SEAMER PARISH COUNCIL

www.seamercrossgates-pc.gov.uk

RISK ASSESSMENT AND MANAGEMENT
INCORPORATING HEALTH & SAFETY POLICY AND PROCEDURE

Adopted by the Council on 8 September 2026 | Next Review due 30 June 2027

Area and Identified Risk	Who is at Risk	Risk Assessment (before controls)	How is risk controlled	Persons responsible for controls	When	Risk Assessment (after controls)
Area - of responsibility or activity giving rise to risk **Risk -** chance the Council or another body/individual will suffer loss or harm		**Risk Level** I = Impact L = Likelihood	**Control -** an action, equipment or procedure that will help to reduce the potential harm from a particular hazard			**Risk Level** I = Impact L = Likelihood
Areas: Data Protection **Business Continuity** **Risk: Loss of or loss of access to data**	Council	I4 L3 = 12 **High**	Separate Domain, Website and Hardward/Software providers	Clerk & RFO, Council	On-going, subject to review	I4 L1 = 4 **Low**
			Domain auto-renewal	Clerk & RFO	Annual	
			Clerk/RFO's laptop encrypted	Clerk & RFO	Always	
			2 factor authentication for Government Gateway, HMRC Basic PAYE Tools, Microsoft 365 & Zoom	Clerk & RFO	Always	
			Electronic data auto-back up Microsoft 365	Clerk & RFO	Always	
			Microsoft 365 Business Premium and Webroot Secure Anywhere software licence renewals prompted by Hardward/Software provider, and other software auto-updates where possible, manual updates as required	Clerk & RFO	On-going, subject to review	
			Electronic copy of logins & passwords held securely by Chairman. If accessed must be reported immediately to all Council Members and at next meeting of Council	Clerk & RFO, Chairman	Always	
			The Council is a member of Yorkshire Local Councils Associations (YLCA) for professional advice, including employment advice for appointing to any vacancy for Clerk and/or Responsible Financial Officer, whether on an interim or substantive basis	Clerk & RFO, Chairman, Council	Always	
			Original Deed, Property & Legal documents held by Solicitors in strong room archive	Clerk & RFO	Always	
			Laptop and current original hard copy documents held in locked metal filing cabinets in dedicated home office, with intruder alarm and external CCTV, taken out only as required	Clerk & RFO	Always	
			Non-confidential historical documents held by County Council in Records Office archive	Clerk & RFO	Always	
			Business Interruption, Internet and E-mail, and Officials' and Trustees' Indemnity insurance	Clerk & RFO, Council	Annual	
Area: Land and Property **Risk: Loss, Damage or Personal Injury**	Council	I4 L3 = 12 **High**	Original Deed, Property & Legal documents held by Solicitors in strong room archive	Clerk & RFO	Always	I4 L1 = 4 **Low**
			Any dwelling owned/let by Council managed on behalf of Council by Property Agent	Clerk & RFO, Council	Always	
			Annual review by the Council, based on professional valuations of Market Rent and Capital Value of Property Assets undertaken at least every 3 years with professional letter of review in intervening years, scheduled to inform budget setting and precept for the following year	Clerk & RFO, Council	Annual	
			Unless duly authorised, no Councillor shall inspect land/premises which the Council has a right or duty to inspect [SO 26(a)(i)]	Councillors, Council	Always	
			The Jubilee Allotments Tenancy Agreement for an Allotment Garden shall include such clauses to prevent loss, damage or personal injury to all parties ie the Council, Members/Trustees, Officials/Agents/Contractors, Tenants and other Persons present, whilst permitting due management of the Jubilee Allotments by and on behalf of the Council	Clerk & RFO, Council, Tenants	On-going, subject to review	
			Property - Buildings & Contents insurance and Public and Products Liability insurance	Clerk & RFO, Council	Annual	

Area and Identified Risk	Who is at Risk	Risk Assessment (before controls)	How is risk controlled	Persons responsible for controls	When	Risk Assessment (after controls)
Area: Financial **Risk: Loss, Fraud or Non-complaince**	Council	I4 L3 = 12 **High**	National Association of Local Councils model Financial Regulations (FR) tailored to and adopted by Council	Clerk & RFO, Council	On-going, subject to review	I4 L1 = 4 **Low**
			Cash handling exceptional, minimal, evidenced in Cash Book, Paying In Book and Bank Statements	Clerk & RFO, Council	On-going	
			Online banking with Clerk input & Councillor authorisation and all signatory access	Clerk & RFO, Council	Always	
			Cheque book held by Clerk with dual Councillor signatories required	Clerk & RFO, Council		
			Budget and Precept approved by Council	Council	Annual	
			Internal Financial Controls reviewed by Council	Council	Annual	
			Receipts, purchases (orders) and payments authorised	Clerk & RFO, Council	Always	
			Monthly schedule of payments (including Clerk & RFO's salary etc) and receipts, and bank statement approved by Council	Clerk & RFO, Council	Monthly	
			At least 4 monthly Reconcilliations between Bank Statements and Cash Book checked and signed by non-signatory Councillor, with Cash Book informing at least 4 monthly Budget Updates and Revisions, including virements and earmarking of reserves approved by Council	Clerk & RFO, Appointed Councillor, Council	4 monthly	
			Annual Governance Statement, Annual Accounting Statement and Accounts approved by Council	Council	Annual	
			Internal and External Audits undertaken and findings published	Clerk & RFO, Council	Annual	
			PAYE recording/reporting by HMRC Basic Tools	Clerk & RFO	Monthly	
			Pensions re-enrolement and re-declaration to the Pensions Regulator evidenced and reported to Council	Clerk & RFO Council	3 yearly	
			Asset Register maintained	Clerk & RFO	On-going, subject to review	
			Fidelity insurance	Clerk & RFO, Council	Annual	
Area: Employment **Risk: Breach of legal or contractual requirement(s)**	Council Employees	I3 L2 = 6 **Medium**	National Association of Local Councils model Contracts of Employment tailored to and adopted by Council, signed by Chairman and Employee	Chairman, Clerk & RFO	On-going, subject to review	I3 L1 = 3 **Low**
			Changes to terms & conditions approved by Council	Council, Clerk & RFO	Always	
			Appraisal and Review of Salary approved by Council	Council	Annual	
			Review of Policies and Procedures, reflecting National Association of Local Councils and Yorkshire Local Councils Associations' guidance	Council	Annual	
			Employers Liability Insurance and Officials and Trustees Indemnity insurance	Clerk & RFO, Council	Annual	
Area: Playground, Outdoor Gym and Trim Trail Equipment **Risks: Damage to equipment or Personal Injury**	Council, Members of the Public	I3 L2 = 6 **Medium**	Playground, Outdoor Gym & Trim Trail equipment purchased/installed/maintained by specialist providers, other than minor fittings agreed by manufacturers	Council, Clerk & RFO	Always	I3 L1 = 3 **Low**
			All equipment inspected at least annually by specialist provider	Clerk & RFO, Council	Annual	
			Quarterly check of equipment, using checklists provided by specialist provider	Clerk & RFO	Quarterly	
			Known urgent actions taken by Clerk under delegation	Clerk & RFO	Always	
			Inspection reports considered by Council at next meeting and actions considered	Clerk & RFO, Council	Always	
			CCTV coverage of The Green by agreement with Proudfoots	Clerk & RFO	On-going, subject to review	
			Grounds maintenance at The Green by the Friends of Seamer Village by arrangement by the Council, at Recreation Ground by the Council's Contractor and at Magpie Garth & Trim Trail by North Yorkshire Council, as owns these sites	Council	On-going, subject to review	
			Dogs prohibited from The Green unless assistance or guide dogs on a lead and prohibited from the Recreation Ground unless on a lead	Council	Always	
			Public and Products Liability insurance	Clerk & RFO, Council	Annual	

Area and Identified Risk	Who is at Risk	Risk Assessment (before controls)	How is risk controlled	Persons responsible for controls	When	Risk Assessment (after controls)
Area: Open Spaces **Risk: Damage to equipment or Personal Injury**	Council, Members of the Public	I2 L3 = 6 **Medium**	Council equipment purchased, installed and maintained by suitable providers	Council, Clerk & RFO	Always	I2 L2 = 4 **Low**
			Licence obtained from relevant authority if relevant	Clerk & RFO, Council	Always	
			Quarterly check of all equipment	Clerk & RFO	Quarterly	
			Defibrillators checked at least monthly and The Circuit national defibrillator network updated	Clerk & RFO	Monthly	
			Alerts as to defibrillator accessed and/or used responded to promptly via Whatsapp group of volunteers	Clerk & RFO	Always	
			Known urgent actions taken by Clerk under delegation	Clerk & RFO	Always	
			Reports considered by Council at next meeting and actions considered	Clerk & RFO, Council	Always	
			Grounds maintenance of Council controlled land undertaken by Council's approved contractor	Clerk & RFO, Council	Always	
			All Councillors and the Clerk & RFO provided with high visibility vest, identifying the Council and their role, for use when attending to street furniture, payground & outdoor gym equipment, allotments etc	Clerk & RFO, Councillors	Always As required	
			Street Furniture and Defibrillator cover, and Public and Products Liability and Personal Injury insurance	Clerk & RFO, Council	Annual	
Area: Decision Making **Risk: Unlawful decisions**	Council, Councillors	I3 L2 = 6 **Medium**	Decisions made within legal powers, either within Council meetings for which item included on aganda published within statutory timescales, or under delegation consistent with Standing Orders, Financial Regulations or specific minutes, reported to the next meeting, and in either case minuted	Council, Clerk & RFO	Always	I3 L1 = 3 **Low**
			Working Groups operate within Terms of Reference approved by the Council and published on documents page of website	Council, Councillors,	Always	
Area: Meetings **Risk: Infectious illness**	Councillors, Employees, Members of the Public	I3 L2 = 6 **Medium**	Public health regulations and guidance followed eg COVID-19	Council	Meetings	I3 L1 = 3 **Low**
			Hand sanitiser and/or hand washing facilities available in venues	Clerk & RFO	Meetings	
			Respect social distancing and face coverings if choose to wear	All	Meetings	
Area: Meetings **Risk: Personal injury or damage to personal property**	Councillors, Employees, Members of the Public	I2 L2 = 4 **Low**	Meeting venues rented from Seamer & Irton War Memorial Hall & Crossgates Community Centre, local Charities for which the Council is Custodian Trustee with Council representation on Management Committees, well maintained and relevant Fire regulations	Council, Seamer & Irton War Memorial Hall, Crossgates Community Centre	Meetings	I2 L1 = 2 **Low**
			Identified issues reported and resolved promptly	Clerk & RFO	As required	
			Public and Products Liability insurance	Clerk & RFO, Council	Annual	
			Personal Accident insurance	Clerk & RFO, Council	Annual	

RISK FACTOR METHOD

Risk Factor (= Impact x Likelihood)

Likelihood \ Impact	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16
5	5	10	15	20

Risk Level
Low
Medium
High

Impact

1. No potential for loss, liability, injury, illness or accident.
2. Potential for minor / moderate loss, liability, injury, illness or accident.
3. Potential for significant loss, liability, injury, illness or short term disability.
4. Potential for major loss, liability, fatality or long term disability.

Likelihood

1. Very Unlikely.
2. Unlikely.
3. Possible.
4. Likely.
5. Very likely / Certain.

Signed

Chairman of the Council

Clerk of the Council and Responsible Financial Officer
Proper Officer

Date 8 September 2026