Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
A. Fairfield Playground & Driveway	i. Injury to users of play equipment	Annual independent inspection of Play Equipment Fortnightly inspection of Play Equipment by identified PC Member(s)	PL Ins	Low	Low	Recreation Working Group. All members involved as trustees
	ii. Danger to children by adjacent vehicles	Quarterly Inspection Fencing the playground	PL Ins	Low	Medium	as above
	iii. Damage to Timber bollards	Quarterly Inspection	PC Insurance	Low	Low	as above
	iv. Trees & Shrubs Damage	Inspection of trees in July by independent assessor every 2 years Quarterly inspection by PC Member	PL Ins	Low	High	PC representative and all member trustees and involving Parish Tree Warden
	v. Structural failure of bench, waste bin, noticeboard	Quarterly inspection by PC member	PL Ins	Low	Low	member trustees
B. New Cemetery	i. Trees and shrubs causing fence damage for PC and neighbours	Inspection of trees by independent assessor every 2 years Quarterly inspection by PC Member	PL Ins	Low	High	Burial Working Group
	ii. Slips and trips causing injury	Quarterly inspection by PC Member	PL Ins	Low	Low	Burial Working Group
	iii. Un-safe gravestones		PL Ins	Low	Low	as above
	iv. Fencing or wall collapsing		PL Ins	Low	High	as above

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
	v. Failure to keep adequate records	Agreed recording & administrative procedure Reference to statutory regulations	PL Ins	Low	Low	Clerk
C. Use of Contractors	Unsafe work activities	PC Financial Regulations Selection of competent contractors only Secure proof of PL Ins	PL Ins	Low	Low	Clerk
D. Street Lighting	Structural failure resulting in partial or full collapse	Maintenance contract includes a structural inspection and reporting system in place On-going monitoring	PL Ins	Low	Low	All Members to monitor their areas of the Parish
E. Caley Green	i. Damage or structural failure of street furniture.	Quarterly inspection by PC Member	PL Ins	Low	Low	Caley Green Working Group
	ii.Poor management of waste/rubbish from all bins	On-going monitoring & report to relevant contractor	PL Ins	Low	Low	As above
	iii.Trees causing accident	Inspection of trees in July by SCC/ independent assessor every 2 years Quarterly inspection by PC Member	PL Ins	Low	Med/ High	Suffolk County Council
	iv.River drowning or accident	Monitoring of effectiveness of lifebuoy and reporting to Environment Agency	PL Ins	Low	Low	Caley Green Working Group
F. Harpers Bus Shelter	Structural failure resulting in partial or full collapse	On-going monitoring & annual inspection by PC Member	PL Ins	Low	Low	Member responsible for checking area

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
G. Bear Street Bus Shelter		On-going monitoring & report any issues to the owners - SCC				Member responsible for checking area
H. Village Trees	i. Deterioration of the Condition of the tree leading to falling branches ii Obstruction by branches - causing damaged power lines and pedestrian/traffic accident	Inspection of trees by independent assessor every 2 years. On-going monitoring Annual inspection by PC Member	PL Ins	Low	High	PC Tree Representative and All Members liaising with Parish Tree Warden
I. The Horse Watering	i. Poor River, pollution weed management ii. Dangerous obstruction by vegetation iii.Car parking causing obstruction, accident	Quarterly inspection by PC member	PL Ins	Low	Low	Member – responsible for checking area

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
J. Trough, Obelisk & War Memorial	Structural failure resulting in partial or full collapse, causing accident	Annual inspection by PC Member Professional inspection every 4 years in first financial year of each elected Council	PL Ins	Low	Low	Member responsible for checking area
K. Allotments	i. Obstruction or hazard with access	Quarterly Inspection by Allotment Sub-Committee	PL Ins	Low	Low	Allotment Working Group
	ii.Storage of Poisons/tools	Allotment Rules	PL Ins	Low	Low	
L. Pop's Piece	i. River drowning or accident	Quarterly Inspection by PC Member	Environment Agency	Low	Low	Member - responsible for checking area
	ii. Dangerous obstruction by vegetation		PL Ins	Low	Low	
	iii.Danger from wildlife	On-going monitoring by PC & Public	PL Ins	Low	Low	
L.Village Hall & Webb's Meadow	If Trustees unable to manage the hall, it reverts to the responsibility of Parish Council	Clear delegation of responsibility to Nayland VHMC Proof of VHMC PL Ins Proof of Regular Risk Assessment from VHMC	PC Insurance VHMC Ins.	Low	High	PC VH Representative
M. Insurance	Inadequate Policy cover Exclusions	Annual Review of Insurance cover including all areas listed under "Risk transfer" - June/July for Oct. renewal	PC Insurance	Low	Low	Chair/Finance Working Group/Clerk
N. Financial Procedures	i.Failure to renew insurance	Clerk and members to review existing policy in September and compare	PC Fidelity & Liability ins.	Low	Low	Clerk/Responsible Finance Officer **RFO**/

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
		with others where relevant. Ensure adequate cover Renew Insurance and minute the fact Annually				Finance Working Group
	ii.Theft of PC Funds	Keep bank stationery and financial records secure at Clerk's home				Clerk/RFO
	iii.Dishonesty of Members or Clerk	Annual Review, by Finance Committee in November, of PC's Financial Regulations and Internal Control Policy to be agreed and reviewed annually				Chair, Clerk & councillors
	iv. Loss of data, records	Back up data/use of Scribe Accounting, follow GDPR				Clerk/RFO
	v. Sudden Absence of Clerk	Delegation Plan allocating responsibilities to be reviewed annually		Medium		Chair, Clerk
	vi. Failure to meet statutory financial requirements	Internal & External Audit		Low		Chair Clerk/RFO Councillors
O. Councillors	i. Acting outside their powers	Standing Orders in place	Libel & Slander Ins	Medium	Low	Chair

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
		Annual Review of Standing Orders Access to relevant documentation via website *Induction Handbook to be written* Code of Conduct	PL Ins			Councillors Clerk
P. Employment of Clerk	i. Acting outside their powers	Review of contract of employment every 3 years or when a change to the model conditions is made	Employer's Liability Insurance	Low	Low	Chair
	ii.Out of date contract	Yearly review of salary, based on LG Guidelines & recommendation to Council as result of Annual Review Dialogue		Low	Low	Chair Clerk/RFO
	iii. Remuneration of Clerk not commensurate with contract	Opportunities for Training		Low	Low	Clerk/ All Councillors
	iv. Outdated council practices that create pressures on time and efficiency	Annual Review dialogue meeting to identify needs, priorities		Low	Low	Chair Clerk/RFO
				Low	Low	Chair Vice Chair Clerk

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
	v. Lone Working at home/Stress	Regular access to and contact with the Chair		Low	Low	Clerk Chair
	vi. Lone Working at Village Hall	Clerk to be assisted and escorted to car at end of meetings		Low	Low	Chair
	vii.Use of Computers	Current Workstation Assessment Use of Health & Safety Executive guidelines	EL Ins	Low	Low	Chair Clerk
	vii.Manual Handling	In graveyard-no requirement to lift unreasonable loads. Due care when marking graves. H. & S. Executive guidelines	EL Ins	Low	Low	Clerk
Q. Public	i. Disorder at meetings ii. Allegations iii. Vexatious claims	Standing Orders NALC Guidance Code of Conduct /Babergh Monitoring Officer	PL Ins	Medium	Low	Chair
R. Covid-19 or Other Health emergency	*i. Infection and Mental Health Risk*	Follow Local and National Government Guidance and sector specific guidance such as for Play parks, Burial Grounds and Village Halls. The following measures to be employed when the risk heightens and under the guidance of	PL Ins and EL Ins	**Low**	**Low**	Chair/Members and Clerk

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person
	ii. Resultant Property and Financial Risks due to restrictions	Central Government Depts. Work from home and meet by video conferencing if permitted and if there is an increased risk. Assess areas of responsibility and liaise with regular contractors to check compliance Put up relevant signage if deemed appropriate such as at the play park Chair to discuss with employee on a regular basis to help identify any potential risks to mental health brought about by working during a health emergency and resultant isolation. Ensure new Councillors are receiving adequate support and training in the absence of face-to-face mentoring Maintain usual inspections of PC Property and equipment as listed above on this document and act on hazards identified Keep regular dialog with Community Response and Organisations and offer support and guidance	PL ins	**Low** **Low**	**Low** **Low**	Chair/Members Chair, Members and Clerk

Area	`	Physical Controls	Risk Transfer	Risk	Financial Risk	Responsibility: Identified Lead Person