

Sampford Brett Parish Council

RISK REGISTER

Adopted 10th September 2025



Categories of risk

1. Financial
2. Assets
3. Legal
4. IT
5. Reputation
6. Staffing
7. Flood Volunteers Sub-Committee
8. Pandemic - conduct of parish council meetings in Sampford Brett Village Hall

Risk Assessment Matrix

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Note: Likelihood x Impact = Risk Rating

1 Financial

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
1.1	No internal control which facilitates adequate and effective financial management including arrangements for the management of risk.	Financial, criminal, or reputational loss	2	3	6	Financial Regulations are in place to govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. At least once a year, prior to approving the Annual Governance Statement, the council reviews the effectiveness of its system of internal control which shall be following proper practices.	3
1.2	Precept not sufficient for intended purpose	The council has insufficient income for the forthcoming year	2	2	4	The Budgeting process is continually checked throughout the year with the following years budget agreed in December enabling the Council to set the required precept.	2

2 Assets

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
2.1	Loss or damage to assets owned by the council e.g., Bus Shelter, Telephone Kiosk	Assets may be unusable or unsafe or not accessible. Risk of injury to users.	3	2	6	Regular checks undertaken to report defects or damage to council assets and reasonable budget distributed for regular/routine maintenance. Appropriate insurance cover in place.	4

3 Legal

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
3.1	The risk of damage to third party or individuals because of the council providing services or amenities to the public (public liability)	An insurance claim may be made against the council.	2	3	6	Current policies give the following cover under heading of Legal Liabilities: - Employers Liability - Public and Products Liability - Hirers Indemnity - Commercial Legal Protection	4

4 IT

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
4.1	The council risks losing files and data.	The council is unable to carry out its business and regulatory requirements.	2	3	6	All files are stored in the Office365 system which is cloud hosted.	3

5 Reputation

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
5.1	The council does not respond to enquiries from the public.	The Council fails in its task to provide a focus for the community to identify concerns and projects, and endeavour to solve them locally themselves.	2	3	6	Clerk monitors Parish correspondence and actions or forwards to relevant person; master correspondence list kept.	3
5.2	Members (or employees) do not behave to the standards expected.	The council risks reputational damage.	2	3	6	Code of conduct for Members and Grievance and Disciplinary policies are in place and are reviewed	3

6 Staffing

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
6.1	Clerk vacancy	The council cannot fulfil its statutory obligations, and its decisions are vulnerable to legal challenge, and its functions can be blocked.	2	3	6	• Relevant training, reference books, and access to the legal advice and assistance needed to perform their role effectively. • Necessary tools and equipment to carry out their duties. • Clear procedures for managing staff and ensuring business continuity. • Clear lines of accountability within the Council, with the Clerk responsible for the council's overall administration and providing advice • Appoint a Proper Officer - The council to hold a properly constituted meeting to appoint a proper officer to carry out the main functions of the clerk's role. • Temporary Arrangements - In the short term, and as an interim measure, Councillors may undertake some of the clerk's administrative duties on an unpaid basis. • Seek Assistance - The council to seek support from a neighbouring authority to provide assistance until a clerk is appointed	3

7. Flood Volunteers Sub-Committee

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
7.1	Physical hazards	Drowning, slips and trips, exposure to falling debris, hypothermia, electrocution	3	3	9	• Provide comprehensive training on safety procedures, first aid, the specific risks of flood environments, and how to use equipment.	6
7.2	Health hazards	Contact with contaminated water, injury from hazardous materials, exhaustion, mental health stress	3	3	9	• Ensure volunteers have access to and wear appropriate Personal Protective Equipment (e.g., sturdy waterproof boots, gloves, life vests, eye protection). • Ensure equipment is well-maintained, suitable for the task, and volunteers know how to use it safely.	6
7.3	Operational risks	Lack of clear communication, task misallocation, working in unfamiliar environments, equipment failure.	3	3	9	• Establish clear communication channels and protocols for reporting incidents, changing conditions, and coordinating tasks. • Implement plans for volunteer welfare, including access to clean water, food, breaks, and mental health support to manage stress. • Continuously monitor the implementation of mitigation strategies • Lessons learned from incidents or drills, and changing flood conditions	6
7.4	Vulnerable groups	Risk of harm to or from elderly, children, or those with medical conditions during	2	3	6	• Provide adequate supervision to monitor volunteer activities and ensure safety protocols are being followed	4

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
		volunteer interactions.					

8. Pandemic - conduct of parish council meetings in Sampford Brett Village Hall

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
8.1	Meeting attendee has symptoms	Contraction or spread of pandemic	2	3	6	No Councillor or member of the public will attend if they: • Have symptoms (new persistent cough, high temperature/fever or loss of smell/taste. • Live with anybody who has the above symptoms. • Has been contacted through Track & Trace and advised too self-isolate. • Has had a positive test within the last 14 days.	3
8.2	Meeting attendee is categorised as highly vulnerable	Contraction or spread of Pandemic	2	3	6	Persons identified as Highly Vulnerable are recommended not to attend a face-to-face meeting.	3
8.3	Arriving at Hall prior to Meeting	Contraction or spread of pandemic	2	3	6	• Enter Hall via front entrance one person at a time, adhering to social distancing guidelines. No congregation outside. • Social Distancing notice to be displayed at Entrance. • All attendees MUST wear face mask or face covering for the duration of the meeting. • One person to log meeting attendees ensuring name and contact details for purposes of Test, Track and Trace. The sign-in sheet will be retained by the Clerk. • On arrival all attendees MUST use hand sanitiser provided at entrance to hall. • All tables and chairs will be spread out at least two-meter distance. • All touch points (door handles/toilet handles/tables including chairs to be sanitised prior to meeting • Sit on chair/table indicated by Clerk. • No food or beverages are to be consumed on premises. Kitchen will be closed off.	3

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
8.4	Conduct of Meeting	Contraction or spread of pandemic	2	3	6	• Safety Briefing. Prior to start of meeting, Clerk will read out actions identified in the Hall's Risk Assessment and highlight all signage. • Everyone is to remain seated throughout meeting. • Windows, identified by the Clerk, will be opened where appropriate for improving ventilation. • Only one person at a time to use each suite of toilets if/when necessary. Wash hands with hot soapy water for 20 seconds. • Any person taken ill will be taken to the designated safe area. All other people will be asked to leave premises and recommended washing hands and clothing upon reaching home. Clerk will remain with individual and telephone for aid as needed. • Hall Booking Secretary will be informed as soon as possible.	3
8.5	Signing papers and cheques at end of Meeting	Contraction or spread of pandemic	2	3	6	• Papers and cheques requiring signatures will be passed by the Clerk to the right people at the end of the meeting. • Signees are to use their own pens which they brought to the meeting. • Signatories MUST use hand sanitiser (minimum 60% alcohol content) at once after signing documents/cheques. • The Clerk will then collect papers and cheques upon completion.	3

Risk No.	Description	Impact	Likelihood score	Impact score	Risk rating	Control Measure	Score after control
8.6	Leaving Hall after Meeting	Contraction or spread of pandemic	2	3	6	- Everyone will exit via the Front Entrance, one at a time and adhering to the social distance guidelines. No congregation outside. - The Clerk will clean all used surfaces during the period of hire (tables, chairs, wash hand basins, door/window handles and light switches) and ensure all windows are closed and the Hall is secure. - Waste bags used will be removed from the Hall, double bagged and disposed of responsibly by the Clerk.	3
8.7	Meeting attendee has symptoms	Contraction or spread of pandemic	2	3	6	No Councillor or member of the public will attend if they: - Have symptoms (new persistent cough, high temperature/fever or loss of smell/taste. - Live with anybody who has the above symptoms. - Has been contacted through Track & Trace and advised too self-isolate. - Has had a positive test within the last 14 days.	3
8.8	Meeting attendee is categorised as highly vulnerable	Contraction or spread of Pandemic	2	3	6	Persons identified as Highly Vulnerable are recommended not to attend a face-to-face meeting.	3