



LCRS 5. Risks report Allotments

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To control and minimize impact

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually				
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly				
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when				
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Quarterly				
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	As and when				
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually				



LCRS 5. Risks report Allotments

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To maintain high standard of cleanliness and minimize risk.

Aim = Arrange periodical site inspection.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly				
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Quarterly				
449	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. Maintain proper records of income received and banked Enforce provisions of tenancy agreements Maintain allotment register. Follow defined procedure for ourstanding debt. Enforce conditions of tenancy agreement. Provide for periodical reconciliation to allotment register and financial report to council.	Quarterly				
447	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process.	Annually				
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when				
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Monthly				
58	Physical	Uncontrolled equipment.	Enforce provisions of of tenancy agreement. Review position by regular visits to sites. Liaise with allotment society.	Quarterly				



LCRS 5. Risks report Allotments

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Powers to provide allotments

Requirement = To ensure security of site and equipment.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets.	Annually				
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Annually				
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Annually				

Completed by:

Date:

Position:

No of risks scored

0

Average score:



LCRS 5. Risks report Bonfire Celebrations

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To provide adequate protection

Aim = To provide adequate protection

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Insurance cover and loss of income	Ensure that appropriate insurance cover is in place as a prerequisite to events. Quote to be sought to cover costs in event of cancellation.	Annually	Low	High	3	
0	Physical	Health & Safety	Determine responsibility for Health & Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place.	Annually	Medium	Medium	4	Yes
0	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Arrange attendance of First Aid/ambulance service.	Annually	Medium	Medium	4	Yes
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of all fireworks and other combustible materials. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations are followed.	Annually	Medium	Medium	4	Yes

Completed by:

Date:

Position:

No of risks scored

4

Average score:

3.8



LCRS 5. Risks report Bus Shelters

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide and maintain shelters

Requirement = To ensure that the authority has all necessary licences

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	Low	Low	1	
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Weekly	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Low	Low	1	
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	As and when	Low	Low	1	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Low	Low	1	

Completed by:	Date:	Position:	No of risks scored	6	Average score:	1.0
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LCRS 5. Risks report Car Parks

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide & maintain.

Requirement = To maintain desired standard of cleanliness and minimize

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
191	Environmental	Cleaning and litter control.	Define standards required. Provide litter bins as deemed appropriate Define responsibility for cleaning and ensure any training complete. Ensure any hazardous litter properly dealt with. Provide for regular physical site inspections to ensure standards maintained.	Monthly	Low	Low	1	
174	Financial	Inadequate insurance cover	Carry out annual review of insurance cover and ensure that all risks have been taken into account.	Annually	Low	Low	1	
196	Financial	Loss of income.	Define responsibility for collection of income. Maintain proper records of tickets issued/sold etc and reconcile to cash collected on a regular basis. Ensure that all ticket machines are fully maintained and tested daily. Collect and bank cash daily. Enforce regulations. Carry out audit/spot checks.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



LCRS 5. Risks report

Cemeteries/Churchyards

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = Need to find more land to use

Aim = Identify suitable sites.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of burial space	Contact landowners. Acquire land. Set budget if required.	As and when	Medium	High	6	Yes
69	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Low	1	
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
63	Environmental	Dog fouling	Consider banning dogs from cemeteries Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Dog Control orders in place. Arrange for appropriate agency to deal with stray dogs where a problem.	Quarterly	Low	Low	1	
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee Provide for internal audit testing of income banked against underlying records	Annually	Low	Low	1	



LCRS 5. Risks report Cemeteries/Churchyards

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To maximize the collection of income.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
75	Financial	Failure to collect charges	<p>Define responsibility for collection of cemetery income.</p> <p>Prepare debtor accounts promptly.</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Issue receipts for all income received.</p> <p>Follow defined procedure for issue of reminders for unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off of any bad debts.</p>	Annually	Low	Low	1	
71	Financial	Failure to review charges	<p>Ensure that all charges are reviewed annually as an integral part of the budgetary process.</p>	Annually	Low	Low	1	
0	Physical	Loss arising from theft/misappropriation	<p>Determine responsibility for stock control.</p> <p>Arrange for regular stock checks.</p> <p>Maintain proper records.</p> <p>Reconcile stocks to sales etc records.</p> <p>Investigate significant differences.</p> <p>Provide for internal audit testing.</p>	Annually	Low	Low	1	
70	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	Annually	Low	Low	1	



LCRS 5. Risks report Cemeteries/Churchyards

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize the risk of damage/injury arising from fire.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
73	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.	Annually	Low	Low	1	
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	Quarterly	Low	Medium	2	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

12

Average score:

1.5



LCRS 5. Risks report Code of Conduct

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Duty to adopt a code of conduct**

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Quarterly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Community Centres

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide and equip buildings for use of clubs having

Requirement = To meet all statutory requirements for service provision

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
136	Administration/ Legal	Failure to obtain all necessary licences, ie bar, music, weddings, etc	Licence, if required, to be obtained by person hiring Day Centre	Annually	Low	Low	1	
140	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Low	1	
144	Environmental	Pollution, ie. noise, litter etc.	Ensure that adequate controls/conditions are included in booking application form. Ensure that all users are aware of conditions attached to use of premises. Define policy for dealing with offenders.	Annually	Low	Low	1	
138	Environmental	Cleaning	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Monthly	Low	Low	1	
432	Financial	Inadequate budget provision	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves/virement.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Quarterly	Low	Low	1	



LCRS 5. Risks report Community Centres

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide and equip buildings for use of clubs having
Requirement = To maintain a high standard of security.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
16	Physical	Security of buildings	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	
143	Physical	Security of Hazardous Substances + D73	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
141	Physical	Maintenance of equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Annually	Low	Low	1	
431	Physical	Security of equipment	Define policy for security of equipment. Ensure that responsibility of users is clearly defined in hire/user agreement. Allocate responsibility for security/control. Maintain records of loss or damaged equipment. Maintain asset register.	Annually	Low	Low	1	



LCRS 5. Risks report Community Centres

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide and equip buildings for use of clubs having
Requirement = To minimize the risk of loss.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
142	Physical	Stock control	Define responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records	Monthly	Low	Low	1	
17	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible. Maintain records of staff training. Maintain records of any injuries.	Annually	Low	Low	1	
0	Physical	Maintenance of buildings	Define responsibility in job descriptions etc. Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

13

Average score:

1.0



LCRS 5. Risks report Computing

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain adequate security of site and equipment

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	Low	1	
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	Low	1	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



LCRS 5. Risks report Council Meetings

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = **To meet all statutory requirements and maintain effective**

Aim = **To meet all statutory requirements**

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Annually	Medium	Medium	4	Yes
452	Administration/ Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings.. Arrange signing by chairman and maintain file.	As and When	Low	Low	1	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Low	1	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.8



LCRS 5. Risks report

Council Property and Documents

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Duty to disclose documents and to adopt publication scheme**

Requirement =

Aim = **None**

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Low	1	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Low	1	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia in suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions	Monthly	Low	Low	1	
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Daily	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report

Crime Prevention - CCTV

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Powers to spend money on various crime prevention

Requirement = To meet requirements of code.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to comply with Code of Practice	Ensure that where appropriate operatives are aware of code requirements Provide for necessary training	Annually	Low	Low	1	
0	Administration/ Legal	Data Protection - Registration & compliance	Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	
0	Physical	Failure of system - equipment	Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.	Annually	Low	Low	1	
0	Physical	Security of control room operations	Maintain proper records. Policies for operation in accordance with the Information Commissioner's Office requirements.	Quarterly	Medium	Medium	4	Yes
0	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Low	1	
0	Physical	Security of equipment	Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	Quarterly	Medium	Medium	4	Yes
0	Technical	Unauthorised use of equipment	Maintain security of system Set up password authorisation to restrict access.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

8

Average score:

1.8



LCRS 5. Risks report Data Protection

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Employment of Staff

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Duty to Appoint**

Requirement = **To ensure that the council fulfills it's responsibilities.**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employess Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	High	3	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	High	3	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records. Council has budget for staff training.	Annually	Low	Low	1	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Low	1	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	Low	1	
352	Professional	Attacks on Personnel	Ensure that an effective security sytem is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Medium	2	



LCRS 5. Risks report Employment of Staff

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Duty to Appoint**

Requirement = **To protect staff.**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.7



LCRS 5. Risks report

Entertainment and the arts

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To ensure that appropriate insurance cover in place.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
382	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers.	Annually	Low	Low	1	
442	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	High	3	
149	Administration/ Legal	Staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Low	1	
429	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	As and when	Low	Low	1	
167	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To maximize income due to the council

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
170	Financial	Failure to collect rents & charges	<p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Make provision for prompt banking.</p> <p>Issue tickets/receipts for all income received.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off on any irrecoverable debts.</p>	Annually	Low	Medium	2	
171	Financial	Contractual arrangements with service providers- films, artistes etc.	<p>Ensure that a signed contract is in place as pre requisite of service provision.</p> <p>Check/enforce contract conditions in interest of council.</p>	As and when	Low	High	3	
165	Financial	Box Office controls	<p>Determine policy and responsibility for box office security.</p> <p>Define responsibility cash handling procedures</p> <p>Ensure appropriate staff training.</p> <p>Maintain comprehensive records, ticket returns/reconciliation etc.</p> <p>Arrange periodical checks/internal audit.</p>	Annually	Low	Low	1	
0	Fire	To safeguard against the risk of fire.	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation.</p>	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
178	Physical	Stock control	Determine responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	
173	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Low	1	
176	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
440	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
177	Physical	Security of buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	



LCRS 5. Risks report

Entertainment and the arts

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Provision of entertainment and support of the arts

Requirement = To safeguard against fire risk.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

16

Average score:

1.3



LCRS 5. Risks report Financial Management

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure all expenditure is intra vires

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Low	1	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	Low	1	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Low	1	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council	Monthly	Low	Low	1	



LCRS 5. Risks report Financial Management

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure effective management of financial affairs of council

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	Low	1	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Low	1	
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1	



LCRS 5. Risks report Financial Management

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	Low	1	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	Low	1	
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	



LCRS 5. Risks report Financial Management

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.0



LCRS 5. Risks report Gifts

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to accept

Requirement = To protect interest of council and members

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

1.0



LCRS 5. Risks report Investments

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to participate in schemes of collective investment

Requirement = To maintain proper records.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register.	Annually	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Maintain effective internal audit. Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Quarterly	Low	Low	1	
198	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.0



LCRS 5. Risks report Land

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of
Requirement = To ensure that all assets of the council are properly recorded.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1	
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Annually	Medium	Medium	4	Yes
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Medium	2	
21	Environmental	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	High	3	
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Annually	Low	Low	1	



LCRS 5. Risks report Land

Stansted Mountfitchet Parish Council Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To minimize risk of loss.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
26	Financial	Failure to collect income	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Write of irrecoverable sums to be subject to council approval Arrange appropriate internal audit testing..	Annually	Low	High	3	
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1	
24	Financial	Failure to review rents and other charges	Ensure that all rents and charges are subject to review as part of the budgetary process. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.	Annually	Low	Low	1	
239	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.	Annually	Low	Low	1	



LCRS 5. Risks report Land

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To ensure proper maintenance of council owned assets.

Scoring note:
Low = 1,
Medium =2
and High =3

Aim =

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	High	3	
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Annually	Low	Low	1	
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Low	1	
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

13

Average score:

1.8



LCRS 5. Risks report Litter

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide receptacles; Duty to empty & cleanse those

Requirement = To employ trained/experienced personnel

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
225	Administration/ Legal	Inefficient service provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	High	3	
3	Environmental	Unauthorised Fly posting/nuisance.	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
1	Environmental	Vandalism/theft/damage	Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Low	Low	1	
7	Environmental	Inappropriate location of litter bins	Define council policy and plan for location of bins. Carry out periodical review.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
437	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Low	1	
2	Physical	Failure to empty	Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.6



LCRS 5. Risks report Meetings of the Council

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Duty to meet**

Requirement = **Ensure that provisions of the act are met**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	High	High	9	Yes
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Low	1	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Low	1	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.6



LCRS 5. Risks report Newsletters

Stansted Mountfitchet Parish Council Assessment for year 2018 To 2019

Your Duty = Power to provide from 'free resource'

Requirement = To meet required standard.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	As and when	Low	Low	1	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	As and when	Low	Low	1	
397	Administration/ Legal	Failure to meet minimum requirement for quality status	Arrange testing/ assessment of input to ensure that requirement is met.	Quarterly	Low	Low	1	
0	Environmental	Failure to deliver and litter	Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.	Quarterly	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	High	3	
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met.. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.5



LCRS 5. Risks report Open spaces

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users.	Annually	Low	Low	1	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Daily	Low	Medium	2	
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Low	Medium	2	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	High	3	
441	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Annually	Low	Low	1	



LCRS 5. Risks report Open spaces

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to acquire land and maintain

Requirement = To minimize risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
318	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	
315	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

9

Average score:

1.6



LCRS 5. Risks report Play Areas

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Low	1	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	High	3	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Low	High	3	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.5



LCRS 5. Risks report

Provision of Office Accommodation

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Power to provide**

Requirement = **To ensure proper financial provision.**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	High	3	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Quarterly	High	High	9	Yes
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	High	3	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Low	1	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

3.4



LCRS 5. Risks report

Provision of Website/Internet Access

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Low	1	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

1.5



LCRS 5. Risks report

Public buildings and Village hall

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To ensure proper council representation.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
29	Administration/ Legal	Inadequate representation on management committee	Arrange appointment of council representatives as set out in management agreement. Arrange periodical report on council agenda.	Annually	Low	Low	1	
0	Administration/ Legal	Absence of lease	Lease in place with Essex County Council	Annually	Low	Low	1	
411	Administration/ Legal	Failure to obtain necessary licences.	Determine responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
11	Administration/ Legal	Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Quarterly	Low	Low	1	
266	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Annually	Low	Low	1	
272	Financial	Failure to set/review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
439	Financial	Failure to collect income	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	High	3	



LCRS 5. Risks report

Public buildings and Village hall

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To provide for budgetary review of service

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Impact	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
267	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Annually	Low	High	3	
262	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Low	1	
263	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
264	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Quarterly	Low	High	3	
268	Physical	Theft	Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training Maintain register of assets.	Annually	Low	Low	1	
269	Physical	Vandalism	Maintain liaison with local enforcement agencies. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	



L CRS 5. Risks report

Public buildings and Village hall

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To minimize risk associated with the use of hazardous

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
271	Physical	Hazardous substances	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

14

Average score:

1.4



LCRS 5. Risks report Public Conveniences

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To meet statutory obligations for service provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
261	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually				
277	Administration/ Legal	Service level agreement with principal authority	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually				
260	Administration/ Legal	Contract with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually				
292	Environmental	Pollution	Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Ensure that all drains etc. are properly maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place to deal promptly with any problems arising.	Daily				
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Daily				
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually				



LCRS 5. Risks report Public Conveniences

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
291	Financial	Failure to collect all income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded Arrange prompt banking. Arrange appropriate internal audit testing.	Annually				
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily				
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually				
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Daily				
283	Physical	Hazardous substance control	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually				
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually				



LCRS 5. Risks report Public Conveniences

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To safeguard council property.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

0

Average score:



LCRS 5. Risks report Seats

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = **To minimise risk arising from use.**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.	Annually	Low	Low	1	
0	Technical	Provision of inadequate public seating	Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



LCRS 5. Risks report Shelters & Seats

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risk arising from provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. Ensure that all prospective donors are provided with copy of policy Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Annually	Low	Low	1	
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



LCRS 5. Risks report Skatepark

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risk arising from anti social behaviour

Aim = Ensure adequate controls in place

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Weekly	Low	Low	1	
0	Environmental	Inadequate Safety Signage	Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.	Monthly	Low	High	3	
0	Financial	Legal Liability arising from asset ownership	Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.	Annually	Low	Low	1	
0	Physical	Injury to users arising from accident.	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurer). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the purpose of reported accidents.	Weekly	Low	Medium	2	



LCRS 5. Risks report Skatepark

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To minimise risks arising.

Aim = Monitor site and facility regularly.

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	General Health & Safety	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detail records of inspections which must be dated and signed.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.6



LCRS 5. Risks report Street/Footway Lighting

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to provide

Requirement = To ensure proper agreements in place

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
278	Administration/ Legal	Service level agreements	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	High	3	
279	Administration/ Legal	Contracts with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	High	3	
293	Environmental	Fly posting	Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
203	Environmental	Failure to provide lighting	Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.	Quarterly	Low	High	3	
285	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
290	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	High	3	
287	Physical	Security of inspection plates etc.	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Annually	Low	Low	1	
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Annually	Low	High	3	



LCRS 5. Risks report Street/Footway Lighting

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = **Power to provide**

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

8

Average score:

2.3



LCRS 5. Risks report Village Signs

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to erect (with Highway Authority approval)

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.5



LCRS 5. Risks report War Memorials

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	High	3	
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	High	3	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

3.0



LCRS 5. Risks report Web Sites

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = **To ensure that the council has full control of web site**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.	Annually	Low	Low	1	
0	Administration/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	Low	1	
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	High	3	
0	Administration/ Legal	Non conformance with the Data Protection Act	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	High	3	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Low	Low	1	
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	Low	1	



LCRS 5. Risks report Web Sites

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = **To minimise risk**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	Low	1	
0	Administration/ Legal	Lack of visibilty of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacty practices or the content of external Web sites.	Annually	Low	Low	1	
0	Administration/ Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	Low	1	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purhased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	



LCRS 5. Risks report Web Sites

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = **To minimise risk**

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Monthly	Low	Medium	2	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views,comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary.	Annually	Low	Low	1	
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Low	1	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Low	Low	1	
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	



LCRS 5. Risks report Web Sites

Stansted Mountfitchet Parish Council
Assessment for year 2018 To 2019

Your Duty =

Requirement = To minimise risk arising from poor design.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.3