </ul>                                                                                             |
| 18     | Health and Safety risks to volunteers and to the general public from footpath grass cutting, hedging and related | 2    | 4   | 8                   | <ul style="list-style-type: none"> <li>Each task is risk assessed,</li> <li>Volunteers are briefed on safe practices</li> <li>Records are kept by the Leader.</li> <li>Maintenance work for SCC is covered by their insurance policies.</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul>                                                                                                                                                                       |



| Number | Details                                                                        | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                                                                                                                                                                                        | Next Review Date                                             | Action                                                 |
|--------|--------------------------------------------------------------------------------|------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------|
|        | activities undertaken by the Footpaths Volunteer Working Party                 |      |     |                     | <ul style="list-style-type: none"> <li>The VFWG Leader carries out the necessary risk assessments covering the work undertaken as appropriate</li> </ul>                                                                                                                                                                                                             |                                                              |                                                        |
| 19     | Data on Council Laptop at risk if Clerk were to leave the council on bad terms | 1    | 5   | 5                   | <ul style="list-style-type: none"> <li>Copy of data on C drive held on OneDrive (i.e. in the Cloud) and back-up of data taken every 6 months to be held by current Chair</li> <li>Separate 'Administrators Log-on' set up on Laptop with password only known to Chair BUT NO Vice-Chair in place at present.</li> </ul>                                              | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul> |
| 20     | Loss of official minutes of Council meetings                                   | 1    | 5   | 5                   | <ul style="list-style-type: none"> <li>Minutes held electronically (in Cloud and on USB Back-up</li> <li>Paper copies of minutes held by Clerk and then in The Hold (Suffolk Records Office)</li> <li>Agreed copies of minutes published on the Website</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul> |
| 21     | Retention of Key Personnel                                                     | 2    | 4   | 8                   | <ul style="list-style-type: none"> <li>Annual review for Clerk held, with Chair and Personnel Councillor present</li> <li>Appropriate training provided (within budget)</li> <li>Opportunities for Clerk to speak to an appropriate Member available at all times and all channels of communication (i.e. telephone, text and email messages, etc.) open.</li> </ul> | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>None</li> </ul> |

| Number | Details                                                                                  | Prob | Imp | Overall Risk Rating | Managed by...                                                                                                                                                                                            | Next Review Date                                             | Action                                                                                              |
|--------|------------------------------------------------------------------------------------------|------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|        |                                                                                          |      |     |                     | <ul style="list-style-type: none"> <li>Key milestones, for example retirement date, monitored by Members</li> </ul>                                                                                      |                                                              |                                                                                                     |
| 22     | Injury caused to someone using the Electric Vehicle Charging Point at the Community Hall | 1    | 5   | 5                   | <ul style="list-style-type: none"> <li>Item was installed by a qualified installation company</li> <li>Community Hall has a five year Electrical Test</li> <li>Item is currently switched off</li> </ul> | <ul style="list-style-type: none"> <li>March 2026</li> </ul> | <ul style="list-style-type: none"> <li>Item to be reviewed when the point is switched on</li> </ul> |

Adopted by Ufford Parish Council at a meeting on: *18<sup>th</sup> March 2024*

Signed:

*J Hallett*

Mrs Judi Hallett  
Clerk

*D Findley*

Cllr. David Findley  
Chair