



### Berryfields Parish Council Risk Register

Area	Risk	Level	Description of Risk	Suggested Control Mechanism	Further Actions	Owner	Review Date
Hall	Injury to users (slips, trips and falls)	High	Potential injury to hall users, visitors or hirers and possible claim against the Parish Council.	Regular inspections, cleaning regime, prompt removal of hazards, signage where required, and periodic review of hall risk assessments.	Review accident reporting and inspection records annually.	Clerk / Hall Manager	01/04/2027
Hall	Fire in building	High	Risk of injury, damage to building and interruption to hall operations.	Fire alarm system, extinguishers, fire risk assessment, emergency lighting, clear exits and regular servicing of fire safety equipment.	Carry out fire drill and update fire risk assessment annually.	Clerk	01/04/2027
Hall	Safeguarding incident	High	Potential harm to children or vulnerable adults using the hall and reputational damage to the Council.	Safeguarding policy in place, hirers responsible under terms and conditions, and concerns escalated appropriately.	Review safeguarding wording in hire agreements annually.	Clerk	01/04/2027
Hall	Damage to building or contents by hirers	Medium	Repair costs, disruption to bookings and possible uninsured loss.	Hire agreement, deposits where appropriate, pre and post hire inspections, and clear terms of use.	Review deposit levels and booking conditions.	Clerk	01/04/2027
Hall	Loss of income / reduced bookings	Medium	Reduced income to support running costs and pressure on budgets.	Regular budget monitoring, periodic review of hire charges and active promotion of hall use.	Review pricing and marketing approach as part of budget setting.	RFO	01/04/2027
Hall	Equipment failure	Medium	Failure of heating, kitchen or hall equipment causing disruption and repair costs.	Routine maintenance and servicing schedule, defects reported promptly, and replacement planning.	Maintain equipment replacement list.	Clerk	01/04/2027
Parks	Injury from play equipment	High	Potential injury to users and claim against the Parish Council.	Regular inspections, annual independent inspections, trained staff and contractors, repairs or closure of unsafe items without delay.	Continue inspection programme and record actions taken.	Clerk	01/04/2027
Parks	Tree failure / falling branches	High	Potential injury, damage to property and emergency works costs.	Tree surveys and inspections, contractor works as required, exclusion of unsafe areas where necessary.	Maintain and review tree management plan.	Clerk	01/04/2027
Parks	Vandalism / anti-social behaviour	Medium	Damage to assets, reduced enjoyment of facilities and reputational concerns.	Lighting, local monitoring, CCTV where available, prompt repairs and liaison with police where necessary.	Review hotspots and consider further deterrent measures if required.	Clerk	01/04/2027
Parks	Dog fouling, litter and misuse of land	Medium	Public nuisance, hygiene concerns and complaints from residents.	Provision of bins, regular emptying, signage and maintenance regime.	Continue awareness messaging and monitoring.	Clerk	01/04/2027
Parks	Contractor risk	Medium	Unsafe work practices or inadequate works leading to injury or claim against the Council.	Approved contractors, RAMS where appropriate, public liability insurance checks and monitoring of works before payment.	Keep contractor records and insurance checks up to date.	Clerk	01/04/2027
Parks	Flooding / drainage issues	Medium	Temporary loss of use, damage to surfaces and increased maintenance costs.	Routine inspections, maintenance checks and contractor attendance where required.	Monitor recurring issues and consider drainage improvements.	Clerk	01/04/2027
Land	Unauthorised encampments	Medium	Disruption to land use, clean-up costs and possible legal costs.	Known procedures, liaison with police / principal authority and legal advice where required.	Maintain response plan and contact list.	Clerk	01/04/2027
Land	Boundary disputes / encroachment	Medium	Loss of amenity, legal cost and dispute over ownership or use.	Land ownership records retained, boundaries monitored and legal advice sought if needed.	Review land records and title plans periodically.	Clerk	01/04/2027
Land	Fly tipping	Medium	Clearance costs, visual impact and possible environmental concern.	Reporting procedures, liaison with Buckinghamshire Council and contractor support where necessary.	Record incidents and identify repeat locations.	Clerk	01/04/2027
Office	Data breach (GDPR)	Medium	Loss or misuse of personal data leading to legal or reputational consequences.	GDPR policy, secure systems, password protection, limited access and secure disposal of records.	Refresh staff awareness and review retention practice.	Clerk	01/04/2027
Office	Loss of records / IT failure	High	Operational disruption and loss of essential council information.	Backups, cloud storage, IT support arrangements and periodic testing of systems.	Test backups and confirm recovery procedure.	Clerk	01/04/2027
Office	Fraud / financial mismanagement	High	Financial loss and serious damage to public confidence.	Financial Regulations, separation of duties where possible, member approval of payments and internal audit.	Continue regular audit review and control testing.	RFO	01/04/2027

Office	Failure to set budget / precept	High	Inability to deliver council services and possible statutory or governance failure.	Budget timetable in place with scheduled reporting to members.	Monitor deadlines and member decision points.	RFO	01/04/2027
Office	Non-compliance with legislation	High	Legal challenge, governance failure or reputational damage.	Policies, professional advice, staff training and regular review of compliance obligations.	Undertake annual policy and compliance review.	Clerk	01/04/2027
Office	Staff absence / loss of clerk	Medium	Disruption to council operations and delays in service delivery.	Documented procedures, records retained centrally and support from members / deputies where possible.	Review succession planning arrangements.	Council	01/04/2027
Office	Governance failure / poor decision making	Medium	Invalid decisions, reputational damage and ineffective operation of the Council.	Standing Orders, Financial Regulations, agenda processes and councillor training.	Continue member training and annual review of governance documents.	Council	01/04/2027
Office	Reputational damage	Medium	Loss of public confidence and increased complaints.	Complaints procedure, clear communication and proper handling of resident concerns.	Review communications approach periodically.	Clerk	01/04/2027
Office	Insurance gaps	High	Insufficient cover leading to uninsured losses or claims.	Annual insurance review and maintenance of asset register.	Check cover levels and sums insured annually.	RFO	01/04/2027
Office	Health and safety non-compliance	High	Injury, enforcement action or claim against the Council.	Health and safety policy, inspections and periodic review of arrangements.	Undertake annual H&S review.	Clerk	01/04/2027