

PERRANZABULOE PARISH COUNCIL RISK ASSESSMENT – ADOPTED 18 DECEMBER 2023

Risk Owner-

PC = Parish Clerk, AC – Assistant Clerk FO - Finance Officer, MGM - Grounds Manager, LM = Library Manager AO – Admin Officer

Committee ownership -

Finance & Operations	
Public Spaces & Services	
Staffing	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
1. Finance & Operations								
1.1	Failure to comply with legislation and/or regulations	PPC Financial, Compliance & Legal, Reputation	2	4	6	PPC induction booklet issued to all PPC Councillors. Standing Orders, Code of Conduct, Financial Regulations, Terms of Reference for Committees All Councillors to attend relevant training as recommended by CALC. Parish Clerk has obtained CiLCA qualification. The Finance Officer is a qualified AAT Accountant.	PC PC/FO	To obtain a foundation Quality Status Award – 2025/6? Assistant Clerk to obtain iLCA qualification. Assistant Clerk to be member of SLCC Business Continuity – Handover documents for office to be created

Review December 2024

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						<p>PPC is a member of NALC & CALC.</p> <p>Parish Clerk & Assistant Clerk are members of SLCC. Officers attend professional conferences /seminars.</p> <p>Policies and procedures governed by external and internal influences, nationally recognised bodies and internal regulations.</p> <p>PPC entered on register in accordance with Data Protection Act 2018. ICO membership.</p> <p>South West Councils appointed to advise on HR and Health and Safety issues.</p> <p>Standing Orders/Financial Regs, Code of Conduct adopted and reviewed annually.</p>	PC/AC	<p>FO to attend training as required</p> <p>Review provision of South West Councils to ensure fit for purpose/alternative advice.</p>
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						<p>Disability Discrimination Act – ground floor access and toilet facilities at offices. Meetings held on ground floor.</p> <p>Freedom of Information Act – Scheme adopted, approved, published and reviewed annually.</p>		<p>Access doors and toilet facilities not accessible for wheelchair users. Refurbishment of offices/toilets planned.</p>
1.2	Failure to provide timely and adequate notice of PPC meetings, agendas and production of PPC minutes	PPC Compliance and Legal, Reputation	1	2	3	<p>Procedures in place for regular production, distribution and publication of Agenda and Minutes.</p> <p>Advice available from CALC, NALC & SLCC</p> <p>Draft minutes published on the website within 14 days of the meeting. Agendas and approved minutes also published on social media pages as well as website.</p>	PC	
1.3	Failure to inform PPC Councillors	PPC, PPC Councillors Compliance and Legal, Reputation	2	3	5	PPC business publicised through notices, website and Facebook.	PC	Parish Clerk to instigate regular meetings with Chair, Deputy Chair and Chairs of Committees.
1.4 (i)	Devolvment of services –insufficient	PPC Staff, Members of Public	2	4	6	Any decision to take on additional services would	PC	Report to Staffing Committee annually to review resources.

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	resources and failure to deliver services	Compliance & legal, service delivery & quality, Reputation				need to be agreed by Full Council. Resources – staff /finance would need to be reviewed as part of the decision-making process.		Priorities to be discussed regularly with Councillors.
1.4 (ii)	Bolenna Park Toilets Project – insufficient capacity to deliver	PP staff, Members of Public Compliance & legal, service delivery, quality, reputation	3	4	7	Contract qualified Project Management. Office staff responsible for administration and liaison with contractors. Ensure planning and Building Control sought by Project Manager. Advice from Cornwall Council. PC/FO to monitor budget.	PC	Report to Public Spaces & Services at each meeting and urgent updates via email to Councillors and key staff PC developing Objectives and Key Results (OKRs)
1.4 (iii)	Droskyn Toilets Project – insufficient capacity to deliver	PP staff, Members of Public Compliance & legal, service delivery, quality, reputation	3	4	7	Contract qualified Project Management. Ensure planning and Building Control sought by Project Manager. Advice from Cornwall Council. Office staff responsible for administration and liaison with contractors.	PC	Report to Public Spaces & Services at each meeting and urgent updates via email to Councillors and key staff PC developing Objectives and Key Results (OKRs)

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						PC/FO to monitor budget.		
1.4 (iv)	Skatepark Project – insufficient capacity to deliver	PP staff, Members of Public Compliance & legal, service delivery, quality, reputation	3	4	7	<p>Ensure contractors have qualified persons in place to ensure delivery of project. Qualified Project Management in place.</p> <p>Office staff responsible for administration and liaison with contractors.</p> <p>PC/FO to monitor budget.</p>	PC	<p>Report to Public Spaces & Services at each meeting and urgent updates via email to Councillors and key staff</p> <p>PC developing Objectives and Key Results (OKRs)</p>
1.5	Failure to agree precept or precept set at inadequate level	PPC Financial, Compliance & Legal, Service delivery & quality, Reputation	1	4	5	<p>PPC agrees financial plan and sets Annual budget in late Autumn. Precept determined directly from this budget.</p> <p>Tax base figures sought.</p> <p>Adequate reserves maintained.</p> <p>Adequate budget and level of reserves reviewed during budget process. PC/FO to indicate if budget & reserves</p>	PC	

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						not adequate during budget process. FO is a qualified accountant. (AAT)		
1.6	PPC expenditure significantly exceeding budget	PPC Financial, Compliance & Legal, Service delivery & quality, Reputation	1	3	3	<p>Monthly Income and Expenditure report reviewed by PC. Report to Full Council quarterly.</p> <p>Regular internal control reviews undertaken by PC/FO and 2 councillors (quarterly). Internal Audit completed twice a year and significant issues raised with Parish Clerk. Report to Full Council.</p> <p>Monthly bank reconciliations take place</p> <p>Actions taken to respond to variances</p> <p>Quarterly budgetary control reports to Committees</p>	<p>PC/FO</p> <p>PC/FO</p> <p>FO/PC</p> <p>PC</p> <p>FO/PC</p>	<p>Monitor impact of inflation and global economic changes on running costs.</p> <p>Purchase Orders to be introduced November 2023.</p> <p>Scribe Accounting for 24/25 to aid with reporting.</p> <p>Bank reconciliations to be minuted as standing item on F&O Committee agenda.</p> <p>Move to Scribe to enable "live" reporting and PC, Auditor to access system.</p>

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						Level of EMRs, general and investments reviewed by PPC during budget process Reserves regularly reviewed by Parish Clerk		
1.7	Loss of funds due to error, theft, fraud or misappropriation due to failure to keep proper financial records	PPC Financial, Compliance & Legal, Reputation	2	3	5	Financial management system (RBS) in place. Cheques must be signed by two PPC Councillors. All BACS Payments are signed off by PC and one Councillor. Approved by 2 councillors online. Monthly payment schedule approved each month (retrospectively) Chair of Finance & Operations Committee reviews PPC's income and expenditure on a monthly basis. Actual expenditure vs budget reported to Council quarterly. Budget reports minuted.	PC/FO PC PC PC/LM/FO	Move to cloud based financial management system (Scribe) Review bank mandate Review to be undertaken monthly as standing F&O agenda item. Spreadsheet to record ticket vs actual takings, banking.

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						<p>Income received, kept securely and banked regularly. Relyon used for car park. Library cash handling and banking reconciled regularly.</p> <p>Receipts issued for cash</p> <p>Standing Orders and Financial Regulations in place and reviewed annually.</p> <p>Parish Clerk approves monthly payment of salaries</p> <p>Member of Finance Committee approve expenses</p> <p>Chair approves Parish Clerk expenses</p> <p>Income and expenditure reviewed against budget regularly and reported periodically to PPC via F&O Committee.</p> <p>Fidelity Guarantee Insurance in place. Review level</p>	<p>FO</p> <p>PC/PPC</p> <p>PC/FO</p> <p>PC/C</p> <p>PC/FO</p>	<p>Review April 2024</p>
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						annually to ensure relevant to size and activity of PPC.		
1.8	Expenditure incurred without proper authority	PPC Financial, Compliance & Legal, Reputation	2	2	4	<p>Standing Orders and Financial Regulations in place and reviewed annually.</p> <p>General Power of Competency achieved and adopted annually.</p> <p>Financial procedures and delegations in place</p> <p>Internal control quarterly</p> <p>Internal audits carried out by external contractor.</p>	<p>PC</p> <p>PC/PPC</p>	New Internal Control form created to ensure effectiveness of internal control measures.
1.9	Failure to comply with HMRC regulations (financial penalty incurred).Errors on submissions.	PPC Financial, Compliance & Legal, Reputation Adverse publicity	2	3	5	<p>Electronic VAT returns completed quarterly by FO, overseen by PC</p> <p>Electronic PAYE returns completed monthly by FO</p> <p>HMRC issues reminders</p> <p>Finance system accounts for VAT on income and expenditure.</p>	<p>FO/PC</p> <p>FO/PC</p> <p>FO</p> <p>FO/PC</p>	

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						Finance Officer receives periodic updates from HMRC which are reviewed. Internal and external audit review.		
1.10	Items not insured or cover too low	PPC Financial, Reputation	2	2	4	Cover reviewed annually by PC, FO and Chair of F&O Asset register updated at least annually Insurance contract re-let with broker to strengthen review process. Annual review undertaken by broker?	PC/FO/F&O PC/MGM	Asset register to be completed on Scribe Asset register reconciled to agreed insurance values. Update asset register for all future assets purchased on Scribe.
1.11	Banking – conveyance of cash/cheques to bank	PPC, Staff Physical, Financial	1	4	5	Money banked regularly to avoid build-up of funds Security company used for banking of cash (car park/library). Staff advised not to resist if a theft is attempted. Lone Working policy.	FO/Relyon	 Lone working policy to be adopted.

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						Mobile phones must be carried when carrying/banking cash.		
1.12	Risk of losses or claims arising from generating commercial income	Physical, financial and reputational.	2	4	6	Property Manager contracted to liaise with tenants and negotiate terms. Solicitor engagement.	PC	All lease agreements to be approved by F&O.
1.13	Deterioration of relationships with Cornwall Council	PPC Financial, Compliance & Legal, Reputation	2	3	5	Good communications maintained Regular meetings with Cornwall Councillors where appropriate	PPC	
1.14	Non-compliance with borrowing restrictions	PPC Financial, Compliance & Legal, Reputation	2	3	5	Justification for any borrowing fully reviewed and approved by Full Council. Internal and external audit reviews.	PPC/PC/FO	No new borrowing considered at present.
1.15	Risk of consequential loss of income	PPC Financial, Compliance & Legal, Reputation	2	3	5	Adequate level of insurance. Any important documents backed up, kept in locked filing cabinet.	PC/FO	Digitalisation of key documents recommended. Pilot phase to be introduced 2023/25.

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								Review the need for consequential loss insurance cover.
1.16	Activities not within legal powers	PPC Financial, Compliance & Legal, Reputation	2	3	5	PC clarifies legal position on any new proposal put forward by PPC. Legal advice to be taken when necessary. Standing Orders Financial Regulations reviewed annually	PC	

2. Staffing and Employment

2.1	Inadequate staffing resources	PPC Delivery and quality of service	4	4	8	Employment contracts with notice period. CALC/NALC guidance. Staff establishment reviewed annually with Staffing Committee Priorities discussed regularly with members. Ensure vacancies advertised and filled in a timely manner.	PC/PPC	Staffing review to be undertaken annually.
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						Sickness absence reviewed regularly and reported to the Staffing Committee annually.		
2.2	Failure to comply with employment law	PPC/Staff Financial/compliance and Legal, Reputation Employee dissatisfaction and disputes, potentially leading to industrial tribunal.	2	4	6	All applicants for employment are issued with an application pack. Contracts are in place for all office and grounds staff. HR policies approved by PPC are available for all staff. Regular staff reviews/appraisals. Advice from relevant professional bodies e.g. CALC. Code of Conduct training for members. Employers liability insurance. Relevant staff training and experience in HR matters.	PC	Staff Handbook to be written and adopted HR policy and procedure to be reviewed and new policies written. Health & Safety Policy Contracts to be issued to Beach staff 2024.
2.3	Loss of key staff	PPC/Staff Delivery & Quality of service	3	3	6	Organisation structure reviewed annually. Employment contracts with notice periods.	PC	Procedural/handover documentation to be improved.

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						<p>All staff have job descriptions and person specs.</p> <p>Staff development training relevant to the role undertaken.</p> <p>Succession planning</p>		Consider key staff insurance cover.
2.4	Long term sickness / loss of knowledge & experience	PPC, Staff Financial, service Delivery & quality of service	3	3	6	<p>Sickness monitored and reported to Staffing Committee.</p> <p>All staff have job descriptions.</p>	PC	Written office procedures to be regularly updated.
2.5	Low staff morale / Performance / Absenteeism	PPC, Staff Financial, Service Delivery and Quality	2	2	4	<p>Job descriptions for all officers.</p> <p>Annual training budget.</p> <p>Regular team meetings and one to one meetings</p> <p>Annual appraisals if required</p>	PC/LM/AC	<p>Absence management policy to be put in place.</p> <p>Review staff facilities/office.</p> <p>Need for "rest area" to encourage staff to take breaks.</p> <p>Annual training budget to be enhanced.</p>
2.6	Bullying & Harassment / stress	PPC, Staff	3	2	5	Regular team meetings	PC/LM	Whistle-blowing policy to be put in place.

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	/ performance / sickness	Financial, Compliance, & Legal, Delivery & Quality of service				Regular staff appraisal Harassment and Bullying Policy in Place Code of Conduct Training		Members to receive Code of Conduct refresher training every 2 years. Civility and Respect Pledge
2.7	Inadequate training	PPC Financial, Legal & Compliance, Delivery & Quality of Service	2	3	5	PPC sets annual training budget. Staff appraisal identifies training needs. Fire and First Aid training provided. Training in use of machinery reviewed and updated regularly (Grounds Team). Staff offered local and national courses and conferences relevant to role.	PC/LM	First aid training to be refreshed May 2024. New Fire Regulations to be implemented. Manual handling training for any grounds staff Ensure staff/volunteers are trained in manual handling
2.8	Inappropriate gifts to staff and PPC Councillors	PPC Compliance & Legal, Reputation	2	2	4	All gifts over £25 to be recorded in gift register. Members Code of Conduct & signed declarations.	PC	
2.9	Personnel security / injury to staff	PPC, Staff Physical,	2	5	7	Hatch created to avoid visitors entering the office.	PC/LM/MGM	Review security arrangements at the Library.

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		Financial, Compliance & Legal.				<p>Ensure all grounds maintenance staff have phones in good working order/switched on at all times during working hours.</p> <p>CCTV available in many areas.</p> <p>Staff trained to spot and report any defective plugs, damaged cables/equipment.</p> <p>Step ladder for use to reach stationery/items at height.</p>		<p>Lone working policy to be put in place.</p> <p>Signing in book for visitors and contractors.</p> <p>Manual handling for all staff and volunteers</p> <p>Staff training to know where fuse box is and how to safely switch off electricity in an emergency.</p>
2.10	Health & safety	<p>PPC, Staff</p> <p>Physical, Financial, Compliance & Legal, Reputation</p>	2	4	8	<p>Health & safety risk assessments carried out.</p> <p>Regular checks of first aid boxes.</p> <p>Current insurance policy</p> <p>Ensure at least one member of staff per site first aid trained.</p> <p>DSE risk assessments carried out when changes to</p>	PC	<p>Health & Safety Policy. Staff training (new grounds staff) and Assistant Clerk</p> <p>Ensure first aid training for staff reviewed regularly</p> <p>Medical forms issued to staff (in line with GDPR) in case of emergencies.</p>

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						<p>desk or office set up or new member of staff.</p> <p>Regular meetings with cleaner to ensure PPE adequate.</p> <p>Cleaning materials in locked cabinet under sink.</p> <p>DSE risk assessment for staff working at home.</p> <p>Staff eye test paid for and frequency of eye tests monitored.</p> <p>Appropriate grounds maintenance training provided and accreditations reviewed regularly.</p> <p>Fire Risk assessments undertaken.</p> <p>Officers trained as first aiders</p> <p>Staff have designated car parking spaces. Advised to</p>		<p>Fire Safety training to be given as part of induction and in Staff Handbook.</p> <p>Staff given training on use of Fire Extinguishers.</p>
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						drive with care and when walking in the car park.		
2.11	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	PPC, Staff Public Financial, Compliance & Legal, Delivery & Quality of Service	1	3	3	All Staff subject to standard recruitment process. References taken before contracts signed. DBS checks to be carried out if employee to work regularly and closely with young people or vulnerable adults and meet guidelines.	PC	Anti-fraud and corruption policy in place?

3. Information, website & social media

3.1	Non-compliance under Freedom of Information Act.	PPC Financial, Legal & Compliance,	1	3	4	Freedom of Information Policy, Charging policy and fee notice for large amounts of information.	PC	FOI log to be put in place. Procedure for FOI request to be put in place. Review charges in relation to officer time. Currently just photocopying.
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3.2	Data protection registration & compliance	PPC, Staff, PPC Councillors, Contractors & Debtors, Public Financial, Legal & Compliance	2	5	7	<p>Policies in place for Data Protection and use of personal data.</p> <p>Data inventory and privacy impact assessments completed.</p> <p>Firewall in place on network – managed by Computer provider and training provided for staff and PPC Councillors.</p> <p>Annual renewal of registration with ICO.</p> <p>Computer usage policy in place.</p>	PC	<p>Cyber essentials to be attained</p> <p>Guidelines for members to be drafted</p>
3.3	Loss of data & information - theft, fire, flood or damage.	PPC, Staff, PPC Councillors, Contractors & Debtors, Public Financial, Legal & Compliance	2	6	8	<p>All new Staff receive training.</p> <p>Insurance in place</p> <p>Computers and network managed by computer provider.</p> <p>Fire assessments carried out. Electrical appliances</p>	PC	<p>Cyber insurance cover to be considered.</p> <p>Business continuity plan to be developed.</p> <p>Health & Safety Policy to be written.</p>

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						<p>turned off at night. Electrical testing & PAT undertaken.</p> <p>Data backed up to Cloud.</p> <p>Legal and important documents archived and stored in fire resistant safe.</p>		Digitalisation of important legal, conveyancing information. Pilot scheme to be done 2024/2025.
3.4	Loss or damage arising from unauthorised use/theft or misappropriation.	<p>PPC, Staff, PPC Councillors, Suppliers & Debtors, Public</p> <p>Financial, Legal & Compliance, Delivery & Quality of Service</p>	2	4	6	<p>Alarms in place at Parish Office and Library which are maintained regularly.</p> <p>Anti-virus software provided and regularly updated.</p> <p>Access to office restricted.</p> <p>Staff have individual login and password access to computers..</p>	PC/LM	<p>All computer equipment numbered and labelled?</p> <p>Disciplinary and Grievance Procedure to be put in place.</p> <p>Dual authentication to be introduced</p> <p>CCTV in Library.</p> <p>Signing in book for visitors and contractors.</p>
3.5	Major ICT failure	PPC, Staff, PPC Councillors, Suppliers & Debtors, Public	2	3	6	Upgrades to ensure that hardware/software is suitable for its requirements and up to date.	PC	IT support to be reviewed

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		Financial, Legal & Compliance, Delivery & Quality of Service				Data backed up on the Cloud. Password protection requiring system administration procedures to only be carried out by consultant		
3.6	Website out of date, incorrect or misleading	PPC, Members of Public Legal & Compliance, Delivery & Quality of Service, Reputation	2	3	5	Agendas and minutes published without exempt pages. PC responsible for relevant web pages. Web pages updated. New accessibility standards met. Periodic review of website contents.	PC	
3.7	Inadequate budget provision for website.	PPC, Members of Public Legal & Compliance, Delivery & Quality of Service, Reputation	1	3	3	Annual budget approved by PPC.	PC	
3.8	Failure of website or	PPC, Members of Public	2	2	4	Contract with web developer to maintain	PC	

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	internet provider.	Legal & Compliance, Delivery & Quality of Service, Reputation				functioning website. Domain name of PPC, and website owned by PPC.		
3.9	Misleading or damaging information provided.	PPC, Members of Public Legal & Compliance, Delivery & Quality of Service, Reputation	2	2	4	Social Media policy developed. Website content controlled/reviewed. PPC press releases authorised by the Chair and/or Parish Clerk. Facebook page updated regularly.	PC PC	
3.10	Libel, Slander	PPC Staff, PPC Councillors, Members of Public Financial, Legal & Compliance, Reputation	2	3	5	Staff risk aware. Code of conduct. Press releases and publications reviewed by Parish Clerk before publication.	PC	
3.11	Laptop and portable media –	PPC Staff, Councillors,	2	3	5	PPC has 2 laptops which are encrypted and login	PC	

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	theft, misappropriation & loss of data.	Members of Public Suppliers Financial, Legal & Compliance, Delivery & Quality of Service, Reputation				and password protected and discourages the use of portable storage media. Removal of laptop from the PPC offices requires approval by the Parish Clerk but will happen occasionally to enable working from home where necessary.		
3.12	Health problems arising from computer use.	PPC Staff, Physical, Financial, Legal & Compliance,	2	2	4	Health & Safety Policy (includes display screen regulations). Free eye tests. Health & Safety training for all new staff. Appropriate furniture for computer use. Staff encouraged to report any concerns. Health implications considered when making changes to the office	PC LM (Library)	Continue to monitor FO working at home requirements and PC if continues to work from home 1 day a week. Review office environment (need for a rest space)

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						layout.		
4. Premises and Assets								
4.1	Theft / Loss of asset	PPC Physical, Financial, Legal & Compliance, Delivery & Quality of Service	3	3	6	Title to property and land assets recorded with Land Registry. Buildings have regularly maintained intruder alarms. Capital assets are recorded on the financial asset register, if appropriate. Insurance cover in place for larger or more valuable assets.	PC/FO AC PC/FO PC/FO	Main office covered by CCTV.
4.2	Fire / Flood / Vandalism - Damage to assets.	PPC Physical, Financial, Legal & Compliance, Delivery & Quality of Service	2	4	6	Buildings have regularly maintained intruder and fire alarms and are locked every night. Fire risk assessments in place Insurance cover in place. CCTV in public areas of Perranporth (currently 8	PC/AC PC/AC	Fire extinguisher training to be undertaken for all staff.

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						sites) Repairs and maintenance budgets in place.	PC	
4.3	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	PPC Environmental, Financial, Legal & Compliance, Delivery & Quality of Service	2	2	4	Changes in legislation and environmental regulations monitored. Where appropriate assets conform to current legislation in respect of Health & Safety and environmental matters.	PC/FO PC/LM	Old Bank building to be reviewed 2024. Review of PC offices and library annually
4.4	Failure of tenant - Loss of tenant income	PPC Financial, Legal & Compliance,	2	2	4	Payments in respect of leases monitored and debts chased promptly. Contracts in place for long term arrangements. Negotiations over revised lease arrangements consider tenant's position.	FO/PM	Need to liaise regularly with tenants. PM to continue to negotiate leases and terms.
4.5	Assets not recorded properly.	PPC Financial, Legal & Compliance,	2	2	4	Insurance reviewed annually. New purchases reviewed quarterly. List of possessions and	PC	

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						financial asset register reviewed annually. Insurance valuations for major property reviewed annually.		
4.6	Incorrect or inappropriate professional advice received.	PPC Financial, Compliance & Legal, Reputation	2	3	5	Parish Clerk ensures all professional consultants have relevant qualifications and takes up references if appropriate. Parish Clerk briefs professionals and reports to PPC Councillors. Parish Clerk monitors progress and actions.	PC	
4.7	Negative media coverage	PPC Compliance & Legal Reputation	3	3	6	PPC makes democratic decisions to ensure majority agreement. Assets inspected regularly PPC takes specialist advice when required. Parish Clerk fully briefs PPC Councillors.	PC	

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						<p>Press releases in line with approved procedures. All approved by Parish Clerk/Chair.</p> <p>Public informed via PPC media including website.</p>		
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5. Events

5.1	Damage or injury to members of the public.	<p>PPC Staff, Councillors, Members of Public</p> <p>Physical, Financial, Legal & Compliance, Reputation</p>	2	4	6	<p>Health and safety policy in place.</p> <p>Risk assessments carried out regularly by MGM and reviewed by Parish Clerk.</p> <p>Fire risk assessments undertaken.</p> <p>Playground and parks inspections undertaken.</p> <p>Annual staff appraisals to identify any training gaps which need to be addressed.</p> <p>Public liability insurance in place.</p>	<p>PC</p> <p>MGM/PC</p> <p>AC//LM</p> <p>GMA</p> <p>PC</p> <p>PC</p> <p>PC</p>	<p>Training of staff in playground safety inspections.</p> <p>Expand training in risk assessment.</p> <p>To be reviewed annually or in response to any H&S concerns/incidents.</p> <p>Expand training strimmers/ chainsaw etc.</p>
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Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						PPC Councillors made aware of risk management by adoption of risk management strategy.		
5.2	Events organised on PPC premises by third parties – injury / damage to property	Public, PPC Council Councillors, Staff, Contractors, Event Organiser & staff Physical, Financial, Legal & Compliance, Reputation	3	4	7	PPC is responsible for ensuring any activities on its property. Third parties must submit and adhere to the submission of relevant risk and Health & Safety documents as contained in Events Policy and Procedures, and Filming and Photography procedures. PPC permission must be obtained prior to any event taking place on PPC owned land via agreed procedure. (see P&P above) Full written details of the event must be provided to the PPC, including copies of the event plan and liability insurance cover to be agreed at Public Spaces& Services Committee.	AC/PC	Heads of Terms/Event Legal Agreements to be put in place for Watering Hole events. Monitor professional advice on the use of inflatable play equipment/bouncy castles. Legal ramifications of Martyn's Law – Clerk to investigate any impact to policy and procedure.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						An event plan for large scale events should be submitted to the Safety Advisory Group of Cornwall Council. Any required actions will need to be completed before obtaining permission from PPC.		
5.3	Events organised by PPC – injury / property damage	Members of Public, PPC Councillors, Staff, Contractors Physical, Financial, Legal & Compliance, Reputation	3	3	6	<p>A risk assessment is prepared for all events organised by PPC.</p> <p>Fire risk assessment carried out prior to event.</p> <p>Confirmation of insurance cover is obtained from the PPC 's insurers.</p> <p>Checks are carried out on third party participants as appropriate – risk assessments / food hygiene / insurance</p> <p>Appropriate first aid facilities are put in place.</p> <p>PPC staff organise event</p>	PC/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						<p>on site and are easily identifiable. Event organisers contact point identified.</p> <p>Road closures considered and put in place where appropriate managed by suitably qualified staff</p>		
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6. Contractors

6.1	Use of contractors damage / fire / injury	<p>Member of Public, PPC Councillors Staff and Contractors</p> <p>Physical, Financial, Legal & Compliance, Reputation</p>	3	3	6	<p>All relevant method statements and risk assessments to be submitted alongside relevant quotations.</p> <p>References will be taken where appropriate.</p> <p>All contractors must hold valid relevant qualifications and accreditations.</p> <p>Contractors will be required to hold adequate public liability insurance.</p> <p>Contractors removing waste material, handling sanitary waste, clinical waste,</p>	PC	
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Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						herbicides, pesticides, are appropriately licensed. Work of all contractors is monitored and where appropriate records kept. Contractors will be required to hold adequate public liability insurance.		
6.2	Site safety – damage / injury / death	Members of Public, PPC Staff and Contractors	3	3	6	PPC provide contractors with relevant induction where appropriate. All parties are aware of the necessity to maintain a safe working environment	PC	
6.3	Site safety – Fire	Members of Public, PPC Staff and Contractors	3	3	6	PPC will advise all contractors of fire procedures where appropriate	PC	

7. PUBLIC SPACES

7.1	Injury – falling trees, fallen trees & low-lying branches	Members of Public, PPC Staff and Contractors	3	3	6	For trees with a TPO or in a Conservation area before any works are undertaken to trees other than dead, dying	PC/MGM	
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Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						<p>or dangerous, an application is sent to Tree Officer at Cornwall Council for approval.</p> <p>Contractors and MGM regularly monitor the parks for any fallen branches, trees. Any problems identified are dealt with as soon as practicable.</p> <p>Work activities and events taking place in and around trees are cancelled in high winds.</p>		
7.2	Loss of trees due to disease	Members of Public, PPC Staff and Contractors	4	2	6	<p>All trees inspected every 12-15 months. Visual inspections and formal health and safety survey by professional arboriculture consultant / contractor.</p> <p>Trees with ash dieback being addressed. Ash Dieback Action Plan developed.</p>	PC/MGM	<p>PPC staff training to be provided where appropriate</p> <p>Monitor guidance and inspection reports</p>

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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7.3	Posts, chains, knee rails, fencing signs, gates – injury / death	Members of Public, PPC staff and Contractors	3	2	5	Posts / chains are checked by PPC staff regularly for defects and results recorded. Any broken, loose, leaning posts are replaced or reset.	MGM/PC	
7.4	Street furniture/signage – injury / death	Members of Public, PPC staff and Contractors	2	2	4	Signage is installed in the parks, and car parks Any defects found or reported to PPC including by the Grounds Maintenance Staff are repaired as soon as practically possible. All seat / benches on PPC land are inspected at least annually and reports completed.	MGM/PC	
7.5	Boundary disputes and encroachment	Members of Public Legal and compliance	3	3	6	Regular inspections undertaken. Boundaries to be checked at least quarterly during Summer months (Bolenna Park in particular).	PC/MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
7.6	Paths	Members of Public Grounds Team Legal	3	3	6	<p>Visual inspections by Grounds Team. PC members and staff encouraged to report slip/trip hazards to MGM.</p> <p>Prompt response to observed hazards.</p> <p>Hazards to be marked by cones/signs and cordoned off if required.</p> <p>Damage repaired as soon as possible if H&S hazard. Quarterly inspection by MGM.</p> <p>Footpaths on land owned by PPC gritted in icy conditions</p> <p>Maintenance of paths to keep reasonably free from litter and debris.</p> <p>Paths near beach to be swept from sand and beach debris as required. Removal of weeds.</p>	MGM	<p>PPE for grounds staff</p> <p>First aid box to be kept in PPC vehicle.</p> <p>Ensure grounds team have sufficient cones/signage.</p> <p>Review any areas where anti-slip surfaces could be installed - MGM</p> <p>Investigate if any grit bins/salt needs to be purchased ahead of Winter 2023.</p>

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						Leaves swept and cleared away in Autumn. Any reports of broken glass to be responded to immediately.		
7.7	Grass Areas – Bolenna & Goonhavern	Members of Public Grounds Staff Legal	3	3	6	Grass areas inspected when grass is cut, and holes backfilled. Any reports of broken glass to be responded to quickly and hazard marked if appropriate until clear. Pest controller to monitor more frequently if there is significant increase in mole activity. Ensure Grounds staff have PPE, litter pickers and sharps box.	MGM	Review signage to ensure clear contact numbers/email address to report any issues First aid box to be kept in PPC vehicle.
7.8	Skatepark	Members of Public Legal	3	3	6	Daily monitoring for glass, graffiti and signs of damage or vandalism.	MGM/AGM	Ensure signage in place “use at own risk, etiquette, H&S advice”, who to contact to report any issues.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						<p>Ensure Grounds staff have PPE, litter pickers and sharps box.</p> <p>ROSPA inspections annually.</p>		First aid box to be kept in PPC vehicle.
7.9	Bolenna Play Area	Members of Public Grounds Staff Legal	3	3	6	<p>Weekly visual inspections. Check for wear and tear, graffiti, remove rubbish.</p> <p>Any reports of broken glass to be responded to quickly and hazard marked if appropriate until clear.</p> <p>Ensure Grounds staff have PPE, litter pickers and sharps box.</p> <p>ROSPA inspections annually.</p>	MGM/AGM	<p>Train Grounds Team member ROSPA to enable weekly visual inspections.</p> <p>Review signage to ensure clear contact numbers/email address to report any issues</p> <p>First aid box to be kept in PPC vehicle.</p>
7.10	Fixed furniture eg benches, litter and dog bins (each park area or where there is fixed furniture)	Members of Public Grounds Staff Legal	3	3	6	<p>Benches, goalposts, litter bins, dog bins are securely fixed to the ground and in safe condition. Regular checks by Grounds Team. Visual weekly checks by MGM.</p> <p>Any damage which is reported is repaired promptly</p>	MGM/AGM	First aid box to be kept in PPC vehicle.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						<p>or notified to CC in the case of dog bins.</p> <p>Litter bins firmly fixed and inspected visually when emptied.</p> <p>Ensure all staff have adequate PPE and this is reviewed regularly.</p>	Parish Ranger	
7.11	Posts/Markers/Low Fences/Walls	Members of Public Grounds Staff	3	3	6	Ensure all objects are firmly fixed through regular inspection. Quarterly inspection. Repairs to be arranged where required.		
7.12	Gates	Members of Public Grounds Staff	3	3	6	Gates checked quarterly by MGM/AGM. Regular visual checks.		
7.13	Street Lights (Parish Owned only)	Members of Public	2	3	5	<p>Online reporting form on website for public to report.</p> <p>Risk assessment form to be undertaken before any lights repaired.</p> <p>Purchase order to be completed for every light repaired to keep track of work.</p>	MGM/AGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						Street Light Policy in place and reviewed as and when necessary and at least annually.		
7.14	Trips, slips, injuries, 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. Contamination of clothing.	Parish Ranger	3	5	8	<p>Appropriate PPE and footwear provided for Parish Ranger.</p> <p>Parish Ranger to follow safe systems of work. Regular meetings with MGM.</p> <p>Large, heavy items of waste reported so that safe removal can be arranged.</p> <p>Long handled litter pickers provided to reduce the need to stretch and stoop.</p> <p>Pain or injury reported to the AC immediately.</p> <p>Hand washing facilities available at Parish Office.</p> <p>Suitable refuse bags of good quality used.</p>	AC	<p>First aid box to be kept in PPC vehicle.</p> <p>AC to check that PR has phone switched on during work hours.</p> <p>Check on PPE (waterproof trousers, coat etc ahead of Winter 2023)</p> <p>Sharps box provided.</p> <p>Parish Ranger advised to keep up to date with Tetanus immunisation.</p> <p>Parish Ranger advised to park safely and responsibly on highways.</p> <p>In the event of any needles sharps injuries, aware of advice (e.g. encourage the wound to bleed for 2 minutes by squeezing area?) Do not</p>

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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								suck the wound? Use alcohol free cleansing wipes? Parish Ranger advised to report any dermatitis or problems with hands.
7.15	Effects of heat and cold (sunstroke) Dog bites Conflict with beach users	Beach Rangers				First aid box in beach hut. Staff advised to wear appropriate uniform for the weather (fleeces in cold weather, sun hats, sunglasses in hot weather). Staff advised to keep hydrated in hot weather. Staff advised to wear sunscreen in hot weather. Regular meetings with AC to highlight issues. Sharps box in beach hut.		Investigate PPC owned beach hut Lone working. Advise against or look into mitigation. Training in conflict management. (enforcing dogs on leads etc) Rules for Dogs on Beaches awareness day in April 2024 information Board with rules (metal detecting, horses, dogs on leads) plus Parish Clerk contact Body cameras?
7.16	Cligga Industrial Estate – slips/trips/hazards	Tenants, Members of the Public	3	6	9	Leases in place which include repairs. Tenants responsible for own risk		Cornwall Council providing advice for “tenants” in caravans.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	Damage to vehicles Travellers Contamination to Land					assessments (including Fire, H&S) EPCs undertaken on all properties. Regular inspections of property carried out by Property Manager. Traveller removal precepted for. Regular communication with "tenants". Legal representation budgeted for.		Investigation being carried out as to responsibility of PPC in relation to "tenants" in caravans. Cliga Sub-Committee to be formed to address issues and recommend to Council strategic development of land. Separate risk assessment to be carried out with regards to "tenants", mine shafts, drainage including survey of services. CCTV?
7.17	Accidents on the highway due to sand build up and debris	Members of the Public	3	5		Ensure roads are swept at least twice a year and particularly in the Summer months and after adverse weather.	AC/FO/MGM	Seek advice from Cornwall Council regarding Cleansing Agreement and including this in Biffa contract. Action pending negotiations.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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9. Library

9.1	Slips, Trips & Falls – injury	Members of Public PPC and Councillors Physical, Reputation	2	3	5	Staff asked to be mindful of identifying risks and putting measures in place to reduce. Lights to be kept on in all walkway areas and Library area whilst buildings are open to avoid trips/falls.	LM	
9.2	Lighting - failure	PPC Staff General Public	1	3	4	All defects are rectified as soon as possible and reported to AC.	LM/AC	
9.3	Deterioration of building	Members of Public, PPC and Contractors Physical, Financial and Reputation.	1	3	4	Building inspections undertaken regularly.	LM/MGM	Consider procuring periodic survey by independent surveyor.
9.4	Emergency escape routes blocked or	Members of Public, PPC and Contractors	1	3	4	All escape routes are kept clear of debris.	LM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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	unable to operate – injury/death	Physical, Financial and Reputation.						
9.5	Use of equipment - injury	Members of Public, and PPC Physical, Financial and Reputation.	1	2	2	Staff are frequently reminded to use equipment sensibly and not to take risks. Staff report any concerns to Parish Clerk.	PC	
9.6	Electrical equipment – fire/burns/ electric shock	Members of Public, PPC and Contractors Physical, Financial and Reputation.	1	1	1	All electrical equipment is tested / inspected regularly or as recommended by qualified electrician. All equipment (if safe) is marked date of test and details logged.	LM/AC	All electrical sockets are 'protected' via RCD and electrical testing undertaken.
9.7	Combustibles (paper/textiles) storage - fire	Members of Public, PPC and Contractors Physical, Financial	1	3	4	Paper is stored in a suitable location. All waste paper is bagged and removed from the building regularly.	LM/AC	Fire assessment reports to be updated.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						Regular inspections are conducted by Responsible Person.		
9.8	Aerosols – fire / explosion	Members of Public, PPC and Contractors	1	1	1	<p>Aerosols are stored in toilets.</p> <p>Only essential aerosol cans are stored for use.</p> <p>Staff are aware of the location of aerosol cans within the working environment.</p>	LM	
9.9	Evacuation meeting point – slips, trips & falls	Members of Public, PPC and Contractors	2	2	4	<p>Congregation point following evacuation; visitors and officers only re-enter building when instructed by Fire Service Officer.</p> <p>Responsible person to liaise with Fire Officer in charge of fire appliance. Relevant information passed onto Officer In Charge of Incident i.e.; Any Missing Persons. Location of hazardous items e.g. Aerosols.</p>	LM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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9.10	Fire doors / escape routes – slips trips & falls	Members of Public, PPC and Councillors	1	3	4	<p>All 'self-closing devices' attached to all Fire Doors are checked. Staff aware no Fire Door is to be propped open.</p> <p>All Fire exits and routes are kept clear of obstacles at times. All Fire Escape doors are clearly marked FIRE EXIT.</p>	LM	
9.11	Housekeeping – injury	Members of Public, PPC and Councillors	2	2	4	<p>Office furniture regularly inspected and maintained.</p> <p>Staff to report damage/wear and tear.</p> <p>Damage or concern with uneven floor surface to be indicated by warning tape and quotes requested to rectify issues as appropriate.</p>	LM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
9.12	Security – Physical & verbal abuse	Members of Public, PPC and Councillors Physical, Service delivery & Quality.	3	6	9	Public areas covered by CCTV? Need details. Separate risks undertaken for Parish Ranger and Beach Wardens.	LM/PC	Locks and security arrangements in place. Lone working policy to be put in place. Training for staff to deal with abusive customers/conflict. Do Cornwall Council share any information about potentially violent persons?
9.13	Fire extinguishers - injury	Members of Public, PPC and Councillors	1	1	1	Fire extinguishers are in position in the building. All Fire Extinguishers are subjected to regular testing and Inspection by trained personnel. All Fire Extinguishers are attached to the wall or situated as per recommendations.	LM/AC	Check staff have received Fire Safety Training in the safe use of fire extinguishers.
9.14	Flood – disruption / damage / injury	Members of Public, PPC, Contractors and Councillors.	2	4	6	Ensure that all contractors are appropriately qualified to carry out works and have	LM/PC/MGM	Business Continuity Plan to be developed

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						completed risk assessments and have valid insurance.		
9.15	Fire – disruption / damage / injury	Members of Public, PPC, Contractors and Councillors.	1	4	5	<p>Fire system in library with smoke detectors in separate rooms / areas.</p> <p>Annual check of all fire extinguishers and equipment, replacing where needed.</p> <p>Fire Alarms tested on monthly basis.</p> <p>Fire doors.</p> <p>First Aider on site</p> <p>Electrical equipment (except fridges, server and CCTV monitor) is turned off at night and computers shut down to reduce the risk of fire.</p> <p>Paper and cardboard regularly collected for recycling/disposal.</p>	LM/MGM	Staff trained in use of fire extinguishers.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Chemicals stored carefully. No smoking on premises. Fire resistant safe acquired.		
9.16	Cluttered office – damage / injury	Members of Public, PPC, Contractors and Councillors.	2	2	4	Staff aware of Health & Safety issues. Qualified First Aiders. First Aid supplies. Staff have regular 'tidy ups'. Any concerns are raised and discussed for further action.	LM	Review of storage required. Quite cluttered behind the library area.
9.17	Security access by unauthorised person – assault / theft	Staff Visitors PPC Councillors	1	3	3	Alarm system (tested regularly). Diary to keep tabs on daily appointments. Staff observant. CCTV outside/inside of building?	LM	Signing in book for visitors. Lone working policy to be put in place.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
9.18	Terrorism – injury / disruption	Members of Public, and PPC staff.	1	4	5	<p>Security Alarm system?</p> <p>Signing in book for workmen / visitors.</p> <p>Staff observant.</p> <p>CCTV.</p> <p>Persons not allowed to leave baggage in public areas.</p> <p>Metal, secure post box in wall.</p> <p>Fire extinguishers on site.</p>	LM	If not in place, would recommend a panic button to be installed.
9.19	Illness caused by buildings or office equipment	PPC Staff and Councillors.	1	2	3	<p>Modern computers and lighting.</p> <p>Radon testing and remedial measures undertaken.</p> <p>Reasonable ventilation maintained.</p> <p>Good cleaning standards maintained. Anti-bacterial</p>	LM/PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						gel, tissues and wipes available. Stationery and equipment ordered from well-known suppliers to ensure they meet office requirements.		
9.20	Misuse of confidential documents	Members of Public, and PPC.	1	2	2	Shredding machine in the office and Library. Confidential waste collection? All staff briefed on procedure for confidential documents. Locked cabinets used for sensitive documents. PPC Councillors are aware that confidential (pink) papers must be returned to the Parish Clerk and disposed of responsibly e.g. shredded.	PC/LM	New PPC Councillors receive briefing.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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9.21	Faulty equipment – injury / fire	PPC Staff.	2	2	4	Equipment monitored for signs of wear and replaced if a concern. Electrics turned off at night. PAT testing carried out	PC/AC	
9.22	Misuse of equipment – injury/ property damage	PPC Staff.	1	2	2	Staff reminded at staff meetings not to take risks and to assess situations.	PC/LM	Manual handling to be undertaken for all staff.
9.23	Non-renewal of lease of premises.	PPC, Public, Councillors and Staff	3	5	8	Notice required for termination of leases (Cligga)	PC/PM/AC	Property Manager to commence negotiations for renewal in good time before lease expiry.
9.24	Inadequate space for grounds maintenance operation.	Grounds Maintenance Staff and public	2	2	4	Maintenance storage at Wheal Leisure.	PC/MGM	Review risk management of activities of Grounds Staff. Review arrangements for storage (Cligga).
9.25	Potential re-location of the library leading to loss of staff and	PPC, Public, Councillors and Staff	1	3	4	Informal discussions and staff and public consultation to be undertaken before	PC	Review after discussions regarding Old Bank.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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	reduced use/customer satisfaction					any formal decision to re-locate or not		
9.26	Loss of office accommodation and facilities for committee meetings and small gatherings	PPC, Public, Councillors and Staff	2	5	7		PC/AC	Identify alternative accommodation should the building be refurbished or in case of fire.
9.27	Loss of facilities for Council meetings and large public gatherings	PPC, Public, Councillors and Staff	2	5	7	Alternative meeting facilities being explored	PC/AC	Identify alternative venues

10. Members and Civic Activities

10.1	Chair unable to attend civic events - poor publicity for PPC and damage to reputation	PPC, Chair and Third Party. Reputation	1	2	3	Deputy Chair would represent in place of Chair. Apologies to be sent on behalf of the Chair. Chair liaises with the Parish Clerk regarding any arrangements/public events	C/DC PC	
10.2	Chair acts unprofessionally or	PPC, Mayor and Third Party,	1	3	4	Chair is fully briefed prior to an event.	PC/C	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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	unreliably - damage to PPC and Chair's reputation	Financial, Reputation				<p>Code of conduct in place</p> <p>Any significant issues brought to the attention of the Parish Clerk.</p> <p>Press releases from PPC checked by the Parish Clerk. Parish Clerk to be informed when press want direct interview / discussion with the Chair.</p>		
10.3	Chair attends an unsuitable event	PPC, Chair, And Councillors. Reputation	1	2	3	<p>All invitations are scrutinised and responded to appropriately. Any concerns are queried with the Parish Clerk.</p> <p>If an invitation is deemed unsuitable then the invite would be declined politely.</p>	PC/C	
10.4	Personal injury to or Chair representative.	PPC and Chair Physical Financial	2	3	5	<p>Risk assessments prepared for any events.</p> <p>If an invite or venue is deemed as a potential risk then the Chair not to proceed.</p>	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						Events to be planned carefully.		
10.5	Extreme weather – unable to attend event	PPC and Chair Reputation	1	2	3	<p>Chair to assess weather conditions for each event and arrange transport accordingly.</p> <p>Chair to try to attend all local events as far as reasonably possible.</p> <p>Details and contact numbers to be given to Chair prior to event.</p>	<p>PC/C</p> <p>PC/C</p>	
10.6	Malicious threat/terrorism	Members of Public, Chair and PPC Staff.	1	3	4	<p>If Chair has any concerns when attending to forward apologies or leave at an opportune moment.</p> <p>Chair and officers keep good relations with members of the public and organisations and act courteously and respectfully, listening to any concerns.</p>	PC/C	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						<p>To consider safety at all times.</p> <p>Invitations to be assessed when invites arrive and if any concerns check to ensure genuine invite and details.</p> <p>To monitor the news and be observant.</p>		
10.7	Poor organisation of events	<p>PPC staff and Councillors.</p> <p>Reputation</p> <p>Financial</p>	1	3	3	<p>Advertised on website and poster put on notice boards (if appropriate).</p> <p>Liaison with relevant organisations / persons beforehand. Check lists in place to avoid problems.</p> <p>Major events reviewed by Parish Clerk.</p>	PC/AC	Event management plan in place if appropriate
10.8	Budget overspend. – Events	<p>PPC.</p> <p>Financial,</p>	1	3	4	Parish Clerk monitors income and expenditure.	PC/FO	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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		Service Delivery & Quality				Parish Clerk reviews actual costs against budget.		
10.9	Theft at Events	Members of Public and PPC Staff.	2	3	5	Persons responsible for own belongings.	PC	Events management plan and risk assessment carried out if appropriate.
10.10	Physical injury to Chair and / or persons attending Civic event.	Members of Public, PPC and Mayor, Physical, Financial, Compliance & Legal	2	3	5	Health and safety risk assessments carried out Invitations assessed for risk and any concerns queried. Insurance in place. Members to be observant during an event and consider safety at all times.	PC	
10.11	Illness of Chair or PPC Councillors at Civic events	Members of public, PPC and Mayor Physical Financial Compliance & Legal	1	2	3	Invitations assessed for risk First Aid considered for events and where to seek appropriate help.	Chair	Chair and PPC Councillors to be vigilant and, if concerned, to avoid eating food at events and to report concerns appropriately – using discretion.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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						<p>Phone available at events to seek immediate assistance.</p> <p>Remind PPC Councillors / persons to advise Officers if they have any specific dietary requirements.</p> <p>The use of caterers with a Food Hygiene Rating of 3 or above for in-house events.</p>		
10.12	Mayoral visits - Slips, trips & falls. Injury / Death.	PPC Chair	1	3	4	<p>Events considered for suitability and concerns raised before decision made.</p> <p>Weather monitored.</p>	PC	
10.13	Chair - Site visits - injury	PPC Chair	1	3	3	Parish Clerk to ascertain if PPE required	Chair	
10.15	Chair visits - Operation of machinery / equipment. Injury.	Members of Public PPC Chair	1	3	3	The Chair should only operate any machinery or equipment under direct guidance or invitation of a qualified person; The Chair	Chair/PC	If uncertainty, or concerns, as to what is expected of the Chair, staff to make enquiries.

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						does so at his or her own risk.		
10.16	Remembrance Day - Slips, trips & falls – injury/death	Members of Public PPC, Councillors, Contractors and Participants.	1	3	4	Area checked for hazards prior to Event. Monitor pavement and road conditions prior to the event for any change in surface conditions.	Chair/PC	
10.17	Remembrance Day - Bad Weather - Slips,	Members of Public PPC, Councillors, Contractors and Participants. Including elderly persons.	1	3	4	Area checked for hazards prior to Event. Surfaces checked prior to Event to ensure not slippery. Monitor weather forecast prior to the event and warn persons/ organisations accordingly.	Chair/PC	
10.18	Remembrance Day – War Memorial Disruption / protest	Members of Public PPC, Councillors and Participants.	1	3	4	Event promoted in a respectful and positive way. Area checked prior to event.	PC	

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						Organisers and PPC Councillors should be vigilant on the day.		
10.19	Meetings/Civic events/Chair election Verbal Abuse – upset, defamation	Members of Public PPC and Councillors. Legal Reputation	1	3	4	Alert PPC Councillors if aware of any contentious subjects. Aim to be able to answer questions transparently and fairly. Monitor on night – ask person to stop if they become offensive or leave if situation deteriorates. Consider abandoning the meeting if situation escalates.	PC	
10.20	Loss of expertise/experience within councillors after election	Members of Public PPC and Councillors. Legal Reputation	2	3	5	Guidance provided by Cornwall Council and PPC. Induction pack and training programme devised	PC	Further training to be arranged.
10.21	Insufficient candidates for seats at next election	Members of Public PPC and Councillors. Legal Reputation	2	4	6	Election and councillor positions to be promoted in social media and on website. Consider press.	PC/AC	

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11.	Allotments/ Gardens							
11.1	Allotments - Inadequate budget provision	Members of Public, PPC, Physical, Financial, Compliance & Legal, Service Delivery & Quality Reputation	1	1	1	PPC responsible for ensuring adequate budget in place. PC responsible for presenting recommendation to PPC for annual budget setting.	PC/FO	
11.2	Allotments - Overgrown vegetation – injury / vermin / fire	Allotment tenants, PPC staff and Contractors	2	1	3	Allotments inspected regularly and allotment tenants encouraged to notify PPC of overgrown areas. Allotment tenants will receive correspondence from PPC if fail to comply with the allotment agreement.	PC/AO	
11.3	Allotments grass cutting / strimming – injury / fire	Members of Public PPC staff and contractors	2	2	4	Grass cutting machinery is checked prior to any use. Any defects found are rectified prior to use if repair cannot be carried out	AO/MGM	

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						<p>equipment will be taken out of commission.</p> <p>All areas checked for debris/ glass stones prior to use of cutting equipment and remove any potential dangerous objects. All staff to receive adequate training.</p>		
11.4	Allotments unauthorised visitors – vandalism / injury / access to hazardous chemicals	Unauthorised visitors particularly children	2	1	3	<p>Gates and perimeter fence provided to all allotments and are checked on a regular basis and are kept in good order.</p> <p>Any vandalism is reported through formal channels, direct to PPC or Police.</p>	MGM	
11.5	Allotment storage of chemicals – burns / asphyxiation / death	Allotment tenants, PPC staff and contractors Unauthorised persons	1	3	4	<p>Allotment plot holders are advised not to leave any chemicals unattended in or on their allotment plots.</p> <p>Use of any chemical is subject to regulations as per The U K Pesticide Guide 2009.</p>	MGM/AO	

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11.6	Allotment Bonfires – burns / explosions / death	Allotment tenants	2	4	6	<p>Fires are permitted on allotment plots. Only rubbish generated from an allotment is allowed to be burnt no rubbish is brought on site for burning. Burning of plastics is forbidden along with the use of flammable liquid to ignite fires.</p> <p>Fires are not lit when the weather is unsuitable (i.e. high winds) or if wind direction would cause danger or inconvenience to local residents and traffic.</p> <p>Plot holders are responsible for ensuring any fire cannot involve nearby sheds or fencing.</p>	AO/MGM	
12.	Car Parks							
12.1	Inadequate budget provision	Members of Public, PPC, Physical, Financial,	1	3	4	PPC are responsible for ensuring adequate budget in place.	PC/MGM	Monitor changing use patterns.

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		Compliance & Legal, Service Delivery & Quality Reputation				PC responsible for presenting recommendations on charges to PPC for annual budget setting.		Review charging, benchmarking against other similar seaside locations
12.2	Loss of revenue	PPC staff and Contractors Financial, compliance and legal Service delivery and reputation	2	3	6	Reputable cash collection contractor employed (Relyon). Banking monitored and checked. Car Park takings monitored against budget quarterly. CCTV cameras in place.	PC/FO	Review charging policies and reserves. Market permits at Droskyn? Monitor impact of changing use patterns. Procedure for recording collection/vs banked
12.3	Hedges - grass cutting / strimming – injury / fire	Members of Public PPC staff and contractors	2	2	4	Contractors to carry out bulk of work. Any defects found to PPC equipment are rectified prior to use if repair cannot be carried out equipment will be taken out of commission. All areas checked for debris/ glass stones prior to use of cutting equipment	MGM	All staff to receive adequate training.

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						and remove any potential dangerous objects.		
12.4	Vandalism / injury / damage to vehicles, signs and walls	Members of Public, PPC and Contractors Physical, Financial, Compliance & Legal, Service Delivery & Quality, Reputation	3	1	4	Any vandalism is reported through formal channels, direct to PPC or Police. CCTV at Goonhavern car park. Sharps kit issues to Grounds Staff	MGM/PC	Car parks to be inspected regularly Grit bins and salt to be purchased for car parks
12.5	Disputes regarding ownership or boundaries	Physical, Financial, Compliance & Legal, Service Delivery & Quality, Reputation	1	3	4	Significant work undertaken to ascertain ownership/title. Regular inspections undertaken to known areas of disputes. Title proved and registered. Boundary surveyors to be contracted to help settle disputes.	PC/FO	

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13.	CCTV							
13.1	Vandalism or theft of camera	Financial Reputation	2	3	5	Regular monitoring and inspections undertaken. Insurance maintained.	MGM	Monitor camera use and condition.
14.	Pandemic or epidemic							
14.1	Loss of staff due to illness or self-isolation	Staff	3	3	6	Guidance provided to staff regarding hygiene and self-isolation. Masks and gloves supplied when necessary. Office cleaning products strengthened. Hand gels, wipes, gloves and tissues provided to staff. Lateral flow tests sourced. National guidance monitored.	PC/AC	

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14.2	Loss of Councillors due to illness or self isolation	Councillors	3	3	6	<p>Office cleaning products strengthened.</p> <p>Hand gels, wipes and tissues available at Council meetings.</p> <p>National Guidance monitored.</p> <p>Scheme of delegation agreed.</p>	PC/AC	
14.3	Need to cease service provision, cancel meetings and close buildings	Staff Councillors Members of the public	2	3	6	<p>Sickness levels and risk levels to be monitored.</p> <p>Advice sought from NALC, CALC and Cornwall Council.</p> <p>Public Health advice published in the noticeboards, at the library and on the website.</p>	PC/AC	

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						Assess safe working arrangements for each service. All agreed actions widely communicated.		
14.4	Risk of passing virus to members of the public or contracting it from the public	Staff Councillors Members of the public	3	3	6	Government guidelines monitored. Risk assessments and working arrangements adapted for all jobs.	PC/AC	
14.5	Shortage of supplies/contractors	Staff Councillors Members of the public	3	3	6	Local purchasing to be supported as far as possible	PC/AC	
14.6	Current meeting facilities not fit for purpose for Covid/Flu safe meetings for	Staff, Councillors and Members of the public.	3	3	6	Legislation and CALC advice being monitored. Alternative meeting facilities identified that are large enough to provide	PC	

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	Councillors, staff and public.					good social distancing for staff, councillors and members of the public.		
15.	Climate change/Extreme weather							
15.1	Risk of damage to PPC buildings due to inclement weather	PPC buildings, parks & open spaces	2	4	6	Regular inspection regime maintained. Weather alerts monitored.	PC/MGM	Processes and procedures annually. Seek professional advice to ensure fit for purpose.
15.2	Risk of harm to staff due to inclement weather.	Staff driving to and from work Grounds maintenance staff working outside	2	2	4	Grounds staff provided with hats, sunscreen and water in extreme heat and wet weather clothing for wet conditions. Weather conditions monitored and advice given to staff regarding safety.	PC/MGM	Review processes and procedures annually. Seek professional advice to ensure fit for purpose.
15.3	Loss of trees due to inclement weather.	Members of the public	3	3	6	Trees regularly inspected and maintained. Annual Tree reports obtained from independent	PC/AC	Review processes and procedures annually. Seek professional advice to ensure fit for purpose.

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						Tree experts and actioned accordingly.		
15.4	Risk of flooding of PPC land	Members of the public Property damage	3	3	6	Property regularly maintained and inspected.	PC/MGM	
16.5	Disruption to transport	Members of the public Councillors Staff	3	3	6	Some staff may work from home on occasions.	PC/AC/FO	Meetings to be postponed if disruption is severe.

Risk assessment review record

This risk assessment must be reviewed annually, if there is a significant change to the hazards identified or if there is an incident that requires its review and amendment.

Reviews should be recorded below:

Date	Reviewer (Print and Sign)	Comments (reason for review / amendments)	New risk assessment issued (Y/N)?

Risk Assessment Awareness Record

The undersigned have read and understood this risk assessment and agree to abide by its principles.

Name (Print and Sign)	Date

EMERGENCY PROCEDURES

- If an accident occurs, the priorities are to:
 - Assess the situation
 - Safeguard uninjured people
 - Attend to the injured person
 - Inform everyone who needs to know of the incident
1. Establish the nature and extent of the incident as quickly as possible.
 2. Establish the number of any injured persons and get immediate medical attention from 1st Aider.
 3. Inform the Clerk as soon as possible.
 4. All relevant facts and witness details should be written down accurately as soon as possible on the Accident Report Form.
 5. If required, an adult should accompany any injured person to hospital.
 6. A written account of all events, times and contacts should be kept after the incident on the Accident Report Form