

## Risk Assessment Form

Location/Dept: Bilton Parish Office		Date Assessed: 12 <sup>th</sup> May 2026			Assessed by: Carris Mallinson		
Task/ Activity: General Risk Assessment		Review Date: May 2027			Reference Number:		
Hazard/ Risk	Consequences	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Burial ground records	Loss of data/incorrect data. Potential of people being placed in incorrect plots.	The Parish Council, general public.	Burial ground records kept in both electronic and paper form. Plot numbers are cross validated against multiple records.	4	2	6	To obtain burial markers for reserved graves.
Closed churchyard maintenance, monuments and headstones	Risk of injury if not maintained.	Employees, contractors, general public, councillors	Annual review of charges, regular grounds maintenance, annual audit of burial ground records	4	2	6	Inspection of headstones last conducted in Everingham in 2016. To consider organising new inspection.
Failure of computer system	Loss of records and data. Interruption of business	The Parish Council	Anti-virus software is automatically updated. Data is backed up regularly by Clerk.	3	2	5	
Contactors conducting various works.	Possible injury.	Contractors	Ensure awareness of Health and Safety Regulations and adequate insurance for contractors. Annual review of policies and procedures.	3	2	5	
Annual precept and precept controls	Insufficient funds. Missed deadlines for precept.	The Parish Council	Precept is approved by full council and done so with adequate time to meet government deadlines. Quarterly discussion regarding budget to aid with annual discuss of precept.	3	1	4	

Maintaining proper financial records in accordance with statutory requirements.	Insufficient record keeping. Inaccurate records. Financial errors.	The Parish Council	Regular scrutiny of records. Full council approval of all expenditure. Internal & External audit annually. Quarterly discussion of budget and spend.	4	1	6	
Banking arrangements.	Error in banking or transactions. Money laundering.	The Parish Council	Monthly banking reconciliation. Two signatures for all cheques. All expenditure approved and minuted. Finances discussed monthly.	4	1	6	
Accurate reporting of Council Business	Non-compliance with transparency laws.	The Parish Council	Minutes properly numbered; minutes circulated online and on notice boards. Minutes approved at next meeting. Computer back up and paper copy of minutes.	3	1	4	
To ensure that requirements met under employment law and inland revenue regulations	Non-compliance with employment laws. Incorrect PAYE payments, interruption of business.	The Parish Council, employees	Contracts of employment for employees, updating records on any changes in legislation. Payroll contractors employed to ensure accurate payroll.	3	2	5	
Failure to respond to electors wishing to exercise their right to inspection	Non-compliance with legislation/transparency laws.	The Parish Council	Advertising of end of year account on both website and notice boards. Making copies of records available for viewing.	2	2	4	

Proper use of funds under Section 137	Non-compliance with legislation.	The Parish Council	Annual internal and external audit. Identification of expenditure. Accounts and expenditure approved by full council.	2	2	4	
War Memorial	Risk of injury if memorial is damaged	General public, contractors, councillors	Annual inspection and cleaning carried out. Regular visual inspections also carried out.	4	2	6	
Adequate Insurance	Non-compliance with legislation, financial risk if uninsured, business interruption.	The Parish Council	Insurance is reviewed and renewed annually and approved by full council. The premium is returned by the renewal date.	3	2	5	
Bus Shelters	Risk of injury if bus shelters damaged.	General public, contractors, councillors	Periodic inspection carried about by a qualified inspection. Visual inspection also carried out periodically.	4	3	7	Last inspection by qualified person(s) conducted in 2016. New inspection needed.

**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so