

## General Risk Assessment and Management for Haslingfield Parish Council

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' *Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001:5)*

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of Haslingfield Parish Council's work.

This document has been created to enable Haslingfield Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate measures to control them. Haslingfield Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focussed approach to managing risk which:

- identifies the key risks facing the Council
- identifies what the risk may be
- identifies the level of risk
- evaluates the management and control of the risk and records findings
- reviews, assesses and revises procedures if required

Date approved: January 2026

Date of review: January 2027

No	Description	Location	Category	Hazard 1	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
L1	Recreation ground	New Road	Land	Injury (from items dropped on the ground such as glass, cans, etc, and from any legacy items hidden in long grass such as mowers or goal posts)	Members of the public	6	8	48	Carry out monthly inspections and record the findings, and ensure that if any hazards are identified they are addressed as quickly as possible; ensure waste bins are emptied weekly to ensure they do not become over-filled
L2	Wellhouse Meadow	Broad Lane	Land	Injury by hidden hazards (broken glass/barbed wire), falling trees or when using picnic benches or gates	Members of the public	6	6	36	Carry out quarterly inspections of the area, including the ground, picnic benches, walls, fencing and gates and record the findings; regular tree inspections; any hazards are identified with warning signs
L3	Village green	High Street	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
L4	Land next to footpath	Trinity Close/New Road	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
L5	Communal land	The Elms	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
L6	Land on Chapel Hill	Chapel Hill	Land	Injury (from fly tipping or other hazards such as broken glass)	Members of the public	6	8	48	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
L7	Skatepark	Porkers Lane	Land	Injury	Members of the public	6	8	48	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector
L8	Allotments	Harston Road	Land	Vandalism	Allotmenters	2	4	8	Budget for repair cost; public liability insurance
L9	Site of bus shelter	Lilac Close/High Street	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
L10	Site of bus shelter	Barton Road	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs

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L11	Land between stream and River Lane	Recreation ground	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
L12	Quarry pit at top of Quarry Lane	Back Lane	Land	Injury by hidden hazards (broken glass/barbed wire)	Members of the public	4	6	24	Carry out quarterly inspections of the area, including the ground; any hazards are identified with warning signs
B1	Village hall	New Road	Buildings	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
B2	Wellhouse	Broad Lane	Buildings	Vandalism; cost of replacement	Members of the public	4	4	16	Building inspected annually and kept locked at all times when not in use; Budget for repair cost; public liability insurance
B3	Bakehouse and privy	Broad Lane	Buildings	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
B4	Bus shelter - Lilac Close	Lilac Close	Buildings	Impact damage, vandalism, cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
B5	Bus Shelter - Barton Road	Barton Road	Buildings	Impact damage, vandalism, cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
B6	Telephone box	High Street	Buildings	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
B7	Containers	Recreation ground	Buildings	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC1	Chairs (100)	Village hall - main hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC2	Chair racks (2)	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC3	Folding tables	Village hall - main hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC4	Curtains	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC5	Fire extinguishers	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC6	Archive cabinets	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC7	Storage racking	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC8	Lincat range cooker	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC9	Hobart dishwasher	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC10	Vogue prep table	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC11	Samsung fridge/freezer	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC12	Bosch fridge	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC13	Bosch fridge	Village hall - upstairs room	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC14	Meeting room tables	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC15	Meeting room chairs	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance

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BC16	Store room racking	Village hall	Building Contents	Vandalism; cost of replacement; injury whilst using	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC17	PVC windows	Village hall	Building Contents	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
BC18	Fire doors	Village hall	Building Contents	Vandalism; cost of replacement	Members of the public	0	0	0	0
SF1	No parking signs	Village green	Street Furniture	Impact damage, vandalism, cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
SF2	Sign	Wellhouse Meadow	Street Furniture	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
SF3	Village sign	Village green	Street Furniture	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
SF4	Noticeboard	Barton Road	Street Furniture	Impact damage, vandalism, cost of replacement	Members of the public	4	2	8	Budget for repair cost; public liability insurance
SF5	Noticeboard	High Street	Street Furniture	Impact damage, vandalism, cost of replacement	Members of the public	4	2	8	Budget for repair cost; public liability insurance
SF6	Waste bins (2)	Recreation ground	Street Furniture	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SF7	Dog bins (7)	Various locations	Street Furniture	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SF8	Defibrillator	Inside telephone box on High Street	Street Furniture	Vandalism; cost of replacement	PC	4	4	16	Budget for repair cost; public liability insurance
SF9	Defibrillator	On Rec side of Village Hall	Street Furniture	Vandalism; cost of replacement	PC	4	4	16	Budget for repair cost; public liability insurance
SF10	Defibrillator	On west side of Barton Road bus shelter	Street Furniture	Vandalism; cost of replacement	PC	4	4	16	Budget for repair cost; public liability insurance
SF11	Waste bin	Skatepark	Street Furniture	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
TB1	Bench (plastic)	Wellhouse Meadow by wellhouse	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB2	Bench (plastic)	Wellhouse Meadow SW corner	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB3	Bench (plastic)	Wellhouse Meadow north	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB4	Bench (plastic)	WM picnic area south	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB5	Picnic Table (plastic)	WM picnic area west	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB6	Picnic Table (plastic)	WM picnic area north east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB7	Picnic Table (plastic)	WM picnic area middle east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance

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TB8	Picnic Table (wood)	Village Hall car park east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB9	Bench (wood)	Village Hall car park west	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB10	Bench (plastic)	Play area south west	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB11	Bench (plastic)	Play area south	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB12	Bench (plastic)	Play area south east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB13	Bench (plastic)	Play area east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB14	Picnic Table (plastic)	Recreation ground by play area south	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB15	Picnic Table (wood)	Recreation ground by play area north	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB16	Bench (wood)	Recreation ground by tennis court	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB17	Bench (plastic)	Recreation ground by tennis court	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB18	Bench (wood)	Recreation ground by tennis court	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB19	Bench (wood)	Village green verge west	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB20	Bench (plastic)	Village green verge east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB21	Bench (wood)	Lilac Close bus shelter	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB22	Bench (wood)	Barton Road bus shelter	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB23	Bench (plastic)	Riverside	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB24	Bench (plastic)	New Road west, outside number 128	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB25	Bench (plastic)	New Road/Trinity Close	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
TB26	Bench (plastic)	Trinity Close grass	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance

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TB27	Bench (recycled plastic)	WM picnic area south east	Tables and Benches	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
GF1	Gate	Recreation ground	Gates and Fences	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
GF2	Gates (4)	Wellhouse Meadow	Gates and Fences	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
GF3	Gate	Skatepark	Gates and Fences	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
GF4	Gate	Harston Road	Gates and Fences	Vandalism; cost of replacement	Members of the public	4	4	16	Budget for repair cost; public liability insurance
SL1	SC3	Back Lane OP 15	Street Lights	Vandalism; impact damage; cost of replacement	Members of the public	4	4	16	Public liability insurance
SL2	SC2	The Knapp OS 8	Street Lights	Vandalism; impact damage; cost of replacement	Members of the public	4	4	16	Public liability insurance
SL3	SC4	Wisbey's Yard OS1	Street Lights	Vandalism; impact damage; cost of replacement	Members of the public	4	4	16	Public liability insurance
SL4	SC5	Wisbey's Yard OS10	Street Lights	Vandalism; impact damage; cost of replacement	Members of the public	4	4	16	Public liability insurance
SL5	SC6	Wisbey's Yard OS6	Street Lights	Vandalism; impact damage; cost of replacement	Members of the public	4	4	16	Public liability insurance
PE1	Multi see-saw	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE2	Steam engine	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE3	Contester	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE4	Swings	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE5	Cradle swings	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE7	Two bay swings	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place

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PE8	Large cableway	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE9	Platform for cableway	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE10	Skyline	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE11	Traction	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE12	Super nova	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE13	Flexus	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE14	Hip twister	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE15	Balance beams and boulders	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
PE16	Spinning bowl	Recreation ground	Playground Equipment	Injury (whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
WM1	War memorial	Churchyard	War Memorial	Vandalism; cost of replacement	Loss of heritage	1	4	4	Budget for repair cost; public liability insurance

No	Description	Location	Category	Hazard 1	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
GS1	Car park	Recreation ground	Ground Surfaces	Injury due to poor surface	Members of the public	6	8	48	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
GS2	Play area	Recreation ground	Ground Surfaces	Play equipment (injury whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
GS4	Basketball court	Skate park	Ground Surfaces	Play equipment (injury whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
SE1	Cricket nets	Recreation ground	Sports Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SE2	Skate park equipment	Skate park	Sports Equipment	Play equipment (injury whilst using)	People using play equipment; members of the public	8	4	32	Annual inspection of play equipment by ROSPA; weekly inspection of play equipment by Cllr/Clerk; quarterly inspection by ROSPA trained inspector; faulty equipment immediately taken out of use and suitable warning signs put in place
SE3	Table tennis table	Table tennis table	Sports Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SE4	Basketball court	Skate Park	Sports Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SD1	Sun Dial	Village green	Sun Dial	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
TH1	Trees	Various locations	Tress and Hedges	Falling branches/debris	Pedestrians, pets and vehicles	6	8	48	Three yearly tree inspection; public liability insurance; where hazards are reported, they are dealt with as quickly as possible
TH2	Hedges	Various locations	Tress and Hedges	Overgrowth obstructing roads/paths (could cause injury)	Members of the public	6	8	48	Regular maintenance of hedges; public liability insurance; where hazards are reported they are dealt with as quickly as possible
CE1	Laptop - Clerk	Clerk's home	Computer Equipment	Repair cost; cost of replacement; accidental damage	PC	4	4	16	Budget for repair cost; public liability insurance
CE2	Laptop - Chairman	Chairman's home	Computer Equipment	Repair cost; cost of replacement; accidental damage	PC	4	4	16	Budget for repair cost; public liability insurance
CE3	External hard drives (2)	Clerk's home/village hall	Computer Equipment	Repair cost; cost of replacement; accidental damage	PC	4	4	16	Budget for repair cost; public liability insurance
CE4	MVAS equipment	Various locations	Computer Equipment	Vandalism; cost of replacement	PC	4	4	16	Budget for repair cost; public liability insurance
CE5	Speedwatch equipment	Various locations	Computer Equipment	Vandalism; cost of replacement	PC	4	4	16	Budget for repair cost; public liability insurance
CE6	Laptop - Administrator for Badcock Trust	Administrator's home	Computer Equipment	Repair cost; cost of replacement; accidental damage	PC	4	4	16	Budget for repair cost; public liability insurance
CE7	Printer for BRGT Administrator	Administrator's home	Computer Equipment	Repair cost; cost of replacement; accidental damage	PC	4	4	16	Budget for repair cost; public liability insurance

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E1	Parish Clerk/RFO	-	Employees	The Clerk may be injured by a poor work station set-up	Clerk	6	6	36	Carry out DSE risk assessment as required by the Health and Safety (Display Screen Equipment) Regulations 1992; provide an equipment identified as required by the risk assessment (e.g. chair, screen, etc) at no cost to the employee; ensure that all Council-owned electrical equipment used by the employee is PAT tested regularly
E2	Village Hall caretaker	-	Employees	The caretaker may be injured as a result of inadequate training or poor equipment	Caretaker	6	8	48	Ensure that the caretaker has received adequate training for the tasks that they are required to carry out; ensure that the caretaker does not carry out any work for which they are not qualified, such as electrical work or work on gas heating systems; ensure that all electrical tools are PAT tested annually; ensure that all ladders are inspected annually and the findings recorded; ensure that all other work equipment is in good condition and where this is not the case, is replaced at no cost to the employee
E3	Bin man	-	Employees	The employee may be injured as a result of inadequate training	Binman	6	6	36	Ensure that the caretaker has received adequate training for the tasks that they are required to carry out;
E4	Contractors	-	Employees	The PC could be jointly liable for an injury to a contractor, if they have not carried out adequate checks before appointing a contractor	Contractor	6	10	60	Before appointing a contractor: a) request a copy of the contractor's insurance policy and ensure that it provides adequate cover; b) request a copy of the contractor's risk assessments and method statements and ensure that they are suitable and sufficient; and c) request a copy of training certificates for the contractor's employees to ensure that they are qualified for the task that they are required to carry out
E5	Cleaner	-	Employees	The cleaner may be injured as a result of inadequate training or poor equipment	Cleaner	6	8	48	Ensure that the cleaner has received adequate training for the tasks that they are required to carry out; ensure that the cleaner does not carry out any work for which they are not qualified.
E6	Administrator to Badcock Trust / Bookings clerk	-	Employees	The Administrator may be injured by a poor work station set-up	Administrator	6	6	36	Carry out DSE risk assessment as required by the Health and Safety (Display Screen Equipment) Regulations 1992; provide an equipment identified as required by the risk assessment (e.g. chair, screen, etc) at no cost to the employee; ensure that all Council-owned electrical equipment used by the employee is PAT tested regularly
M1	Failure to attract sufficient candidates for Councillor vacancies or elections	-	Management	Reduced representation of neighbourhoods; lack of resource; possible meeting inquorate	Councillors	2	2	4	Actively publicise Council activities; seek candidates amongst friends and colleagues; publicise elections and vacancies on notice boards; publicise elections and vacancies in the parish magazine and on website/Facebook
M2	Failure to achieve quorum at meetings	-	Management	Business not transacted; decisions not made	Councillors, Clerk	1	3	3	Issue annual meeting calendar to all Councillors; issue meeting agenda promptly; record attendance; contact Councillors who fail to attend meetings



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M3	Lack of public consultation by Council	-	Management	Decisions not based on evidence; people disenfranchised	Councillors	1	2	2	Ensure meetings publicised on notice boards; public participation session at meeting; use Annual Parish Meeting; place articles in the parish magazine; include public participation on all agenda
M4	Failure to respond to electors wishing to exercise right of inspections	-	Management	Complaints received; not transparent; non-compliance	Clerk	1	2	2	Clerk to advertise facility and respond to requests
M5	Councillors acting alone outside meetings	-	Management	Councillors outside compliance; indemnities invalid; personal risk	Councillors	2	2	4	Obtain and read 'Good Councillor Guide'; avoid making commitments on behalf of the PC; attend relevant training courses
M6	Council decisions not implemented	-	Management	Confidence undermined; reputational risk; possible losses	Clerk	1	4	4	Clerk to act on decisions made as soon as practical after a meeting
M7	Inaccurate, untimely, improper minutes	-	Management	Poor decisions in future; poor evidence for decisions	Clerk	1	3	3	Clerk to check minutes with Chairman not more than 10 working days after meeting
M8	Inadequate document control	-	Management	Poor evidence; poor support to Councillors	Clerk	1	2	2	Clerk to establish filing system; clerk to enforce document version control
M9	Failure to recognise and address conflict of interest	-	Management	Lack of transparency; open to complaints of fairness or bias	Councillors, Clerk	1	2	2	Councillors to review Code of Conduct
M10	Incomplete/inaccurate register of Councillors' interests	-	Management	Lack of transparency; open to complaints of fairness or bias	Councillors	1	2	2	Councillors to review Code of Conduct
M11	Loss of data on PC due to system fault	-	Management	Interruption to effective administration; possible financial loss	PC	1	4	4	Backup of data every two weeks onto hard drive; hard drive to be stored in village hall
M12	Lack of professional advice	-	Management	Poor decisions; costs and waste; possible non-compliance	PC	2	2	4	Maintain membership of CAPALC, NALC and SLCC; Clerk to train for CiLCA
M13	Loss of services of Parish Clerk	-	Management	Interruption to effective administration	PC	2	2	4	Experienced Locum Parish Clerks provided by CAPALC able to assist in an emergency
M14	Lack of defined objectives or strategy	-	Management	Resources not directed; poor performance; risks not base lined	Councillors	1	2	2	Council to produce an Action Plan
M15	Lack of public participation at meetings	-	Management	Public voice not heard; potential lack of interest in vacancies; lack of transparency	Councillors	1	2	2	Ensure meetings publicised on notice boards; place articles in the parish magazine; include public participation on all agenda; ensure seating available at meeting for public; publish agenda and minutes on website
M16	Allegations of libel or slander	-	Management	Potential for litigation; costs of investigation; reduces confidence	Councillors	1	3	3	Clerk to intervene at meetings; review all press releases or newsletter articles before release; adequate insurance cover
M17	Bad publicity	-	Management	Reduces confidence	Councillors, Clerk	1	3	3	Review all press releases or newsletter articles before release; manage press relations
M18	Non-compliance with data protection	-	Management	Litigation; poor reputation	Councillors, Clerk	1	3	3	Clerk to monitor
M19	Failure to correctly identify local needs or wishes	-	Management	PC does not represent the people; resources not applied; democratic deficit	Councillors	1	3	3	Maintain close contact with local residents; advertise parish meetings to obtain residents' feedback; use questionnaires to identify local wishes; publicise plans and invite comments
F1	Financial loss	-	Finance	Misappropriation of Council funds; financial loss	Public services	1	2	2	All banking arrangements and changes to banking services approved by the PC and minuted; pay invoices by internet banking; two Councillors to authorise internet payments; annual scrutiny of all financial records by Councillors and internal auditor; two Councillors to sign each invoice
F2	Income - ensuring that all requirements are met under HMRC regulations	-	Finance	Unable to fulfil responsibilities	Public services	1	2	2	Ensure PC understands and complies with current VAT legislation; check all receipts are made in accordance with invoices

No	Description	Location	Category	Hazard 1	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
F3	Failure to complete/submit Annual Return on time	-	Finance	Poor auditor's report; public confidence suffers	Clerk	1	3	3	Clerk to note dates and meet statutory requirements
F4	Improper contracting procedures	-	Finance	Possible losses; poor levels of service; possible increased costs	Clerk	1	3	3	Clerk adequately trained; Financial Regulations and Standing Orders kept up to date and reviewed annually
F5	Accidental damage to fixed assets	-	Finance	Costs of repair; loss of service until repaired	PC	2	2	4	Maintain insurance; playground inspection regime established
F6	Orders for works, goods and services - monitoring of performances against agreed standards under partnership agreements	-	Finance	Unable to fulfil responsibilities	Public services	1	2	2	Reviewed at internal audit
F7	Vandalism to fixed assets	-	Finance	Costs of repair; loss of service until repaired	PC	3	2	6	Set up inspection regime; maintain insurance; liaison with police
F8	Loss to third parties	-	Finance	Possible litigation; costs/damages	PC	1	3	3	Review health and safety; ensure adequate insurance; check contractors' insurance
F9	Inadequate insurance	-	Finance	Balance of costs to be found	PC	1	4	4	PC to review annually of if circumstances change
F10	Failure to calculate/submit precept on time	-	Finance	Inadequate resources to meet commitments; costs of re-billing	PC	1	3	3	Clerk to respond to SCDC notices; agenda item for Councillors to consider and approve to later than January
F11	Inadequate annual precept and unsound budget	-	Finance	Inadequate resources to meet commitments	PC	1	4	4	Clerk and Councillors to build sound budget, using risk register and known commitments; Councillors to consider reserves policy
F12	Failure to account for and recover VAT	-	Finance	Wasted resources	PC	1	3	3	Clerk to review; internal auditor to check
F13	Failure to stay within budget	-	Finance	Inadequate control; potential wasted resources	PC	1	2	2	Clerk to review; internal auditor to check; reserves policy to mitigate short-term impact of loss
F14	Holding excessive or inadequate reserves	-	Finance	Auditor's report; poor use of resources; inability to meet commitments	PC	2	3	6	Clerk to review as part of budgeting; reserves policy to set percentage of precept; PC to review size of reserves
F15	Fraud by Clerk	-	Finance	Reputation; costs; litigation; loss of funds	PC	1	3	3	Adequate internal controls; regular reporting to Councillors; control systems for managing expenditure
F16	Fraud by Councillor	-	Finance	Reputation; costs; litigation; loss of funds	PC	1	3	3	Adequate internal controls; regular reporting to Councillors; control systems for managing expenditure
F17	Inadequate awareness of relevant legislation	-	Finance	Failure to comply	PC	2	3	6	Maintain membership of CAPALC, NALC and SLCC; Clerk to train for CilCA
F18	Failure to comply with relevant legislation	-	Finance	Litigation; costs; reputational damage	PC	2	3	6	Maintain membership of CAPALC, NALC and SLCC; Clerk to maintain training; liaise with internal and external auditors
F19	Failure to maintain fixed assets register	-	Finance	Improper control; poor auditor's report	PC	1	2	2	Council to review annually; internal auditor to review
F20	Improper financial records	-	Finance	Potential for wasted resources	PC	1	2	2	Internal auditor to review
F21	HMRC requirements not met	-	Finance	Costs; litigation	PC	1	3	3	Payroll outsourced to payroll company; clerk to ensure payments to HMRC are made in a timely fashion
F22	Failure to comply with deadlines for accounts and returns	-	Finance	Poor auditor's report; public confidence suffers	PC	1	2	2	Clerk to liaise with internal and external auditors

## General Risk Assessment and Management for

Risk is the threat that an event or action will adversely affect an organisation identified, evaluated and controlled. It is a key element of the framework Commission, *Worth the Risk: Improving Risk Management in Local Government*

Risk management is an essential feature of good governance. An organisation and safety but applies to all aspects of Haslingfield Parish Council's work

This document has been created to enable Haslingfield Parish Council to although some risks can never be eliminated fully, it has in place a strategy

- identifies the key risks facing the Council
- identifies what the risk may be
- identifies the level of risk
- evaluates the management and control of the risk and recommends
- reviews, assesses and revises procedures if required

Date approved: January 2026

Date of review: January 2027

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
L1	Recreation ground	New Road	Land	Injury (due to illegal occupation)	Members of the public	6	8	48	Ensure that the access gate is kept locked at all times; ensure that the Council have a plan in place to quickly arrange removal and clean-up in the event of a breach of the perimeter
L2	Wellhouse Meadow	Broad Lane	Land	Dog fouling	Members of the public	6	6	36	Signs asking the public to clear up after their dogs; adequate dog bins are in place and emptied regularly
L3	Village green	High Street	Land	0	0	0	0	0	0
L4	Land next to footpath	Trinity Close/New Road	Land	0	0	0	0	0	0
L5	Communal land	The Elms	Land	0	0	0	0	0	0
L6	Land on Chapel Hill	Chapel Hill	Land	0	0	0	0	0	0
L7	Skatepark	Porkers Lane	Land	0	0	0	0	0	0
L8	Allotments	Harston Road	Land	0	0	0	0	0	0
L9	Site of bus shelter	Lilac Close/High Street	Land	0	0	0	0	0	0
L10	Site of bus shelter	Barton Road	Land	0	0	0	0	0	0

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
L11	Land between stream and River Lane	Recreation ground	Land	0	0	0	0	0	0
L12	Quarry pit at top of Quarry Lane	Back Lane	Land	0	0	0	0	0	0
B1	Village hall	New Road	Buildings	0	0	0	0	0	0
B2	Wellhouse	Broad Lane	Buildings	0	0	0	0	0	0
B3	Bakehouse and privy	Broad Lane	Buildings	0	0	0	0	0	0
B4	Bus shelter - Lilac Close	Lilac Close	Buildings	Injury whilst using shelter	Members of the public	6	6	36	Carry out annual inspections of the bus shelters and record the findings, ensuring that seating is in good condition and is securely fixed.
B5	Bus Shelter - Barton Road	Barton Road	Buildings	Injury whilst using shelter	Members of the public	6	6	36	Carry out annual inspections of the bus shelters and record the findings, ensuring that seating is in good condition and is securely fixed.
B6	Telephone box	High Street	Buildings	Injury whilst using the box (e.g. broken glass or faulty door)	Members of the public	4	6	24	Carry out annual inspections of the telephone box and record the findings, ensuring that any hazards are identified and addressed as quickly as possible
B7	Containers	Recreation ground	Buildings	0	0	0	0	0	0
BC1	Chairs (100)	Village hall - main hall	Building Contents	0	0	0	0	0	0
BC2	Chair racks (2)	Village hall	Building Contents	0	0	0	0	0	0
BC3	Folding tables	Village hall - main hall	Building Contents	0	0	0	0	0	0
BC4	Curtains	Village hall	Building Contents	0	0	0	0	0	0
BC5	Fire extinguishers	Village hall	Building Contents	0	0	0	0	0	0
BC6	Archive cabinets	Village hall	Building Contents	0	0	0	0	0	0
BC7	Storage racking	Village hall	Building Contents	0	0	0	0	0	0
BC8	Lincat range cooker	Village hall	Building Contents	0	0	0	0	0	0
BC9	Hobart dishwasher	Village hall	Building Contents	0	0	0	0	0	0
BC10	Vogue prep table	Village hall	Building Contents	0	0	0	0	0	0
BC11	Samsung fridge/freezer	Village hall	Building Contents	0	0	0	0	0	0
BC12	Bosch fridge	Village hall	Building Contents	0	0	0	0	0	0
BC13	Bosch fridge	Village hall - upstairs room	Building Contents	0	0	0	0	0	0
BC14	Meeting room tables	Village hall	Building Contents	0	0	0	0	0	0
BC15	Meeting room chairs	Village hall	Building Contents	0	0	0	0	0	0

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
BC16	Store room racking	Village hall	Building Contents	0	0	0	0	0	0
BC17	PVC windows	Village hall	Building Contents	0	0	0	0	0	0
BC18	Fire doors	Village hall	Building Contents	0	0	0	0	0	0
SF1	No parking signs	Village green	Street Furniture	0	0	0	0	0	0
SF2	Sign	Wellhouse Meadow	Street Furniture	0	0	0	0	0	0
SF3	Village sign	Village green	Street Furniture	Injury (if sign collapses)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
SF4	Noticeboard	Barton Road	Street Furniture	Injury (if board collapses or if glass is broken)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
SF5	Noticeboard	High Street	Street Furniture	Injury (if board collapses or if glass is broken)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
SF6	Waste bins (2)	Recreation ground	Street Furniture	0	0	0	0	0	0
SF7	Dog bins (7)	Various locations	Street Furniture	Injury	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
SF8	Defibrillator	Inside telephone box on High Street	Street Furniture	Injury whilst getting the defibrillator out of the box	Members of the public	4	4	16	Carry out quarterly inspections and record the findings
SF9	Defibrillator	On Rec side of Village Hall	Street Furniture	Injury whilst getting the defibrillator out of the box	Members of the public	4	4	16	Carry out quarterly inspections and record the findings
SF10	Defibrillator	On west side of Barton Road bus shelter	Street Furniture	Injury whilst getting the defibrillator out of the box	Members of the public	4	4	16	Carry out quarterly inspections and record the findings
SF11	Waste bin	Skatepark	Street Furniture	0	0	0	0	0	0
TB1	Bench (plastic)	Wellhouse Meadow by wellhouse	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB2	Bench (plastic)	Wellhouse Meadow SW corner	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB3	Bench (plastic)	Wellhouse Meadow north	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB4	Bench (plastic)	WM picnic area south	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB5	Picnic Table (plastic)	WM picnic area west	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB6	Picnic Table (plastic)	WM picnic area north east	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB7	Picnic Table (plastic)	WM picnic area middle east	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
TB8	Picnic Table (wood)	Village Hall car park east	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB9	Bench (wood)	Village Hall car park west	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB10	Bench (plastic)	Play area south west	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB11	Bench (plastic)	Play area south	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB12	Bench (plastic)	Play area south east	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB13	Bench (plastic)	Play area east	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB14	Picnic Table (plastic)	Recreation ground by play area south	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB15	Picnic Table (wood)	Recreation ground by play area north	Tables and Benches	Injury (if table collapses or surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB16	Bench (wood)	Recreation ground by tennis court	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB17	Bench (plastic)	Recreation ground by tennis court	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB18	Bench (wood)	Recreation ground by tennis court	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB19	Bench (wood)	Village green verge west	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB20	Bench (plastic)	Village green verge east	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB21	Bench (wood)	Lilac Close bus shelter	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB22	Bench (wood)	Barton Road bus shelter	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB23	Bench (plastic)	Riverside	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB24	Bench (plastic)	New Road west, outside number 128	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB25	Bench (plastic)	New Road/Trinity Close	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
TB26	Bench (plastic)	Trinity Close grass	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
TB27	Bench (recycled plastic)	WM picnic area south east	Tables and Benches	Injury (if surfaces are damaged)	Members of the public	4	6	24	Carry out annual inspections and record the findings, and ensure that any hazards are addressed as quickly as possible
GF1	Gate	Recreation ground	Gates and Fences	0	0	0	0	0	0
GF2	Gates (4)	Wellhouse Meadow	Gates and Fences	0	0	0	0	0	0
GF3	Gate	Skatepark	Gates and Fences	0	0	0	0	0	0
GF4	Gate	Harston Road	Gates and Fences	0	0	0	0	0	0
SL1	SC3	Back Lane OP 15	Street Lights	0	0	0	0	0	0
SL2	SC2	The Knapp OS 8	Street Lights	0	0	0	0	0	0
SL3	SC4	Wisbey's Yard OS1	Street Lights	0	0	0	0	0	0
SL4	SC5	Wisbey's Yard OS10	Street Lights	0	0	0	0	0	0
SL5	SC6	Wisbey's Yard OS6	Street Lights	0	0	0	0	0	0
PE1	Multi see-saw	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE2	Steam engine	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE3	Contester	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE4	Swings	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE5	Cradle swings	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE7	Two bay swings	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
PE8	Large cableway	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE9	Platform for cableway	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE10	Skyline	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE11	Traction	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE12	Super nova	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE13	Flexus	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE14	Hip twister	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE15	Balance beams and boulders	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
PE16	Spinning bowl	Recreation ground	Playground Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
WM1	War memorial	Churchyard	War Memorial	0	0	0	0	0	0



No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
GS1	Car park	Recreation ground	Ground Surfaces	0	0	0	0	0	0
GS2	Play area	Recreation ground	Ground Surfaces	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
GS4	Basketball court	Skate park	Ground Surfaces	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SE1	Cricket nets	Recreation ground	Sports Equipment	0	0	0	0	0	0
SE2	Skate park equipment	Skate park	Sports Equipment	Vandalism; cost of replacement	Members of the public	2	4	8	Budget for repair cost; public liability insurance
SE3	Table tennis table	Table tennis table	Sports Equipment	0	0	0	0	0	0
SE4	Basketball court	Skate Park	Sports Equipment	0	0	0	0	0	0
SD1	Sun Dial	Village green	Sun Dial	0	0	0	0	0	0
TH1	Trees	Various locations	Tress and Hedges	0	0	0	0	0	0
TH2	Hedges	Various locations	Tress and Hedges	0	0	0	0	0	0
CE1	Laptop - Clerk	Clerk's home	Computer Equipment	0	0	0	0	0	0
CE2	Laptop - Chairman	Chairman's home	Computer Equipment	0	0	0	0	0	0
CE3	External hard drives (2)	Clerk's home/village hall	Computer Equipment	0	0	0	0	0	0
CE4	MVAS equipment	Various locations	Computer Equipment	0	0	0	0	0	0
CE5	Speedwatch equipment	Various locations	Computer Equipment	0	0	0	0	0	0
CE6	Laptop - Administrator for Badcock Trust	Administrator's home	Computer Equipment	0	0	0	0	0	0
CE7	Printer for BRGT Administrator	Administrator's home	Computer Equipment	0	0	0	0	0	0

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
E1	Parish Clerk/RFO	-	Employees	0	0	0	0	0	0
E2	Village Hall caretaker	-	Employees	0	0	0	0	0	0
E3	Bin man	-	Employees	0	0	0	0	0	0
E4	Contractors	-	Employees	0	0	0	0	0	0
E5	Cleaner	-	Employees	0	0	0	0	0	0
E6	Administrator to Badcock Trust / Bookings clerk	-	Employees	0	0	0	0	0	0
M1	Failure to attract sufficient candidates for Councillor vacancies or elections	-	Management	0	0	0	0	0	0
M2	Failure to achieve quorum at meetings	-	Management	0	0	0	0	0	0

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
M3	Lack of public consultation by Council	-	Management	0	0	0	0	0	0
M4	Failure to respond to electors wishing to exercise right of inspections	-	Management	0	0	0	0	0	0
M5	Councillors acting alone outside meetings	-	Management	0	0	0	0	0	0
M6	Council decisions not implemented	-	Management	0	0	0	0	0	0
M7	Inaccurate, untimely, improper minutes	-	Management	0	0	0	0	0	0
M8	Inadequate document control	-	Management	0	0	0	0	0	0
M9	Failure to recognise and address conflict of interest	-	Management	0	0	0	0	0	0
M10	Incomplete/inaccurate register of Councillors' interests	-	Management	0	0	0	0	0	0
M11	Loss of data on PC due to system fault	-	Management	0	0	0	0	0	0
M12	Lack of professional advice	-	Management	0	0	0	0	0	0
M13	Loss of services of Parish Clerk	-	Management	0	0	0	0	0	0
M14	Lack of defined objectives or strategy	-	Management	0	0	0	0	0	0
M15	Lack of public participation at meetings	-	Management	0	0	0	0	0	0
M16	Allegations of libel or slander	-	Management	0	0	0	0	0	0
M17	Bad publicity	-	Management	0	0	0	0	0	0
M18	Non-compliance with data protection	-	Management	0	0	0	0	0	0
M19	Failure to correctly identify local needs or wishes	-	Management	0	0	0	0	0	0
F1	Financial loss	-	Finance	0	0	0	0	0	0
F2	Income - ensuring that all requirements are met under HMRC regulations	-	Finance	0	0	0	0	0	0

No	Description	Location	Category	Hazard 2	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
F3	Failure to complete/submit Annual Return on time	-	Finance	0	0	0	0	0	0
F4	Improper contracting procedures	-	Finance	0	0	0	0	0	0
F5	Accidental damage to fixed assets	-	Finance	0	0	0	0	0	0
F6	Orders for works, goods and services - monitoring of performances against agreed standards under partnership agreements	-	Finance	0	0	0	0	0	0
F7	Vandalism to fixed assets	-	Finance	0	0	0	0	0	0
F8	Loss to third parties	-	Finance	0	0	0	0	0	0
F9	Inadequate insurance	-	Finance	0	0	0	0	0	0
F10	Failure to calculate/submit precept on time	-	Finance	0	0	0	0	0	0
F11	Inadequate annual precept and unsound budget	-	Finance	0	0	0	0	0	0
F12	Failure to account for and recover VAT	-	Finance	0	0	0	0	0	0
F13	Failure to stay within budget	-	Finance	0	0	0	0	0	0
F14	Holding excessive or inadequate reserves	-	Finance	0	0	0	0	0	0
F15	Fraud by Clerk	-	Finance	0	0	0	0	0	0
F16	Fraud by Councillor	-	Finance	0	0	0	0	0	0
F17	Inadequate awareness of relevant legislation	-	Finance	0	0	0	0	0	0
F18	Failure to comply with relevant legislation	-	Finance	0	0	0	0	0	0
F19	Failure to maintain fixed assets register	-	Finance	0	0	0	0	0	0
F20	Improper financial records	-	Finance	0	0	0	0	0	0
F21	HMRC requirements not met	-	Finance	0	0	0	0	0	0
F22	Failure to comply with deadlines for accounts and returns	-	Finance	0	0	0	0	0	0

## General Risk Assessment and Management for

Risk is the threat that an event or action will adversely affect an organisation identified, evaluated and controlled. It is a key element of the framework Commission, *Worth the Risk: Improving Risk Management in Local Government*

Risk management is an essential feature of good governance. An organisation and safety but applies to all aspects of Haslingfield Parish Council's work

This document has been created to enable Haslingfield Parish Council to although some risks can never be eliminated fully, it has in place a strategy

- identifies the key risks facing the Council
- identifies what the risk may be
- identifies the level of risk
- evaluates the management and control of the risk and recovery
- reviews, assesses and revises procedures if required

Date approved: January 2026

Date of review: January 2027

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
L1	Recreation ground	New Road	Land	0	0	0	0	0	0
L2	Wellhouse Meadow	Broad Lane	Land	0	0	0	0	0	0
L3	Village green	High Street	Land	0	0	0	0	0	0
L4	Land next to footpath	Trinity Close/New Road	Land	0	0	0	0	0	0
L5	Communal land	The Elms	Land	0	0	0	0	0	0
L6	Land on Chapel Hill	Chapel Hill	Land	0	0	0	0	0	0
L7	Skatepark	Porkers Lane	Land	0	0	0	0	0	0
L8	Allotments	Harston Road	Land	0	0	0	0	0	0
L9	Site of bus shelter	Lilac Close/High Street	Land	0	0	0	0	0	0
L10	Site of bus shelter	Barton Road	Land	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
L11	Land between stream and River Lane	Recreation ground	Land	0	0	0	0	0	0
L12	Quarry pit at top of Quarry Lane	Back Lane	Land	0	0	0	0	0	0
B1	Village hall	New Road	Buildings	0	0	0	0	0	0
B2	Wellhouse	Broad Lane	Buildings	0	0	0	0	0	0
B3	Bakehouse and privy	Broad Lane	Buildings	0	0	0	0	0	0
B4	Bus shelter - Lilac Close	Lilac Close	Buildings	0	0	0	0	0	0
B5	Bus Shelter - Barton Road	Barton Road	Buildings	0	0	0	0	0	0
B6	Telephone box	High Street	Buildings	0	0	0	0	0	0
B7	Containers	Recreation ground	Buildings	0	0	0	0	0	0
BC1	Chairs (100)	Village hall - main hall	Building Contents	0	0	0	0	0	0
BC2	Chair racks (2)	Village hall	Building Contents	0	0	0	0	0	0
BC3	Folding tables	Village hall - main hall	Building Contents	0	0	0	0	0	0
BC4	Curtains	Village hall	Building Contents	0	0	0	0	0	0
BC5	Fire extinguishers	Village hall	Building Contents	0	0	0	0	0	0
BC6	Archive cabinets	Village hall	Building Contents	0	0	0	0	0	0
BC7	Storage racking	Village hall	Building Contents	0	0	0	0	0	0
BC8	Lincat range cooker	Village hall	Building Contents	0	0	0	0	0	0
BC9	Hobart dishwasher	Village hall	Building Contents	0	0	0	0	0	0
BC10	Vogue prep table	Village hall	Building Contents	0	0	0	0	0	0
BC11	Samsung fridge/freezer	Village hall	Building Contents	0	0	0	0	0	0
BC12	Bosch fridge	Village hall	Building Contents	0	0	0	0	0	0
BC13	Bosch fridge	Village hall - upstairs room	Building Contents	0	0	0	0	0	0
BC14	Meeting room tables	Village hall	Building Contents	0	0	0	0	0	0
BC15	Meeting room chairs	Village hall	Building Contents	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
BC16	Store room racking	Village hall	Building Contents	0	0	0	0	0	0
BC17	PVC windows	Village hall	Building Contents	0	0	0	0	0	0
BC18	Fire doors	Village hall	Building Contents	0	0	0	0	0	0
SF1	No parking signs	Village green	Street Furniture	0	0	0	0	0	0
SF2	Sign	Wellhouse Meadow	Street Furniture	0	0	0	0	0	0
SF3	Village sign	Village green	Street Furniture	0	0	0	0	0	0
SF4	Noticeboard	Barton Road	Street Furniture	0	0	0	0	0	0
SF5	Noticeboard	High Street	Street Furniture	0	0	0	0	0	0
SF6	Waste bins (2)	Recreation ground	Street Furniture	0	0	0	0	0	0
SF7	Dog bins (7)	Various locations	Street Furniture	Dog bags on the ground (health hazard)	Members of the public	4	6	24	Ensure that there are adequate bins and they are emptied regularly to prevent them from being over-filled
SF8	Defibrillator	Inside telephone box on High Street	Street Furniture	0	0	0	0	0	0
SF9	Defibrillator	On Rec side of Village Hall	Street Furniture	0	0	0	0	0	0
SF10	Defibrillator	On west side of Barton Road bus shelter	Street Furniture	0	0	0	0	0	0
SF11	Waste bin	Skatepark	Street Furniture	0	0	0	0	0	0
TB1	Bench (plastic)	Wellhouse Meadow by wellhouse	Tables and Benches	0	0	0	0	0	0
TB2	Bench (plastic)	Wellhouse Meadow SW corner	Tables and Benches	0	0	0	0	0	0
TB3	Bench (plastic)	Wellhouse Meadow north	Tables and Benches	0	0	0	0	0	0
TB4	Bench (plastic)	WM picnic area south	Tables and Benches	0	0	0	0	0	0
TB5	Picnic Table (plastic)	WM picnic area west	Tables and Benches	0	0	0	0	0	0
TB6	Picnic Table (plastic)	WM picnic area north east	Tables and Benches	0	0	0	0	0	0
TB7	Picnic Table (plastic)	WM picnic area middle east	Tables and Benches	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
TB8	Picnic Table (wood)	Village Hall car park east	Tables and Benches	0	0	0	0	0	0
TB9	Bench (wood)	Village Hall car park west	Tables and Benches	0	0	0	0	0	0
TB10	Bench (plastic)	Play area south west	Tables and Benches	0	0	0	0	0	0
TB11	Bench (plastic)	Play area south	Tables and Benches	0	0	0	0	0	0
TB12	Bench (plastic)	Play area south east	Tables and Benches	0	0	0	0	0	0
TB13	Bench (plastic)	Play area east	Tables and Benches	0	0	0	0	0	0
TB14	Picnic Table (plastic)	Recreation ground by play area south	Tables and Benches	0	0	0	0	0	0
TB15	Picnic Table (wood)	Recreation ground by play area north	Tables and Benches	0	0	0	0	0	0
TB16	Bench (wood)	Recreation ground by tennis court	Tables and Benches	0	0	0	0	0	0
TB17	Bench (plastic)	Recreation ground by tennis court	Tables and Benches	0	0	0	0	0	0
TB18	Bench (wood)	Recreation ground by tennis court	Tables and Benches	0	0	0	0	0	0
TB19	Bench (wood)	Village green verge west	Tables and Benches	0	0	0	0	0	0
TB20	Bench (plastic)	Village green verge east	Tables and Benches	0	0	0	0	0	0
TB21	Bench (wood)	Lilac Close bus shelter	Tables and Benches	0	0	0	0	0	0
TB22	Bench (wood)	Barton Road bus shelter	Tables and Benches	0	0	0	0	0	0
TB23	Bench (plastic)	Riverside	Tables and Benches	0	0	0	0	0	0
TB24	Bench (plastic)	New Road west, outside number 128	Tables and Benches	0	0	0	0	0	0
TB25	Bench (plastic)	New Road/Trinity Close	Tables and Benches	0	0	0	0	0	0
TB26	Bench (plastic)	Trinity Close grass	Tables and Benches	0	0	0	0	0	0



No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
TB27	Bench (recycled plastic)	WM picnic area south east	Tables and Benches	0	0	0	0	0	0
GF1	Gate	Recreation ground	Gates and Fences	0	0	0	0	0	0
GF2	Gates (4)	Wellhouse Meadow	Gates and Fences	0	0	0	0	0	0
GF3	Gate	Skatepark	Gates and Fences	0	0	0	0	0	0
GF4	Gate	Harston Road	Gates and Fences	0	0	0	0	0	0
SL1	SC3	Back Lane OP 15	Street Lights	0	0	0	0	0	0
SL2	SC2	The Knapp OS 8	Street Lights	0	0	0	0	0	0
SL3	SC4	Wisbey's Yard OS1	Street Lights	0	0	0	0	0	0
SL4	SC5	Wisbey's Yard OS10	Street Lights	0	0	0	0	0	0
SL5	SC6	Wisbey's Yard OS6	Street Lights	0	0	0	0	0	0
PE1	Multi see-saw	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE2	Steam engine	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE3	Contester	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE4	Swings	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE5	Cradle swings	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE7	Two bay swings	Recreation ground	Playground Equipment	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
PE8	Large cableway	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE9	Platform for cableway	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE10	Skyline	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE11	Traction	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE12	Super nova	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE13	Flexus	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE14	Hip twister	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE15	Balance beams and boulders	Recreation ground	Playground Equipment	0	0	0	0	0	0
PE16	Spinning bowl	Recreation ground	Playground Equipment	0	0	0	0	0	0
WM1	War memorial	Churchyard	War Memorial	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
GS1	Car park	Recreation ground	Ground Surfaces	0	0	0	0	0	0
GS2	Play area	Recreation ground	Ground Surfaces	0	0	0	0	0	0
GS4	Basketball court	Skate park	Ground Surfaces	0	0	0	0	0	0
SE1	Cricket nets	Recreation ground	Sports Equipment	0	0	0	0	0	0
SE2	Skate park equipment	Skate park	Sports Equipment	0	0	0	0	0	0
SE3	Table tennis table	Table tennis table	Sports Equipment	0	0	0	0	0	0
SE4	Basketball court	Skate Park	Sports Equipment	0	0	0	0	0	0
SD1	Sun Dial	Village green	Sun Dial	0	0	0	0	0	0
TH1	Trees	Various locations	Tress and Hedges	0	0	0	0	0	0
TH2	Hedges	Various locations	Tress and Hedges	0	0	0	0	0	0
CE1	Laptop - Clerk	Clerk's home	Computer Equipment	0	0	0	0	0	0
CE2	Laptop - Chairman	Chairman's home	Computer Equipment	0	0	0	0	0	0
CE3	External hard drives (2)	Clerk's home/village hall	Computer Equipment	0	0	0	0	0	0
CE4	MVAS equipment	Various locations	Computer Equipment	0	0	0	0	0	0
CE5	Speedwatch equipment	Various locations	Computer Equipment	0	0	0	0	0	0
CE6	Laptop - Administrator for Badcock Trust	Administrator's home	Computer Equipment	0	0	0	0	0	0
CE7	Printer for BRGT Administrator	Administrator's home	Computer Equipment	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
E1	Parish Clerk/RFO	-	Employees	0	0	0	0	0	0
E2	Village Hall caretaker	-	Employees	0	0	0	0	0	0
E3	Bin man	-	Employees	0	0	0	0	0	0
E4	Contractors	-	Employees	0	0	0	0	0	0
E5	Cleaner	-	Employees	0	0	0	0	0	0
E6	Administrator to Badcock Trust / Bookings clerk	-	Employees	0	0	0	0	0	0
M1	Failure to attract sufficient candidates for Councillor vacancies or elections	-	Management	0	0	0	0	0	0
M2	Failure to achieve quorum at meetings	-	Management	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
M3	Lack of public consultation by Council	-	Management	0	0	0	0	0	0
M4	Failure to respond to electors wishing to exercise right of inspections	-	Management	0	0	0	0	0	0
M5	Councillors acting alone outside meetings	-	Management	0	0	0	0	0	0
M6	Council decisions not implemented	-	Management	0	0	0	0	0	0
M7	Inaccurate, untimely, improper minutes	-	Management	0	0	0	0	0	0
M8	Inadequate document control	-	Management	0	0	0	0	0	0
M9	Failure to recognise and address conflict of interest	-	Management	0	0	0	0	0	0
M10	Incomplete/inaccurate register of Councillors' interests	-	Management	0	0	0	0	0	0
M11	Loss of data on PC due to system fault	-	Management	0	0	0	0	0	0
M12	Lack of professional advice	-	Management	0	0	0	0	0	0
M13	Loss of services of Parish Clerk	-	Management	0	0	0	0	0	0
M14	Lack of defined objectives or strategy	-	Management	0	0	0	0	0	0
M15	Lack of public participation at meetings	-	Management	0	0	0	0	0	0
M16	Allegations of libel or slander	-	Management	0	0	0	0	0	0
M17	Bad publicity	-	Management	0	0	0	0	0	0
M18	Non-compliance with data protection	-	Management	0	0	0	0	0	0
M19	Failure to correctly identify local needs or wishes	-	Management	0	0	0	0	0	0
F1	Financial loss	-	Finance	0	0	0	0	0	0
F2	Income - ensuring that all requirements are met under HMRC regulations	-	Finance	0	0	0	0	0	0

No	Description	Location	Category	Hazard 3	Those in danger	Severity 1-10	Likelihood 1-10	Risk Rate	Measures/Comments
F3	Failure to complete/submit Annual Return on time	-	Finance	0	0	0	0	0	0
F4	Improper contracting procedures	-	Finance	0	0	0	0	0	0
F5	Accidental damage to fixed assets	-	Finance	0	0	0	0	0	0
F6	Orders for works, goods and services - monitoring of performances against agreed standards under partnership agreements	-	Finance	0	0	0	0	0	0
F7	Vandalism to fixed assets	-	Finance	0	0	0	0	0	0
F8	Loss to third parties	-	Finance	0	0	0	0	0	0
F9	Inadequate insurance	-	Finance	0	0	0	0	0	0
F10	Failure to calculate/submit precept on time	-	Finance	0	0	0	0	0	0
F11	Inadequate annual precept and unsound budget	-	Finance	0	0	0	0	0	0
F12	Failure to account for and recover VAT	-	Finance	0	0	0	0	0	0
F13	Failure to stay within budget	-	Finance	0	0	0	0	0	0
F14	Holding excessive or inadequate reserves	-	Finance	0	0	0	0	0	0
F15	Fraud by Clerk	-	Finance	0	0	0	0	0	0
F16	Fraud by Councillor	-	Finance	0	0	0	0	0	0
F17	Inadequate awareness of relevant legislation	-	Finance	0	0	0	0	0	0
F18	Failure to comply with relevant legislation	-	Finance	0	0	0	0	0	0
F19	Failure to maintain fixed assets register	-	Finance	0	0	0	0	0	0
F20	Improper financial records	-	Finance	0	0	0	0	0	0
F21	HMRC requirements not met	-	Finance	0	0	0	0	0	0
F22	Failure to comply with deadlines for accounts and returns	-	Finance	0	0	0	0	0	0