HERRIARD PARISH COUNCIL

Risk Register

Adopted by Herriard Parish Council, latest version (V5) approved on 18th August 2025.

Purpose

The purpose of this Risk register is to identify and document risks that may arise to people and assets from activities carried out by or assets held or the responsibility of, Herriard Parish Council (HPC). It also documents any associated mitigations, in so far as they are reasonably practicable to implement.

Policy Statement

It is the policy of this Council to ensure that risk assessments of practices associated with the use and maintenance of the Council's assets and responsibilities are performed regularly. The council has determined that a review of all risks shall be undertaken on a regular (typically annual) basis.

Scope

Owned assets and assets that HPC has formal responsibility for maintaining.

Activities conducted by councillors and staff of HPC and activities undertaken by volunteers for HPC

HPC shall not undertake risk assessments of activities undertaken by contractors whilst engaged with remunerated work or activities related to HPC. In this case HPC shall expect the contractor to undertake a risk assessment themselves of substantively the same form, or as required by legislation or statute relating to the activity they are undertaking.

RISK REGISTER

RISK DESCRIPTION	**RISK LEVEL (H/M/L) (Pre-control)**	**CONTROLS**	**COMMENTS**
Financial risks			
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities	M	Public Liability Insurance Cover in place Abide by any rules, guidelines or advice	Zurich Local Councils Policy Cover reviewed annually. Bus shelters and Play Equipment on

to the public. (Public liability)		given to HPC by any relevant authority HPC keeps written risk assessments of key activities	Herriard Green are a source of risk and named in the policy.
Loss of funds through theft or dishonesty.	L	Financial Regulations. Regular Audit (Internal and External). Need for two signatories for PC bank account authorisation of payment and three signatures on cheques	
Lack of proper financial records in accordance with statutory requirements and best practice	L	Financial Regulations. Regular Audit (Internal and External)	Financial summary discussed at every PC meeting
Risk that some activities are not within legal powers applicable to local councils.	L	Financial regulations (periodically reviewed). Advice taken on all issues that are not clear.- (Borough/County Councils/HALC etc) Monitor changes in legislation	
Failure to comply with restrictions on borrowing	L	Financial regulations Any loans and borrowing would be approved by Parish Council and reported in annual financial reports.	
Failure to correctly pay salaries and ensure that requirements are met under employment law and Inland Revenue regulations	*L*	Ensure Council understands and complies with current PAYE and National Insurance legislation. Salaries approved by Parish Council.	HPC uses a payroll services company to ensure HMRC compliance.
Failure to ensure that all requirements are	L	Ensure Council understands and	

met under Customs and Excise regulations		complies with current VAT legislation. Regular auditing (Internal & External).	
Failure to ensure the proper use of funds granted to local community bodies under specific powers or under Section 137 and General Power of Competence	L	Review of accounts and benefit to residents discussed at time of application Separately recorded accounts maintained Authorisation recorded in minutes. Internal Audit.	
Failure to ensure the adequacy of the annual precept with sound budgeting arrangements	*L*	Budget set annually at PC budget meeting Forecasts for income and expenditure for current year produced quarterly showing comparison to actual and original budget.	Council decides whether to raise a precept at a budget or Council meeting in accordance with Basingstoke & Deane requirements
Failure to ensure all orders and contracts placed following requirements specified in Financial Regulations	M	Standing Orders specify how to let contracts. Specifications are produced for large pieces of work. Contractors checked for relevant insurances. Reviewed at Internal Audit	
Inability to repair damage/loss to play equipment on Herriard Green – insufficient funds	M	Funds are available for repairs to play equipment due to normal wear and tear. Replacement play equipment may require additional external funding sources	HPC employs contractors to carry out repairs to play equipment. The Council will undertake measures to ensure safe play equipment on Herriard Green
Operational risks			
Failure to ensure proper, timely and accurate recording of	M	Clerk takes all minutes.	All minutes approved by council as a true record.

council business in the minutes		Minutes checked by Chairman before issue.	
Failure to meet the laid down timetables when responding to consultation invitations.	H	Two councillors review and check that there is adequate time for response and if not make alternative arrangements.	
Failure to maintain register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	Formal Code of Conduct adopted. Formal declaration of interests completed when councillors are appointed. Ongoing onus on individual members to notify clerk that changes have occurred.	
Failure to respond to electors wishing to exercise their rights of inspection	L	Freedom of Information guidelines are referred to and electors responded to as appropriate	
Improper use of public data or inadequate document control	L	GDPR and data usage & retention policy in place.	
Risk of abuse to children or at risk adults as a result of activities undertaken or supported by the Parish Council.	L	Safeguarding policy in place.	Policy requires communication of expected standard to all councillors, staff and volunteers. Includes reporting and response requirements.
Health and Safety risks			
Injury caused to public by failure or damage to Herriard Green Play Equipment	M	B&DBC carry out weekly inspections of play equipment. B&DBC operational inspection four times a year. Annual independent inspection.	B&DBC reports available using electronic inspection system - Chair and nominated volunteer have access to these reports.

		Faulty play equipment is removed if faulty until repairs are carried out and play equipment is replaced as soon as possible. Rubber matting is on the ground around play equipment, the area is enclosed by fencing and gates to prevent dogs entering. Public Liability insurance held as noted in Financial Risks section above.	Nominated independent contractors available for both minor and major repairs.
Injury caused to public as a result of access to Herriard Green,(Including pond, sinkhole & seating, sloping ground, slippery surfaces, for example mud or ice on paths.)	M	Signage is used to warn of water hazard. Reports of public risk areas from members of public, other users, contractors and Councillors are acted upon. Dog owner's guidance is posted around the area to prevent dog mess and dogs out of control.	Councillor responsible for Herriard Green takes appropriate and prompt action in consultation with full Council. Walking on icy /slippery footpaths and ground is at public's own risk.
Risk to health and well being of general public and the Parish Council at Parish Council meetings.	L	No high risk activities conducted at meeting. Venue selected has defibrillator outside	Overall expect individual personal responsibility for attendance (which is voluntary).
Injury to contractor staff or the public as a result of work undertaken for HPC by contractors.	M	Contractors are responsible for their own Health and Safety and that of the public as a result of their work.	Contractors are issued with the HPC Health & Safety Policy
Traffic when working by roadside	H	High Visibility Clothing must be worn. Use warning signs where appropriate. Avoid dangerous bends. Daylight working hours only. Understanding/ alertness re. traffic.	Contractors expected to have own safety clothing and training provided. Litter picking events have safety guidance and signed participation at own risk.

Lone working	M	Call in arrangements. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them.	Clerk on behalf of the Parish Council is the responsible person

For review – August 2026

Chair……S.Wills……. Date:…18/8/25…….