KINNERSLEY DISTRICT GROUP PARISH COUNCIL RISK ASSESSMENT SCHEDULE – to be reviewed 17th June 2026

ASSETS

	Risk - Loss of Assets	Impact	Likelihood	Impact score	Risk rating	Actions Required	Responsibility	Completed
	Asset Items		score (1-3)	(1-3)	(high, medium, low)			
	Technology, Street Furniture and other items as listed in the Council Asset Register	Cost of repair and replacement	2	2	Medium	1) Ensure adequate insurance in place. Value increased annually by RPI. The Council ensure adequate insurance is in place to cover all Council assets as listed in the assset register.	1) Clerk, Chairman and Council	1) Yes - insured with Clear Council for £250,000

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MANAGEMENT

Risk - MANAGEMENT	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed		
Business interruption due to loss of Clerk and knowledge of systems, procedures and passwords	Potential lack of ability to complete council duties	2	2	Medium (4)	1) Ensure at least one Councillor knows the systems used and has access to passwords, back ups, emails etc. 2) Passwords in sealed envelope with Chairman. 3) Files backed up to One Drive, external hard drive providing further back up.	1) Clerk/Chairman 2) Clerk 3) Clerk	1) Yes	2) Yes	3) Yes
High dependency on one individual in environment, highways, footpaths and other working groups	Potential lack of ability to complete council activities	2	1	Low (2)	Ensure each working group either has a lead and second who both know, and have access to, systems and projects or have a written record of processes, passwords etc.	Chair of working groups	Within 4 year term (2023-2027)		
High dependency on one individual to ensure information is efficiently posted onto the website and available to the public in accordance with proper practice	Lack of compliance	2	1	Low (2)	Clerk trained on website and no social media currently used.	Clerk and Chairman	Yes		
High dependency on one individual for footpath maintainence on PROW for each Parish (only one FPO per Parish)	Interruption to normal activities	1	1	Low (1)	1) Identify other county operatives to aid PROW network maintainence	Clerk	To do review annually.		

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FINANCE

	Risk Finance	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
	Lack of funds due to poor budgeting when setting annual precept	Loss of financial capacity and inability to pay bills	1	2	Low (2)	1) Draft budget to be discussed at full meeting and published to public 2) Budget to be amended as required before approval 3) Ensure at least 50% of income is held in reserves	RFO	Yes - Review annually
	Risks associated with online banking	Loss of funds or capacity to pay bills	1	2	Low (2)	1) Two of four signatories must authorise every payment 2) Clerk not to be signatory 3) Ensure quarterly checks by whole Council	Clerk/Councillors	Yes - Review annually
	Risks associated with financial controls and records	1) Loss of funds through fraudulent activity 2) non-compliance	1	2	Low (2)	1) Implementation of effective monitoring of systems and accounts by Clerk and Internal Auditor 2) Two of four signatories must authorise every payment 3) Clerk not to be signatory 4) Ensure quarterly checks by whole Council	Clerk/Internal Auditor	Yes - Review annually
14	Loss of funds due to theft or fraud by Clerk	Loss of public money	1	2	Low (2)	1) Ensure adequate insurance is in place 2) Implementation of effective monitoring of systems and accounts by Clerk and Internal Auditor 3) Stringent password strategy adopted	Clerk/RFO	Yes - Review annually

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LIABILITY

Risk Liability	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
Liability for employment rights by contractors, ie Lengthsman	Financial claim for employment rights	1	1	Low (1)	1) Lengthsman position to be advertised and recruited bi-annually; provide an annual contract for services 2) For all other contractors, seek quotations for projects/tasks and issue work orders for works awarded. Ensure compliance with appropriate legislation.	Clerk/Chairman	Yes - Review Lengthsman contract Annually
Liability for damage or personal injury caused by asset ownership	Financial claim for injury/damage	2	2	Medium (4)	1) Ensure adequate insurance is in place 2) Ensure annual inspections and maintenance of all PC owned assets 3) Maintain adequate Health and Safety Policy	Clerk/ FRFA/ Footpaths Officer	Yes - Review Annually
Liability for injury caused by overgrown hedges etc on footpaths	Financial claim for injury/damage	1	1	Low (1)	1) Ensure adequate insurance is in place 2) Ensure regular inspections and maintenance of all pathways	Clerk / Footpaths Officers	Yes - Review Annually
Liability for injury caused by Lengthsman or other contractors	Financial claim for injury/damage	1	2	Low (2)	1) Ensure adequate insurance is in place 2) Ensure contractor has public liability insurance and is suitably trained and qualified to undertake the work awarded 3) Keep copies of any necessary documents on file	Clerk	Yes - Review annually
Liability for injury suffered by volunteers during the course of volunteering or a false claim for injury	Financial claim for injury/damage	1	2	Low (2)	1) Ensure adequate insurance is in place 2) Ensure all volunteers are trained appropriately for the work being undertaken, issued with the correct PPE and supervised if considered necessary 3) Maintain a register of all volunteers and ensure all volunteers names, date and details of projects are recorded	Clerk/Working Groups	Yes - Review annually
Liability for harrassment and/or bullying claim by employee	Financial claim for damages	1	1	Low (1)	1) Ensure employee has access to Employment Working Group and annual appraisals are undertaken	Chairman	Yes - Review annually
Liability for harrassment and/or bullying claim by other councillor or parishioner	Financial claim for damages	1	1	Low (1)	1) Adopt and abide by the Code of Conduct 2) Publish a complaints procedure for action to be taken within the Parish Council and the procedure for reporting incidents to the Monitoring Officer	Councillors / Clerk	Yes. Policy reviewed every 4 years
Loss of data from Clerk's computer from computer failure and/or cyber attack	Potential lack of ability to complete council activities and loss of information/data	1	2	Low (2)	1) Ensure regular back ups are taken and one kept off site at all times. One Drive enabled for immediate and constant backups, and hard drive connected for regular automated backups. 2) Ensure the computer is protected against malware and all updates installed 3) Maintain cyber protection insurance 4) Review replacement of PC every 3 years.	Clerk	Yes - Review annually

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LEGAL LIABILITY

Risk Legal Liability	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
Risk of undertaking activities unlawful to Parish Councils	Lack of compliance	1	1	Low (1)	1) Maintain membership of local CALC i.e. Herefordshire Association of Local Councils 2) Ensure Clerk is qualified 3) Clerk clarifies legal position on any new proposal 4) Legal advice to be sought where necessary	Clerk/Council	Yes
Data breach from non-compliant data storage in accordance with GDPR	Lack of compliance	2	1	Low (2)	1) Undertake annual data audit 2) Train Clerk and Councillors as necessary on requirements of GDPR compliance 3) Implement monitoring systems to ensure compliance 4) Implement system to monitor data kept by Councillors and procedure for deleting data following resignation 5) Archive old records with Hereford Archive Centre (papers and memory stick as felt necessary).	Clerk/Council	Review annually
Risk of non-compliance due to untimely reporting	Lack of compliance	1	1	Low (1)	1) Council meets monthly and approves minutes of previous meeting 2) Draft minutes are received and published in the interim	Clerk	Yes
Proper document control	Lack of compliance	1	1	Low (1)	1) Data storage to comply with Data Protection Act 2018 2) Leases and legal documents to be held in Clerk's posession in lockable, fire-proof cabinet	Clerk	Review annually
Risk of non-compliance with transparency code and publication scheme	Lack of compliance	1	1	Low (1)	1) Maintain adequate Communications Strategy to comply with statutory requirements	Clerk	Yes

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EMPLOYER LIABILITY

Risk Employer Liability	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
Comply with Employment Law	Financial claim for damages and lack of legal compliance	1	2	Low (2)	1) Membership of local CALC (HALC) for employment law advice 2) Maintain adequate Employment policies	Council	Yes. Review annually and polices 4 yearly
Comply with HMRC requirements	Lack of legal compliance, potential fine from HMRC	1	2	Low (2)	1) Outsource payroll to qualified and insured third party professional 2) Internal auditor to carry out annual audit	Clerk/RFO and Internal auditor	Yes
Safety of Staff and Visitors to Parish Council meetings	Financial claim for injury/damages. Reputation of council.	1	1	Low (1)	1) Carry out visual health and safety risk assessment prior to each meeting and record accordingly 2) Maintain adequate Health and Safety policy	Clerk	Yes. Review at each meeting and policy 4 yearly
Safety of volunteers who support and work with the PC	Financial claim for injury/damages. Reputation of council.	2	3	High (6)	1) Ensure risk assessments are carried out for all projects and appropriate support and equipment provided.	Working Groups	Risk assessments need updating. Review annually

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FIRE

	Risk Fire	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
	Risk associated with injury or loss of asset related to fire	Financial claim for injury and damages and lack of legal compliance. Replacement cost of assets.	1	3	Medium (3)	1) Ensure regular risk assessments are carried out at clerks home office 2) Ensure clerk informs home insurance provider of working from home foe the Council	Clerk	1) and 2) - Yes.

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MEMBER RESPONSIBILITIES

Risk Councillor Responsbilities	Impact	Likelihood score (1-3)	Impact score (1-3)	Risk rating (high, medium, low)	Actions Required	Responsibility	Completed
Risk of non-compliance with statutory declarations of interest	Penalty from non-compliance	2	1	Low (2)	1) Ensure all Councillors have Declarations of Interest lodged with Herefordshire Council 2) Declarations of Interest for agenda items to be declared at each meeting and signed accordingly in the register	Clerk	Yes 1) check annually and 2) councillors asked at each meeting
Risk of inappropriate behaviour by Councillor	Bringing the council into disrepute	1	1 to 2	Low (1-2)	1) Implement training programme for Councillors and Clerk. Any non-compliance with the adopted code of conduct to be recorded with significant breaches reported to Monitoring Officer.	Clerk	Yes - Review training annually at Strategy meeting