Grappenhall and Thelwall Parish Council
Risk Management Assessment
Adopted at Full Council 19th February 2026

1. **Introduction**

1.1 Risk Management is key in every organisation. The failure to pay proper attention to the likelihood and consequences of risks can cause the Council serious problems. Therefore, effective management of risk is a critical part of the Council's approach to the way in which it works and delivers its services to the community.

2. **Purpose**

2.1 The purpose of the Council's Risk Management Register is to identify and address any risks that are associated with the Council's activities, assets and employees; to quantify the risk/impact level and to detail the controls in place to reduce the risk.

3. **Monitoring and Review**

3.1 Risks change over time therefore it is necessary to monitor the implementation and effectiveness of the control actions identified and how the risk has changed over time. In accordance with the Council's Financial Regulations this document will be reviewed by the Council at least annually.

Grappenhall and Thelwall Parish Council
Risk Management Assessment
Adopted at Full Council 19th February 2026

PARISH COUNCIL OFFICE			
Hazards	**Who may be affected and how**	**Dealing with the risks**	**What, if any, further action is required**
Slips and trips	Staff and visitors could be injured if they trip over objects or slip on spillages.	• General good housekeeping. • Obvious hazards such as steps pointed out to staff and visitors. • Staff keep work areas clear e.g., no boxes or objects left in walkways, deliveries put away immediately, no trailing cables or wires. • All areas well lit, including stairs. • Secure handrail provided on the stairs. • Office cleaned regularly. • Spills mopped up immediately, a mop, bucket, brushes, and pan available. • First Aid box provided in the office. • Staff First Aid trained.	
Manual Handling of paper, office equip. etc.	Staff risk injury or back pain from handling heavy/bulky objects.	• A trolley is available to move heavy items. • High shelves used for light objects only.	All staff to be reminded not to try to lift objects that appear too heavy to handle.

Display Screen Equipment	Staff risk pain, discomfort or injuries from overuse or improper use of poorly designed workstations.	• Workstations designed to take account of ergonomic factors. • Work arranged so that staff do not use computers for continuous, long periods of time i.e., breaks away from the computer screen. • Regular eye tests provided for all office-based staff. upon request	
IT Risks	Hacking, breakdown	• All computers and laptops are protected with Kaspersky (High-Tech Protection). For Virus/threat protection • Account protection • Firewall & network protection • App & browser control • Device security	
		•	
Working at height	Falls from height can cause injuries.	• Kick stool provided to enable staff to safely file or retrieve things from high shelves.	
Falling objects	Falling objects can cause injury	• Books, files, paper and equipment are stored safely and securely on shelves.	

Electrical	Faulty electrical equipment can cause electrical shocks, burns and start fires.	• Annual PAT testing and inspection of the electrical system every 5 years. • Staff trained to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. • Defective equipment taken out of use safely and promptly replaced. • All repairs carried out by a qualified electrician. • Staff know where fuse box is and how to safely switch off electricity in an emergency. • Access to fuse box kept clear.	
Stress	Staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	• Staff understand what their duties and responsibilities are. • Staff can talk confidentially to the Clerk if they are feeling unwell or ill at ease about things at work. • 'No bullying' policy.	
Fire	If trapped staff could suffer fatal injuries from smoke inhalation/burns.	• Fire risk assessment carried out and fire alarm system installed, regularly tested and maintained accordingly. • Fire escape route to be kept clear of obstructions and combustible materials at all times.	
Air Source Heat pump	Fire from outside fan	• Isolator switch outside to be turned off, situated above the air source heat pump outside the office building.	

Lone working	Staff could suffer injury or ill health while working alone. Potential danger from visitors.	• Video door entry system now installed so visitors can be seen before the door is unlocked. • The area is lit at night so visitors can be seen when it is dark. • Staff have the option not to open the door to visitors if working alone. • In the event of a problem police, emergency services or other assistance can be called.	
COUNCIL AND COMMITTEE MEETINGS			
Hazards	**Who may be affected and how**	**Dealing with the risks**	**What, if any, further action is required**
Slips and trips	Staff and visitors could be injured if they trip over objects or slip on the steep stairs.	• General good housekeeping. • Obvious hazards such as steps pointed out to staff and visitors. • Staff keep work areas clear e.g. no boxes or objects left in walkways, deliveries put away immediately, no trailing cables or wires. • All areas well lit, including stairs. • Secure handrail provided on the stairs. • Office cleaned regularly. • Spills mopped up immediately, a mop, bucket, brushes and pan available. • First Aid box provided. • Staff First Aid trained.	

Fire	If trapped staff and visitors could suffer fatal injuries from smoke inhalation/burns.	• Fire risk assessment carried out and fire alarm system installed, regularly tested and maintained accordingly. • Fire escape route to be kept clear of obstructions and combustible materials at all times. • Fire safety/evacuation procedures in place.	
PARISH WARDEN			
Hazards	**Who may be affected and how**	**Dealing with the risks**	
Slips, trips and falls	Staff risk injuries such as fractures and bruising if they trip over objects or uneven surfaces and fall.	• Appropriate protective footwear provided for Parish Warden. • First aid kit provided in Parish Council vehicle. • Step ladders used to work at height certified to EN 131-2 'professional' standard and designed to take a vertical static load of 150kg? • Guidance in HSE leaflets INDG455 'Safe use of ladders and stepladders and INDG401 'Working at height safely: a brief guide' to be followed at all times.	

Musculoskeletal disorders (MSD) and injuries	Staff risk back pain if they try to lift objects that are heavy and/or awkward to carry such as machinery, SID and/or battery pack or heavy waste bags, or if they are required too often to work in awkward postures.	• Manual handling training provided for Parish Warden. • Parish Warden to follow safe systems of work. • Waste bags are not over filled. • Large, heavy items of waste reported so that safe removal can be arranged. • Long handled litter pickers provided to reduce the need to stretch and stoop. • Warden trained to use power tools and other machinery correctly. • The work is varied, and posture can be changed throughout the day accordingly. • Pain or injury reported to the Clerk a.s.a.p. and appropriate action taken.	

Injury and Ill Health from collecting and disposing of waste	Staff risk injury from sharp edges of ripped cans, broken glass. Danger from Hypodermic needles. Risk of ill health from exposure to bacteria and potentially hazardous substances through contact with skin, cuts and abrasions, inhalation or ingestion through hand to mouth contact. Danger of injury/fatality from passing traffic whilst collecting litter on highways and installing SIDs.	• Protective gloves and appropriate protective footwear and clothing provided for Parish Warden. • Waterproof trousers are provided. • High visibility jacket provided to improve visibility to passing traffic. • Refuse bags are not emptied and reused but thrown away with the rubbish. • Injuries reported to the Clerk a.s.a.p. and appropriate action taken. • Hand washing facilities available at the Parish Council Office so hands can be washed before eating or drinking. Parish Warden carries hand wipes. • Warden advised on safe disposal of hypodermic needles and issued with a Biohazard Sharps Disposal kit. • Parish Warden advised to report exposure to a hazardous substances. • Parish Warden advised to report any dermatitis or problems with hands. • Parish Warden advised to ensure up to date with Tetanus immunisation. • Parish Warden advised to take extra care when collecting litter on highways. • Parish Warden advised to park safely and responsible on highways. • Installation of SIDs to be at approved locations only. • Installer of SIDs to adhere to specific risk assessment requirements.	

Lone working	Staff could suffer injury or ill health while working alone.	• The Warden has a mobile phone and in the event of a problem police, emergency services or other assistance can be called.	
Verbal abuse or assault	Staff may suffer verbal abuse or possibly assault from members of the public, particularly if working in remote areas.	• Warden advised to use reasonable persuasion with abusive people but to avoid personal risk and cease activities if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously. • Any instances of verbal or physical abuse immediately reported to the Clerk and Police. • Regular meetings are held to discuss any issues of concern. • Warden issued with an identity card/authority to identify themselves to the public when necessary. • Warden has a mobile phone and in the event of a problem police, emergency services or other assistance can be called.	

Extremes of weather	Staff working outside may suffer discomfort, ill health and injury from extremes of weather.	• Appropriate protective footwear and clothing including a warm, reflective jacket, protective gloves and waterproof trousers provided for Parish Warden. • Consideration to be given to weather conditions and postpone/reschedule certain activities e.g. installation of SID, hedge cutting/strimming if there are high winds, rain, snow etc or to cooler times of day in times of extreme heat • Ensure Parish Warden can recognise symptoms of heat stress and take appropriate action. • Facilities for warm/cool drinks provided in Parish Council Office	
Machinery and tools	Staff and the general public at risk of injury from the use of machinery such as strimmer's, chainsaws, lawnmowers, and hedge trimmers.	• Warden issued with a protective helmet and goggles to prevent injury from flying debris. • Suitable protective gloves and boots with steel toe caps provided. • Warden issued with HSE guidance on safe working practices and advised to cease operations when the public are nearby and work at safe distances from the public. • Instructions provided with new equipment. • Training given for use of existing equipment.	

Parish Council Van	Staff and the general public at risk of personal injury from the use of the Parish Company Van, including the tipper function	• Fully comprehensive insurance to cover all liabilities with Zurich Insurance. • PPE provided. • Full training given on the use of the tipper function. Driving licences checked and verified annually. • First aid box in Council vehicle.	
PLAYGROUND EQUIPMENT			
Hazards	**Who may be affected and how**	**Dealing with the risks**	**What, if any, further action is required**

Equipment	Danger to users from faulty or broken equipment	• Annual inspection of play area/equipment carried out by RoSPA. Recommendations reported to the Parish Council and any hazards repaired a.s.a.p. • Parish Warden has received RoSPA Play safety Outdoor Routine Playground Inspection Training (October 2020) and carries out quarterly inspections. • Daily inspections carried out by caretakers and any broken equipment, vandalism or other hazards reported immediately to the Clerk. • Equipment taken out of use if damaged e.g. immobilising swings by padlocking chains to frame. • Minor repairs are undertaken by Caretakers/Parish Warden where appropriate, other repairs are carried out by play equipment contractors. • Annual maintenance budget to fund immediate repairs as necessary. • Caretakers instructed to close the playgrounds if faulty equipment or surfaces could cause injury to users until such time that the equipment can be made safe. • Public liability insurance in place.	

Slips and trips	Visitors could be injured if they trip or fall over objects or damaged surfaces.	• Play surfaces inspected daily by caretakers and any damaged surfaces are reported and repaired a.s.a.p. • Caretakers are instructed to prevent use of the equipment or close the playground if damaged surfaces present a serious trip hazard until such time that the surface can be properly repaired. • Grounds maintenance contractors carry out regular inspections of paths, surfaces and other potential hazards to the public and report any problems. • Public liability insurance in place.	
Litter/Fly tipping/Animal Droppings	Visitors risk injury/illness from litter and fly tipping.	• Litter collected daily by caretakers and bins empties twice weekly by Parish Warden. • Biohazard Sharps Disposal kit provided for caretakers.	
Dogs	Users could be at risk of injury from dogs not kept on a lead. Risk of infection from dog faeces.	• Notices displayed on play area fences – Children's play area - No dogs allowed. • Fences have been installed to keep dogs away from play equipment. • Signage to deter dog fouling.	
Fences	Broken fences could cause injury if there are any sharp edges resulting from damage or vandalism.	• Caretakers are required to carry out daily inspections and repair any minor damage if possible. • More serious damage reported to the Clerk and repairs arranged a.s.a.p.	

Trees and shrubs	Visitors risk injury from falling branches or overgrown shrubs/prickly or poisonous vegetation.	• Regular tree inspections are carried out by grounds maintenance contractors and recommended works carried out accordingly. • Grounds maintenance contractors report and deal with any hazardous/overgrown shrubs or vegetation. • Bi-annual Arboricultural Tree Hazard Surveys are carried out to assess the health and safety of trees.	
PLAYGROUND CARETAKERS			
Hazards	**Who may be affected and how**	**Dealing with the risks**	**What, if any, further action is required**
Slips, trips and falls	Staff risk injuries such as fractures and bruising if they trip over objects or uneven surfaces and fall.	• Caretakers advised to wear sensible, appropriate footwear with non-slip soles. • Litter removed on a daily basis. • Contractors regularly trim the grass, bushes and trees as required.	

Musculoskeletal disorders (MSD) and injuries	Staff risk back pain if they try to lift objects that are heavy and/or awkward to carry such as machinery or heavy waste bags, or if they are required too often to work in awkward postures.	• Caretakers lift safely and follow safe systems of work. • Waste bags are not over filled. • Large, heavy items of wastefly tipping/debris reported so that safe removal can be arranged. • Long handled litter pickers provided to reduce the need to stretch and stoop. • Pain or injury reported to the Clerk a.s.a.p. and appropriate action taken. • Pain or injury reported to the Clerk a.s.a.p. and appropriate action taken.	
Injury from collecting and disposing of waste	Staff risk injury from sharp edges of ripped cans, broken glass. Danger from Hypodermic needles. Risk of ill health from exposure to bacteria and potentially hazardous substances through contact with skin, cuts and abrasions, inhalation or ingestion through hand to mouth contact.	• Protective gloves are provided. • Advised to wear protective shoes. • Refuse bags are not emptied and reused but thrown away with the rubbish. • Injuries reported to the Clerk a.s.a.p. and appropriate action taken. • Caretakers advised on safe disposal of hypodermic needles and issued with a Biohazard Sharps Disposal kit. • Caretakers advised to report exposure to a hazardous substance. • Caretakers advised to report any dermatitis or problems with hands. • Caretakers advised to ensure up to date with Tetanus immunisation.	

Lone working	Staff could suffer injury or ill health while working alone.	• Caretakers have a mobile phone and in the event of a problem police, emergency services or other assistance can be called.	
Verbal abuse or assault	Staff may suffer verbal abuse or possibly assault from members of the public, particularly if working in remote areas.	• Caretakers advised to use reasonable persuasion with abusive people but to avoid personal risk and cease activities if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously. • Caretakers have a mobile phone and advised to call the police if criminal activity is witnessed. • Any instances of verbal or physical abuse immediately reported to the Clerk and police.	
GRAPPENHALL HEYS WALLED GARDEN			
Hazards	**Who may be affected and how**	**Dealing with the risks**	**What, if any, further action is required**

Slips and trips e.g. uneven surface of car park, slippery paths, leaks/spillages, cleaning floors etc.	Staff, visitors and volunteers could be injured if they trip over objects or slip on spillages. Paths slippery in winter. Uneven surface in the yard.	• Appropriate protective footwear and clothing provided for Garden Manager and Warden/Assistant Gardener? Garden Volunteers advised to wear sensible, appropriate footwear with non-slip soles. • General good housekeeping, work areas kept tidy, goods suitably stored. • Staff keep work areas clear e.g. no boxes, trailing cables or objects left in walkways, deliveries put away immediately. • All indoor areas well-lit including storage areas. External lighting in rear yard. • Nonslip flooring laid in the kitchen and toilets. • All equipment is maintained to prevent leaks on the floor. • Equipment faults leading to leaks reported promptly to Garden Manager. • Drip trays provided in the kitchen where spills more likely. • Kitchen and toilets cleaned regularly. • Spills cleaned up immediately with a mop & bucket, brushes, pans and suitable cleaning materials. • Paths gritted as necessary in winter by Garden Manager, garden closed in extremely icy weather. • Warning signs used where appropriate during icy/slippery conditions. • Paths kept moss free and regularly inspected for trip hazards. • Algaecide used to reduce moss and algae on paths. • Yard surface maintained to be as even as possible. • First Aid box provided in office. • Garden Manager, Warden/Assistant Gardener and Outreach Officer attend First Aid training course at required intervals. Warden/Assistant Gardener should be First Aid trained as occasions when Garden Manager not on site.	

Deep ponds	Danger of drowning. Deep ponds and sloped edges.	• Obvious and visible hazard, fencing not appropriate in the setting. • Rescue throw rope provided. • Danger Deep Water signs displayed where appropriate. • It is recommended that children are supervised. • Warning signs are used when ice is present.	
Trees	Staff, visitors and volunteers at risk of injury from falling branches and injury to face and eyes from low branches.	• Garden Manager to regularly inspect trees. • Regular pruning of low branches. • Garden to remain closed during stormy weather and periods of strong wind. • Regular tree inspections are carried out by a contractor and recommended works are carried out accordingly.	
Plants	Some plants potentially poisonous, some can cause irritation to skin.	• Acknowledging that some plants are extremely toxic – the Gardener/Manager will ensure that staff/volunteers are appropriately advised, and visitors will be notified to avoid inappropriate interaction. Signage displayed at entrance and on social channels.	

Glasshouses	Staff, visitors and volunteers.	• Obvious hazards such as steps pointed out to staff and visitors and highlighted. • Risks from slips/trips and manual handling covered in previous sections. • Ensure suitable temperature control/ventilation in the glasshouses to avoid staff/visitors overheating/dehydrating. • Thermometers located in working glasshouses. • During hot weather staff should avoid working in the glasshouses for prolonged periods of time. • Ensure staff and volunteers can recognise symptoms of heat stress and take appropriate action. • Air conditioning units are provided in the community/Café space. • Ensure that damping down takes place in hot weather. • During cold winter months, ensure that the heating is adequate for working in. • Ensure glasshouses are clean/tidy to avoid excessive dust. • Regularly check the glazing for cracks. • Water tanks are appropriately covered. • Avoid working at height in the glasshouses (i.e. during cleaning, high crop picking) wherever possible. If this cannot be avoided, then prevent falls by following relevant HSE guidance.	

School Room and small kitchen area	Staff, visitors and volunteers	• Obvious hazards such as steps pointed out to staff and visitors and marked with hazard tape. • Risks from slips/trips and manual handling covered in previous sections. • Ensure suitable temperature control/ventilation for the comfort of users. • Ensure school room is clean/tidy to avoid excessive dust. • Kitchen equipment including kettle and coffee machine, water heater subject to regular maintenance and inspections. Any defects reported and equipment taken out of use until repaired by a competent person or replaced. • First Aid box provided and first-aider on site. • Hand washing facilities are provided.	
Work at height e.g. changing light bulbs, trimming hedges etc.	Anyone working at height could suffer injuries should they fall.	• Appropriate, commercial stepladder available for use and securely stored. • Check step ladders used to work at height certified to EN 131 standard and designed to take a vertical static load of 150kg • Guidance in HSE leaflets INDG455 'Safe use of ladders and stepladders and INDG401 'Working at height safely: a brief guide' to be followed at all times. • Users instructed in safe use of stepladders. • Condition of stepladders regularly checked. • High hedges trimmed by contractors (height, special machinery required).	

Vehicle movement	Staff, visitors and volunteers could suffer serious injury if struck by cars entering/leaving the premises.	• Yard car park to have a maximum of 10 cars to ensure vehicles can enter and exit safely • Users know to proceed slowly and with caution. Signage warning users. • Skip collection takes place when the garden is not open to the public. • Large vehicles (tree work etc.) only access the yard when not open to public.	
Hazardous substances e.g. cleaning products, garden chemicals and flammable liquids	Staff and volunteers cleaning risk skin irritation from direct contact with cleaning chemicals. Chemicals used in the garden can be toxic and flammable liquids can present a fire hazard.	• Cleaning products are securely stored. • All containers clearly labelled. • Long handled mops, brushes and rubber gloves are provided. • Staff wash rubber gloves after use and store them in a clean, safe place. • Cleaner is trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. • Dishwasher provided in the kitchen. • Hazardous chemicals for use in the garden are stored in a locked box. • Flammable liquids are locked in a fireproof box. • Garden Manager has spraying certificates.	

Electricity	Users risk electric shocks or burns from faulty equipment or installation.	• New electrical system installed in the glasshouses in summer 2014. • All repairs carried out by a qualified electrician. • Annual PAT testing carried out and inspection of the electrical installation every 5 years plus ongoing visual inspection. • Defective equipment taken out of use safely and promptly replaced. • Staff trained to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. • Staff know where fuse box is and how to safely switch off electricity in an emergency. • Access to fuse box kept clear.	
Gas Boiler/Heating System	Risks to staff, visitors and volunteers from malfunction.	• New gas boiler and heating system installed in the glasshouses in summer 2014. • All repairs to be carried out by a qualified gas safety specialist. • Defective equipment taken out of use safely and promptly replaced. • Staff trained to spot and report defects. • Ensure that heating levels are maintained to the correct temperature.	

Manual Handling of furniture, equipment, tools, stock etc.	Staff and volunteers risk injury or back pain from handling heavy/bulky objects.	• Staff trained in manual handling training. • A trolley is available to move heavy items and users know where it is kept. • Sink at good height to avoid stooping. • Stock bought in pack sizes that are light enough for easy handling.	Ensure staff/volunteers trained in manual handling. Arrange as necessary.
Machinery and tools	Staff, volunteers and visitors at risk of injury from the use of machinery such as strimmer's, lawnmowers, and hedge trimmers. Broken/defective tools could cause injury to staff and volunteers.	• Appropriate clothing such as gloves, goggles, ear defenders and footwear (boots with steel toe caps) worn by staff and volunteers to protect them from injury/flying debris and noise. • Work that could be hazardous to visitors carried out when the garden is closed to the public. • Tools inspected on a regular basis and broken/defective tools reported taken out of use and replaced. • Safety-critical repairs carried out by a competent person. • Staff trained in cleaning, assembly and operating procedures. • Operating instructions easy to locate. • All dangerous parts to machinery suitably guarded and checked before use.	
Stored Equipment	Users could be injured by collapsing stacks of furniture.	• Users know that furniture and equipment must be stacked carefully and safely stored to prevent collapse or fall.	

Contact with steam, hot water and hot surfaces	Staff and volunteers may suffer scalding injuries or burns.	• Staff and volunteers trained how to safely use water boiler and coffee machines. • Rubber gloves, cloths and aprons and oven gloves provided. • Hot water signs displayed at sinks. • Mixer taps provided.	
Community/Cafe Area & Kitchen	Staff, visitors and volunteers.	• Risks from slips/trips and manual handling covered in previous sections. • Knives stored properly when not in use. • Kitchen equipment including water boiler and coffee machine subject to regular maintenance and inspections. Any defects reported and equipment taken out of use until repaired by a competent person or replaced. • First Aid box provided and first-aider on site. • On a Friday, Saturday and Sunday and on other specified dates agreed by the Parish Council the café is open and run by a professional catering company who have their own additional risk assessments.	

Food Handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.	• Where possible staff use tools (cutlery, tongs, cake slice etc.) to handle food rather than hands. • Food grade, single-use, non-latex gloves are available for tasks that can cause skin problems e.g. salad washing, vegetable peeling. • Where handling can't be avoided hands are washed promptly afterwards. • Hand washing facilities are provided. • On a Friday, Saturday and Sunday and on other specified dates as agreed by the Parish Council the café is open and run by a professional catering company who have their own additional risk assessments.	
Fire	Trapped staff, visitors and volunteers could suffer fatal injuries from smoke inhalation/burns.	• Fire risk assessment has been carried out and necessary action taken. • Fire escape routes to be kept clear of obstructions and combustible materials at all times. • Fire alarm system installed in summer 2014. • Fire warden training has been undertaken by staff.	Ensure fire training regularly undertaken.
Lone Working	Staff and volunteers could suffer injury or ill health while working alone. Potential danger from visitors.	• Garden Manager, Outreach Officer and Warden each have a mobile phone. • More hazardous activities to be carried out when someone else is present to avoid the risk of being injured whilst alone.	

VILLAGE GREEN & ASSOC. LAND			
Hazards	**Who may be affected and how**	**Dealing with the risks**	
Trees	Visitors risk injury from falling /low branches.	• Regular tree inspections are carried out by a contractor and recommended works carried out accordingly.	
Ponds	Danger of drowning	• Obvious and visible hazard, fencing not appropriate in the setting. • Danger Deep Water signs displayed. • Lifeline available.	
Slips and trips e.g. uneven surface, litter, slippery surface on boardwalk.	Public could be injured if they trip over objects or slip.	• Contractors regularly cut the grass. • Contractors carry out litter picking. • Contractors issue monthly inspection sheets and works carries out as recommended. • Boardwalk regularly inspected. • Non-slip surface has been installed on the boardwalk.	
Car Park	Danger to users from litter e.g. broken glass and slips/trips.	• Regular inspections by Parish Warden to clear litter. • Any damage to the car park surface reported. • Biohazard Sharps Disposal kit provided for Parish Warden. • Grit bin available nearby.	
FINANCIAL RISKS			

Misappropriation and Fraud	Risk of financial loss	• Financial Regulations in place • In accordance with revised Standing Orders (para 5c) a statement of expenditure to date against agreed budget reported to Council meeting. Some Committees have delegated authority. • In accordance with revised Financial Regs (para 6.7) cheques or orders for payment drawn on bank account shall be signed by two members of the council (authorised signatories). • Fidelity Insurance in place. Adequacy reviewed annually. • Accounts inspected by Internal and External Auditors. • Endowment fund invested through brokers who must comply with the Financial Services Authority. • Supplier Fraud – new suppliers are checked to ensure they are trading lawfully (registered with Companies House, for VAT if applicable); where existing suppliers request a change to any of their details, including bank accounts, cross-checks are made by direct telephone contact with the company in accordance with the procedures in Financial Regulation 7.12	

Financial records	Risk of loss or damage due to fire, theft, flooding or accidental misplacement	• An online backup and recovery service is used to back up files twice a day (Mozy carbonite). • All records are now on a cloud base shared drive • All records, on the laptop are stored on a cloud base system.	

Financial Control and Budget underlying precept	Risk of inaccurate budgeting/financial error	• Monthly bank reconciliations carried out. • Monthly reports presented to Council on 'expenditure to date'. • Monthly expenditure approved at Council meetings in accordance with revised Standing Orders (para 5c) a statement of expenditure to date against agreed budget reported to Council meeting. Some Committees have delegated authority. • Each Committee to review annually its three-year forecast of revenue and capital receipts and to submit proposals for the following financial year to Council no later than the end of December. • Draft budget presented at December Council meeting (based on current budgets/spending estimates) to allow accurate precept setting. • Accounts inspected by Internal and External Auditor. • Standing Orders, Financial Regulations and Investment Strategy reviewed periodically. • An Internal Control Policy was introduced in June 2025, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with the proper practices in relation to accounts. (see separate document)	
Unexpected expenditure	Risk of insufficient funds	• Contingencies built into budgets and appropriate balances held in reserve.	

Compliance with VAT regulations	Risk of financial penalties	• Parish Council are VAT registered. VAT return carried out quarterly in respect of goods and services purchased by the Parish Council for non-profit making activities.	
Endowment Fund	Risk of poor performance	• Fund reviewed at least annually with the fund manager and quarterly with the Resource Committee. • In accordance with the Investment & Reserves Policy.	
Loss of cash through theft	Risk of financial loss	• £250,000 covered by insurance, £2000 in transit insured, £2000 in a safe and £100 at a private residence of any employee.	
Banking		• 4 accounts with Barclays with a working balance of £500. • Cash account at Arnold Stansby & Co for interest and dividends from the Endowment Fund. • Reserve account with Unity Trust.	
ASSETS			
Protection of physical assets (Parish Council and Grappenhall Heys Walled Garden)	Risk of theft/loss/fire/damage	• Asset register and insurance cover reviewed annually (GYCA insure Community Centre and Parish Council Office – building only).	

Security of buildings, equipment and contents (Parish Council and Grappenhall Heys Walled Garden)	Risk of fire/damage	• Contents insured. • Fire alarms fitted and regularly tested. • Fire Risk Assessment carried out and recommendations implemented. • Intruder/security alarms fitted, regularly tested and annually serviced.	
Maintenance of buildings(Parish Council and Grappenhall Heys Walled Garden)	Risk of damage/wear and tear	• Buildings subject to ongoing inspection and maintenance/repairs carried out when necessary.	
Chain of office	Risk of loss/theft/fire/damage	• Photographed, scheduled and kept securely. • Insured.	
Other assets e.g. Council vehicle, tools etc	Risk of loss/theft/fire/damage	• Scheduled and insured.	
LIABILITY			
Individuals, property or third parties including Councillors, contractors, visitors and volunteers.		• Regular inspections and checks of building. • Risk assessments carried out. • Appropriate specific risk assessments in place or prepared for events such as Community Litter Picks and other specific activities e.g. SID installation . • Insurance cover in place. • Public liability insurance in place to cover visitors/volunteers.	

EMPLOYER LIABILITY			
Compliance with employment law		• Membership of SLCC and NALC (National Association of Local Councils). • Appropriate training provided for staff. • Members of ChALC. (Cheshire)	
Compliance with Revenue and Customs		• Regular advice from HM Revenue and Customs. • Advice from providers of payroll software. • Appropriate training provided for staff.	
Safety of staff		• Regular checks undertaken and policies in place. • Clear signage displayed as per requirements of risk assessments.	
LEGAL LIABILITY			
Disability Discrimination Act		• Ground floor access and toilet facilities in Parish Council Offices. Disabled toilet facilities at Walled Garden. • Meetings can be held in a downstairs room of Parish Council Offices if requested.	
Data Protection Act		• Entered on register in accordance with Data Protection Act 2018.	
Freedom of Information Act		• Scheme adopted, approved and published.	

Ensuring activities within legal power		• Advice from SLCC. • Appropriate training provided for staff. • Attendance of Parish Council Liaison Meeting. • Standing Orders/Financial Regulations. • Code of Conduct.	
Proper and timely reporting		• Minutes of Committees received by Council. Minutes of Council approved at following Council meeting. • Minutes on the website. • All documents unless precluded by Standing Orders are available to the press and public.	
Document control		• Day to day documents and correspondence filed securely in the Parish Council office. • Key documents are reviewed periodically and hard copy available in the PC office. Electronic copies held and stored in the cloud. • Document management procedure in place.	
Contractors	Risk to health and safety whilst carrying out duties on behalf of Parish Council	• Appropriate specific risk assessments requested when contractors are awarded contract. • Public liability insurance and employers' liability insurance requested on award of contract.	
Visitors/Volunteers	Risk to health and safety whilst visiting/volunteering	• Appropriate specific risk assessments in place or prepared for events such as Community Litter Picks and other specific events. • Public liability insurance in place to cover visitors/volunteers.	

Virus Control			
Getting or spreading any virus by not adopting good Infection Prevention and Control (IPC) practices	Workers Contractors Visitors	• Water, soap and drying facilities are provided at wash stations. • Information on how to wash hands properly and posters displayed. • Hand sanitiser available in the restrooms and entrance. • An Air Filtration system has been installed in the meeting room. • open windows regularly to ventilate rooms to take out contaminated air and bring in clean air • train all staff in IPC practices	