



UPTON

PARISH COUNCIL

Risk Assessment Register

The Risk Assessment Register has been produced to identify the risks the Parish Council faces, their level and the mitigating steps that Council is taking to minimise them.

Subject	Risk(s) Identified	High, Medium or Low	Management/Control of Risk	Review/Assess/Revise
Councillors	Risk of councillor resignation(s) resulting in Council becoming inquorate and therefore unable to make legal decisions.	L	Encourage and promote retention of high-quality councillors. Advertise vacancies on website and on noticeboards. Encourage candidates to stand for election. Promote becoming a councillor to interested parties. Declare a vacancy as soon as it arises.	Adequate provisions are in place.
Councillors	Risk of councillor(s) acting illegally.	L	Provide new councillors with "The Good Councillor Guide." Require new councillors to attend NCALC training courses. Signpost councillors to NCALC and other resources to keep abreast of key changes and updates to regulatory framework.	Review Training needs.
Councillors	Risk of councillor(s) breaching Code of Conduct.	L	Publish Code of Conduct on website. Issue Code of Conduct to newly elected/co-opted Councillors. Consult with WNC Monitoring Officer for guidance if required. Report any issue to Standards Committee.	Adequate provisions are in place.
Business Continuity	Risk of Council being unable to function due to unexpected or tragic circumstance.	L	Utilise NCALC/NALC local and central government guidance, as appropriate to the circumstance Insure against Business Interruption and for Key Person Cover.	Adequate provisions are in place.
Assets	Risk of injury to public.	L	Visually inspect assets regularly. Engage experts to carry out surveys and assessments. Insure against Public Liability up to £10 million.	Review when additional assets are transferred.
Assets	Risk of theft or vandalism.	L/M	Inspect assets regularly. Update Asset Register including locations regularly. Insure against Property Damage and Theft.	Liaise with PSCOs re acts of vandalism.
Maintenance	Risk of poor performance or damage to others' property by Council's contractors.	L/M	Carry out site visit(s) and consult with near neighbours. Specify contractor's scope of work in advance. Provide contractor with map/plan/photographs as appropriate. Check contractor's insurance certificate. Inspect and photograph work on completion.	Adequate provisions are in place.



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Employees	Risk of loss of key personnel.	L	Clerk's notice period is two months. Require a detailed handover, if possible. Contact NCALC or SLCC Locum service to find interim cover.	Adequate provisions are in place.
Employees	Risk of fraud or loss of funds.	L	Review financial processes and procedures regularly. Appoint an Internal Controller, separate to RFO. Insure against Fraud and Dishonesty.	Adequate provisions are in place.
Employees	Risk of compensation claim from employee for malpractice or injury.	L	Issue Contract of Employment. Review job description and carry out appraisals annually. Provide appropriate HR Policies. Insure against Employers Liability up to £10 million.	Review as part of annual policy review process.
Financial	Risks identified in Financial Risk Assessment document.	L/M	Management/Control of Risk identified in Financial Risk Assessment document.	Adequate provisions are in place.
Health and Safety	Risks to member, employees, contractors and members of public	L/M	Management/Control of Risk identified in Health and Safety Risk Assessment document.	Adequate provisions are in place.
Meeting Location and travel	Risk to personal security on attending a meeting.	L	Meetings should be arranged in a public space and never at a private individual's home. Employees confirm safe arrival home by text.	Adequate provisions are in place.
Council Hardcopy Records	Risk of loss of due to fire, theft or damage.	L	Lock council records in fire resistant cabinet at St Crispin Community Centre. Lock current working papers in Clerk's Office. Check smoke alarm and fire extinguisher in Clerk's Office quarterly.	Assess fireproof cabinet available at St Crispin Community Centre.
Council Electronic Records	Risk of loss of due to fire, theft, accidental or malicious damage.	L/M	Back up laptop to the cloud. Install and keep up to date anti-virus software. Do not open links or attachments in unsolicited emails before verifying that the sender is genuine.	Adequate provisions are in place.

Adopted: February 2025

Reviewed: March 2026