PERRANZABULOE PARISH COUNCIL RISK ASSESSMENT – ADOPTED 24 NOVEMBER 2025

Risk Owner-
PC = Parish Clerk, AC – Assistant Clerk FO - Finance Officer, MGM - Grounds Manager, LM = Library Manager AO – Admin Officer
Amendments – Updates October 2025

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. Assistant Clerk has iLCA qualification and member of SLCC.	PC PC/FO	To obtain a foundation Quality Status Award – 2026/27 Administration Officer to obtain iLCA qualification by December 2026. Business Continuity – Handover documents for office to be created FO to attend training as required

Review November 2026

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Parish Clerk has obtained CiLCA qualification. Parish Clerk has obtained Principal membership of SLCC The Finance Officer is a qualified AAT Accountant and has obtained FiLCA qualification. PPC is a member of NALC & CALC. Parish Clerk & Assistant Clerk are members of SLCC. Officers attend professional conferences /seminars. Policies and procedures governed by external and internal influences, nationally recognised bodies and internal regulations. PPC entered on register in accordance with Data Protection Act 2018. ICO membership.	PC/AC	Review on advice for Health and Safety to be undertaken

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						South West Councils appointed to advise on HR. Review undertaken to ensure fit for purpose. Standing Orders/Financial Regs, Code of Conduct adopted and reviewed annually. Disability Discrimination Act – ground floor access and toilet facilities at offices. Meetings held on ground floor. Freedom of Information Act – Scheme adopted, approved, published and reviewed annually. Freedom of Information requests logged and published on the website		
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	Procedures in place for regular production, distribution and publication of Agenda and Minutes. Advice available from CALC, NALC & SLCC	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						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.		
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. Parish Clerk has regular pre-committee meetings with Chairs of Full Council, Staffing, Public Spaces & Services and Cligga.	PC	Regular pre-committee meetings with Chair of F&O Committee.
1.4 (i)	Devolvement of services –insufficient resources and failure to deliver services	PPC Staff, Members of Public Compliance & legal, service delivery & quality, Reputation	2	4	6	Any decision to take on additional services would need to be agreed by Full Council. Resources – staffing/finance reviewed as part of the decision-making process. Creation of Objectives and Key Results. Reviewed regularly. Priorities discussed regularly with Councillors. Pre-budget	PC	.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						discussions outline Objectives and Key Results of Council including priorities.		
1.4	Projects – 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. Report to Public Spaces & Services at each meeting and urgent updates via email to Councillors and key staff PC/FO to monitor budget and report to Public Spaces & Services Committee. Steering groups created to deal with urgent issues	PC	
1.5	Failure to agree precept or precept set at inadequate level	PPC Financial, Compliance & Legal, Service	1	4	5	PPC agrees financial plan and sets Annual budget in late Autumn. Precept determined directly from this budget.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		delivery & quality, Reputation				Tax base figures sought (November). Adequate reserves maintained (General Reserve Policy in place). Adequate budget and level of reserves reviewed during budget process. PC/FO to indicate if budget & reserves 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	Scribe Accounting software to aid with reporting, in particular "live" reporting. Auditor to access system. Finance Committee have access to system (view only) Monthly Income and Expenditure report reviewed by PC. Report to Full Council quarterly. Regular internal control reviews undertaken by	PC/FO PC/FO	Purchase Orders to be input into Scribe.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						PC/FO and 2 councillors (quarterly). Internal Audit completed twice a year and significant issues raised with Parish Clerk. Report to Full Council. Monitor impact of inflation and global economic changes on running costs. Monthly bank reconciliations take place Bank reconciliations minuted as standing item on F&O Committee agenda. Purchase Order system in place. Actions taken to respond to variances (virements) Quarterly budgetary control reports to Committees Level of EMRs, general and investments reviewed by PPC during budget process	FO/PC PC FO/PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						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	Cloud based Financial management system (Scribe) in place. Ensure bank mandate regularly reviewed and updated 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) Spreadsheet to record ticket vs actual takings, banking. Chair of Finance & Operations Committee reviews PPC's income and expenditure on a monthly basis. Actual expenditure vs budget reported to Council	PC/FO PC PC PC/LM/FO FO PC/PPC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						quarterly. Budget reports minuted. Income received, kept securely and banked regularly. Local security company used for car park cash collection. Library cash handling and banking reconciled regularly. Receipts issued for cash Bank reconciliations signed off by F&O Committee monthly. Standing Orders and Financial Regulations in place and reviewed annually. Full Council approves monthly payment of salaries Member of Finance Committee approve expenses Chair approves Parish Clerk expenses Income and expenditure reviewed against budget	PC/FO PC/C PC/FO	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						regularly and reported periodically to PPC via F&O Committee. Fidelity Guarantee Insurance in place. Review level 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	Standing Orders and Financial Regulations in place and reviewed annually. General Power of Competency achieved and adopted annually. Financial procedures and delegations in place Internal control quarterly by 2 different councillors on rotation. Internal control form to be used for consistency of checks. Internal audits carried out by external contractor.	PC PC/PPC	
1.9	Failure to comply with HMRC regulations (financial penalty incurred).	PPC Financial, Compliance & Legal, Reputation	2	3	5	Electronic VAT returns completed quarterly by FO, overseen by PC	FO/PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	Errors on submissions.	Adverse publicity				VAT audit undertaken by VAT professional Electronic PAYE returns completed monthly by FO HMRC issues reminders Finance system accounts for VAT on income and expenditure. Finance Officer receives periodic updates from HMRC which are reviewed. Internal and external audit review.	FO FO/PC	
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 on Scribe 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. Review of insurance January 2026 (for June 2026)

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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. Mobile phones must be carried when carrying/banking cash.	FO/Relyon PC	
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. All leases to be approved by F&O and recommended to FC for ratification.	PC	
1.13	Deterioration of relationships with Cornwall Council	PPC Financial, Compliance & Legal, Reputation	2	3	5	Good communications maintained	PPC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Regular meetings with Cornwall Councillors where appropriate		
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. Digitalisation of key documents. Review the need for consequential loss insurance cover.	PC/FO	Digitalisation of key documents in progress.
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	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Management of Property Portfolio and Disposal of Council Assets Policy reviewed annually		
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. Sickness absence reviewed regularly and reported to the Staffing Committee annually. YouHRManage system for recording annual leave and sickness.	PC/PPC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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. Staff Handbook issued to all staff and available on the website and YouHRManage. Contracts are in place for all office, grounds and beach staff. HR policies approved by PPC are available for all staff. HR policies and procedures reviewed annually. Wellbeing Action Plan in place as part of appraisal process. Health and Safety Policy in place. Regular staff reviews/appraisals. Advice from relevant professional bodies e.g.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						CALC. Code of Conduct training for members. Employers liability insurance. Relevant staff training and experience in HR matters.		
2.3	Loss of key staff	PPC/Staff Delivery & Quality of service	3	3	6	Organisation structure reviewed annually. Employment contracts with notice periods. All staff have job descriptions and person specs. Staff development training relevant to the role undertaken. Succession planning. Key staff insurance cover. Working from home reviewed regularly. Salaries benchmarked/reviewed annually and as and when requested	PC	Procedural/handover documentation to be improved.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
2.4	Long term sickness / loss of knowledge & experience	PPC, Staff Financial, service Delivery & quality of service	3	3	6	Sickness monitored and reported to Staffing Committee. All staff have job descriptions and are updated as and when needed.	PC/AC	Written office procedures to be regularly updated.
2.5	Low staff morale / Performance / Absenteeism	PPC, Staff Financial, Service Delivery and Quality	2	2	4	All staff have job descriptions and are updated as and when needed. Annual training budget. Weekly team meetings and one to one meetings Regular review of working at home/flexible working Regular review of adequate staffing levels/resources Annual appraisals Quarterly offsite staff meetings. Absence management policy	PC/LM/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Wellbeing Action Plan to be used alongside appraisal Stress Management Policy Rest area to encourage staff to take breaks		
2.6	Bullying & Sexual Harassment / stress / performance / sickness	PPC, Staff Financial, Compliance, & Legal, Delivery & Quality of service	3	2	5	Council have adopted the Civility and Respect Pledge Weekly team meetings Regular staff appraisals Review policy and procedure regularly Anti bullying and Harassment Policy to be reviewed in light of new legislation (sexual harassment). Harassment and Bullying Policy reviewed annually Code of Conduct Training (every 2 years for councillors) Dignity at Work Policy Whistleblowing Policy Officer Councillor Protocol	PC/LM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Persistent or Vexatious Complaints Policy Diversity and Inclusion Policy Working from Home Policy Dress and Appearance Code Recognising sexual harassment and how to prevent sexual harassment, training undertaken by all staff and councillors. Policy updated in line with new legislation. Staff and councillors encouraged to report Wellness Action Plan implemented		
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. Fire Regulations adhered to	PC/LM	Ensure staff/volunteers are trained in manual handling

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Training in use of machinery reviewed and updated regularly (Grounds Team). Staff offered local and national courses and conferences relevant to role.		
2.8	Inappropriate gifts to staff and PPC Councillors	PPC Compliance & Legal, Reputation	2	2	4	All gifts over £50 to be recorded in gift register. Members Code of Conduct	PC	
2.9	Personnel security / injury to staff	PPC, Staff Physical, Financial, Compliance & Legal.	2	5	7	Hatch created to avoid visitors entering the office. Health and Safety Policy Lone working policy Ensure all grounds maintenance staff have phones in good working order/switched on at all times during working hours. Trackers on PPC vehicles Log of visitors to Parish Offices CCTV in 8 locations in Perranporth	PC/LM/MGM	Review security arrangements at the Library when moved into Bank. Review security arrangements at Chyanhale – CCTV Signing in book for visitors and contractors.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Staff trained to spot and report any defective plugs, damaged cables/equipment. Staff training to know where fuse box is and how to safely switch off electricity in an emergency. Step ladder for use to reach stationery/items at height. Annual inspections (PAT, EICR and Fire Risk Assessment) Manual handling for all staff and volunteers		
2.10	Health & safety	PPC, Staff Physical, Financial, Compliance & Legal, Reputation	2	4	8	Health & safety risk assessments carried out. Health and Safety Policy Sanitary bins installed in Parish Office toilets and Library. Regular checks of first aid boxes.	PC	Fire Safety training to be given as part of induction and in Staff Handbook. Staff given training on use of Fire Extinguishers. Assistant Clerk to be trained as a Fire Warden

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						First Aid training for staff reviewed regularly Consideration for women of child-rearing age Employees are encouraged to inform their line manager in confidence of any relevant circumstances to enable a personalised risk assessment and ongoing review throughout the pregnancy or postnatal period. Current insurance policy Ensure at least one member of staff per site first aid trained. Individual risk assessments to be carried out once formal notification of pregnancy received. Regular review of risk assessment. Confidential medical forms issued to staff (in line with GDPR) in case of emergencies.	PC/AC/LM	Regular fire drills to take place (waiting on advice of Fire Risk Assessor) Health and Safety Handbook

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						DSE risk assessments carried out when changes to desk or office set up or new member of staff. Regular meetings with cleaner to ensure PPE adequate. Risk Assessment Method Statement for cleaning staff / contractors Cleaning materials in locked cabinet under sink. DSE risk assessment for staff working at home. Staff eye test paid for and frequency of eye tests monitored. Appropriate grounds maintenance training provided and accreditations reviewed regularly. Fire Risk assessments undertaken.		

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Officers trained as first aiders Staff have designated car parking spaces. Advised to 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. Anti-fraud and corruption policy Safeguarding Policy References taken before contracts signed. DBS checks carried out on all staff and councillors	PC	
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 and Procedures FOI log Charging policy and fee notice for large amounts of information.	PC	Review charges in relation to officer time. Currently just photocopying.
3.2	Data protection registration &	PPC, Staff, PPC Councillors,	2	5	7	Policies in place for Data Protection and use of personal data.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	compliance	Contractors & Debtors, Public Financial, Legal & Compliance				Data inventory and privacy impact assessments completed. Firewall in place on network – managed by Computer provider and training provided for staff and PPC Councillors. Annual renewal of registration with ICO. Computer usage policy in place.		Review need for Cyber essentials to be attained Guidelines for members to be drafted Training for staff and councillors on Data Protection and cyber safety Audit of Data Protection by Stephens Scown
3.3	Loss of data & information - theft, fire, flood or damage.	PPC, Staff, PPC Councillors, Contractors & Debtors, Public Financial, Legal & Compliance	2	6	8	All new Staff receive training. Health and Safety Policy Insurance in place Computers and network managed by computer provider. Fire assessments carried out. Electrical appliances turned off at night. Electrical testing & PAT undertaken. Digitalisation of important legal, conveyancing information. Archivist in place.	PC	Cyber insurance cover to be considered. Business continuity plan to be developed. Important day documents (e.g. minutes, payroll, legal) stored in fire proof cabinets

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Data backed up to Cloud. Legal and important documents archived and stored in fire resistant safe.		
3.4	Loss or damage arising from unauthorised use / theft or misappropriation.	PPC, Staff, PPC Councillors, Suppliers & Debtors, Public Financial, Legal & Compliance, Delivery & Quality of Service	2	4	6	Alarms in place at Parish Office and Library which are maintained regularly. Dual authentication introduced Disciplinary Procedure Anti-virus software provided and regularly updated. Access to office restricted. Staff have individual login and password access to computers. Passwords changed regularly	PC/LM	All computer equipment numbered and labelled? CCTV in Library.
3.5	Major ICT failure	PPC, Staff, PPC Councillors, Suppliers & Debtors, Public Financial, Legal &	2	3	6	Upgrades to ensure that hardware/software is suitable for its requirements and up to date. Data backed up on the Cloud.	PC	Major telephony outages plan to be introduced

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Compliance, Delivery & Quality of Service				IT support to be reviewed regularly 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. Budget/precept information on website	PC	
3.8	Failure of website or internet provider.	PPC, Members of Public Legal & Compliance, Delivery &	2	2	4	Contract with web developer to maintain functioning website. Domain name of PPC, and website owned by PPC.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Quality of Service, Reputation						
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. Communications and Media Policy reviewed regularly 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 as per Communications and Media Policy.	PC	
3.11	Laptop and portable media – theft, misappropriation & loss of data.	PPC Staff, Councillors, Members of Public Suppliers Financial, Legal & Compliance,	2	3	5	PPC has 4 laptops which are encrypted and login and password protected and discourages the use of portable storage media. Removal of laptop from the PPC offices requires approval by the	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Delivery & Quality of Service, Reputation				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. Lighting in office replaced with LED lighting. 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 layout.	PC LM (Library)	Continue to monitor staff who work at home (PC, FO and AC) Review office environment (need for a rest space)
4. Premises and Assets								
4.1	Theft / Loss of asset	PPC Physical, Financial, Legal	3	3	6	Title to property and land assets recorded with Land Registry. Buildings have regularly maintained	PC/FO	Main office covered by

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		& Compliance, Delivery & Quality of Service				intruder alarms. Capital assets are recorded on the financial asset register, if appropriate. Insurance cover in place for larger or more valuable assets.	AC PC/FO PC/FO	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 and reviewed annually Fire extinguisher annual service Fire alarm inspected/tested every 6 months Insurance cover in place. CCTV in public areas of Perranporth (currently 8 sites) Repairs and maintenance budgets in place.	PC/AC PC/AC PC	Review whether to have fire extinguishers and if keeping, fire extinguisher training to be undertaken for all staff.
4.3	Changes in market conditions or legislation - reduction in value	PPC Environmental, Financial, Legal &	2	2	4	Changes in legislation and environmental regulations monitored. Where appropriate assets conform	PC/FO	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	of asset / increased costs due.	Compliance, Delivery & Quality of Service				to current legislation in respect of Health & Safety and environmental matters. Management of Property Portfolio and Disposal of Council Assets Policy	PC/LM PC	
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. Regular liaison with tenants through the Property Manager PM to continue to negotiate leases and terms. PM to send copies of invoices to FO Contracts in place for long term arrangements. Negotiations over revised lease arrangements consider tenant's position.	FO/PM FO/PC	
4.5	Assets not recorded properly.	PPC Financial, Legal & Compliance,	2	2	4	Insurance reviewed annually. New purchases reviewed quarterly.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						List of possessions and 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. Press releases in line with approved procedures. All approved by Parish Clerk/Chair.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Public informed via PPC media including website.		
5. Events								
5.1	Damage or injury to members of the public.	PPC Staff, Councillors, Members of Public Physical, Financial, Legal & Compliance, Reputation	2	4	6	Health and safety policy in place. Risk assessments carried out regularly by MGM and reviewed by Parish Clerk. Grounds Maintenance Assistant ROSPA Play Safety Trained Grounds staff trained in use of strimmers/chainsaws Fire risk assessments undertaken. Playground and parks inspections undertaken. Annual staff appraisals to identify any training gaps which need to be addressed. Public liability insurance in place. PPC Councillors made aware of risk management by adoption of risk management strategy.	PC MGM/PC AC//LM GMA PC PC PC	Expand training in risk assessment. To be reviewed annually or in response to any H&S concerns/incidents.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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 are safe. 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. Festival Agreement in place between Watering Hole for Tunes in the Dunes event 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. 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.	AC/PC	Monitor professional advice on the use of inflatable play equipment/bouncy castles. Legal ramifications of Martyn's Law – Clerk to ensure delineation of responsibility when law comes into place (Solicitor/Property Manager)
5.3	Events organised by	Members of Public, PPC Councillors,	3	3	6	A risk assessment is prepared for all events organised by PPC.	PC/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	PPC – injury / property damage	Staff, Contractors Physical, Financial, Legal & Compliance, Reputation				Fire risk assessment carried out prior to event. Confirmation of insurance cover is obtained from the PPC 's insurers. Checks are carried out on third party participants as appropriate – risk assessments / food hygiene / insurance Appropriate first aid facilities are put in place. PPC staff organise event on site and are easily identifiable. Event organisers contact point identified. Road closures considered and put in place where appropriate managed by suitably qualified staff		
6. Contractors								
6.1	Use of contractors damage / fire / injury	Member of Public, PPC Councillors Staff and Contractors Physical, Financial,	3	3	6	All relevant method statements and risk assessments to be submitted alongside relevant quotations. References will be taken where appropriate.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Legal & Compliance, Reputation				All contractors must hold valid relevant qualifications and accreditations. Contractors will be required to hold adequate public liability insurance. Contractors removing waste material, handling sanitary waste, clinical waste, 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 AND SERVICES								
7.1	Injury – falling trees, fallen trees & low-	Members of Public, PPC	3	3	6	For trees with a TPO or in a	AC/MGM	

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

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						External volunteer tree warden in place who will work with the Grounds Manager. Grounds Manager trained in basic tree surveying and inspection. Monitor guidance and inspection reports – report to Public Spaces and Services	Tree Warden	
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	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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	
7.6	Paths	Members of Public Grounds Team Legal	3	3	6	Visual inspections by Grounds Team. PC members and staff encouraged to report slip/trip hazards to MGM. Grounds team have sufficient cones/signage. First aid box kept in PPC vehicles. Grounds staff have appropriate PPE Regular review of any areas where anti-slip surfaces could be installed Prompt response to observed hazards. Hazards to be marked by cones/signs and cordoned off if required. Damage repaired as soon as possible if H&S hazard. Quarterly inspection by MGM.	MGM	Review first aid kit. Torniquet to be added

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Footpaths on land owned by PPC gritted in icy conditions Maintenance of paths to keep reasonably free from litter and debris. Paths near beach to be swept from sand and beach debris as required. Removal of weeds. Area by Sand Bay Flats cleared annually by external contractor Culvert cleared annually or bi-annually as required to prevent flooding by mortuary building 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. Grounds staff to check goal post caps weekly and replace missing caps as a priority. Review of signage to ensure clear contact numbers/email address to report any issues	MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						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. Grounds staff have PPE, litter pickers and sharps box.		
7.8	Skatepark	Members of Public Legal	3	3	6	Daily monitoring for glass, graffiti and signs of damage or vandalism. Weekly inspection sheets completed. Signage in place, who to contact to report issues, rules of use, etiquette, nearest A&E Grounds staff have PPE, litter pickers and sharps box. ROSPA inspections annually. Litter bins including recycling bins	MGM/AGM	
7.9	Bolenna and Goonhavern Play Areas	Members of Public Grounds Staff Legal	3	3	6	Weekly visual inspections. Check for wear and tear, graffiti, remove rubbish.	MGM/AGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Any reports of broken glass to be responded to quickly and hazard marked if appropriate until clear. Signage includes clear contact numbers/email address to report any issues Ensure Grounds staff have PPE, litter pickers and sharps box. First aid box kept in PPC vehicles. SWPSI monthly inspections. ROSPA inspections annually. Review and test surface under Goonhavern 5+ climbing equipment.		
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	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. Report any issues with CC bins immediately First aid box kept in PPC vehicles.	MGM/AGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Any damage which is reported is repaired promptly or notified to CC in the case of dog bins. Litter bins firmly fixed and inspected visually when emptied. Ensure all staff have adequate PPE and this is reviewed regularly.	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	Online reporting form on website for public to report. Risk assessment form to be undertaken before any lights repaired. Purchase order to be completed for every light repaired to keep track of work. Street Light Policy in place and reviewed as and when necessary and at least annually.	MGM/AGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
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 Grounds Team	3	5	8	Appropriate PPE and footwear provided for Parish Ranger and Grounds Team Advice not to lift heavy loads single handed. Grounds staff have received manual handling training First aid box kept in PPC vehicles. Vehicle tracker installed PR has phone switched on during work hours. Parish Ranger and Grounds Team advised to park safely and responsible on highways. Sharps box provided and PR/MGM/AGM instructed on use Parish Ranger to follow safe systems of work. Regular meetings with MGM and PC. Parish Ranger not to work before 7.30am	AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Parish Ranger advised to keep up to date with Tetenus immunisation. Parish Ranger advised to report any dermatitis or problems with hands. Large, heavy items of waste reported so that safe removal can be arranged. Long handled litter pickers provided to reduce the need to stretch and stoop. Pain or injury reported to the AC immediately. Hand washing facilities available at Parish Office. Suitable refuse bags of good quality used.		
7.15	Effects of heat and cold (sunstroke) Dog bites Conflict with beach users Slips / trips / falls Tides / currents Sharps litter Hazardous waste Dead animals	Beach Rangers				First aid box in beach hut. First aid training PPC owned beach hut Ensure rotas organised so no lone working. Training in conflict management		Rules for Dogs on Beaches awareness day in April 2025 Information Board with rules (metal detecting, horses, dogs on leads) plus Parish Clerk contact

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	Unexploded ordnance					Email set up for beach rangers to contact office 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. Provided by PPC. Regular meetings with AC to highlight issues. Sharps box in beach hut. Disposable gloves and dog poo bags provided. Advised to take care when negotiating uneven surfaces (e.g. rocks/wet/slippery areas) Advised to avoid cliff areas/falling rocks. Gloves provided to remove glass.		

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Report dead animals to PPC straight away. Trolley provided to transport heavy items and flags Antibacterial wipes provided to wipe flags Reporting system in place to report unexploded ordnance. Dial 99 immediately. Keep public away.		
7.16	Cligga Industrial Estate – slips / trips / hazards Damage to vehicles Travellers Contamination to Land	Tenants, Members of the Public	3	6	9	Boulders in place to prevent illegal campers Signage to inform private land, no camping, no fly tipping Security gates in place to secure area by Hanger to prevent travellers/fly tipping Leases in place which include repairs. Tenants responsible for own risk assessments (including Fire, H&S) EPCs undertaken on all properties.		Hanger to be demolished Summer 2026 First sewerage system being investigated

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Regular inspections of property carried out by Property Manager. Regular inspections undertaken by Grounds Team to ensure no travellers have returned.		
7.17	Accidents on the highway due to sand build up and debris	Members of the Public	3	5		Contract with Biffa for street cleaning.	AC/FO/ MGM	
7.17	Lost Church - flooding	Members of the Public	3	5		Cllr Sam Stephens - Liaison with Cornwall Council (Dick Cole and Julian German)	SS	Investigate fencing and general safety. Establish responsibility for maintenance
7.18	Mine shafts – Cligga Head, Droskyn	Members of the Public	2	6		Annual inspections of mining areas at Cligga Head, Cligga Industrial Estate and Droskyn by Cornwall Mining Remedial safety works carried out asap as recommended. Regular reports to PS&S Establish good relationship with the Duchy Increased signed and fencing as advised	PC/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
7.19	Ramp / Slipway Trips and falls, uneven surface Terrorism – potential access point for vehicles to drive onto the beach	Members of the Public	2	3	5	Ramp repaired due to poor surface and "toe" deterioration. Access for vehicles via ramp reviewed with Cormac. Not deemed necessary due to positioning of ramp/road and width of ramp. Installing a bollard may cause a risk hazard (trips, debris caught on bollard – visibility of bollard)	PC/MGM	Check drainage not failing which could damage ramp/slipway Regularly review need for bollard on ramp
7.20	Hazards in Chapel Rock Pool	Members of the Public	3	6	9	Communication with RNLI Signage on beach to report issues Annual cleaning of the pool	PC/MGM	Beach wardens to inspect regularly in Summer for hazards. Grounds Team to check monthly out of season.
7.21	Parish Ranger absence and lack of cover for bins (wellbeing of Parish Ranger, public health and safety risk, reputation)	Parish Ranger Members of the Public	5	4	9	Tracker on parish vehicles Instruction for Parish Ranger to have phone on at all times Grounds Maintenance staff to cover odd days of absence Contractor to cover long period of absence/holiday (budget) Social media -inform public and manage expectations Ensure Parish Ranger takes annual leave	PC	Occupational Health Services
7.22	Buried fence wire and posts on beach	All users of the beach	3	4	7	Ensure all reports of wire/fence re-appearing are responded to and contractors hired to remove urgently.		

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Beach wardens to inspect regularly throughout the Summer for any re-appearing wires. Grounds team to inspect on a monthly basis Signage in place to warn members of the public that buried wires often re-surface.		
7.23	Public Toilets (Hygiene and infection control) Spread of infectious diseases due to high-touch surfaces and shared space.	Members of the Public Staff servicing toilets	2	3	5	Contract external cleaning company to clean toilets	PC/MGM/ Kernmaid	
7.24	Slips, Trips and Falls Wet floors, loose tiles, or obstructions can lead to slips or trips.	Members of the Public Staff servicing toilets	2	3	5	Non-slip flooring, ensure proper drainage, display wet floor signs at all times, and conduct regular maintenance checks.	PC/MGM	
7.25	Security & Privacy Concerns Inadequate lighting, or broken locks can lead to safety or privacy issues for users.	Members of the Public	2	3	5	Well-lit entrance and interiors Secure locks on cubicles, and consider CCTV in public areas outside toilet entrances for added security without compromising privacy.	PC/MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Signage installed on flat roof at Droskyn Toilets. "Danger. Keep off roof" Ensure CCTV in Goonhavern car park points towards the toilets Ensure CCTV in Bolenna and Droskyn points towards the toilets.		
7.26	Vandalism & Damage Vandalism can create hazards and increase maintenance costs.	Grounds Team	4	5	95	Install damage-resistant fixtures, conduct regular inspections. CCTV to cover entrance to toilet at Goonhaven	PC/MGM	Consider CCTV in public areas outside toilet entrances. Bolenna has CCTV in Park Consider CCTV at Droskyn
7.27	Accessibility Issues Limited access for individuals with disabilities, creating hazards or preventing use.	Individuals with disabilities	2	3		Designate accessible stalls, ensure clear signage, equip spaces with grab rails, and maintain adequate stall space for wheelchair access.	PC/MGM	
7.28	Waste Disposal & Odor Control Improper waste disposal leading to odors and unsanitary conditions.	Members of the Public Grounds Team	2	3	5	Toilets to be inspected daily Provide covered waste bins, empty bins frequently, use odor-neutralizing products, and ensure ventilation systems are operational. Sanitary bins emptied regularly by contractor	PC/MGM	
7.29	Slips, falls, trips, underground shafts/lodes under	Users of the Viewing Platform	2	8	10	New handrail and fencing in place Reduce step on the path down to the viewing platform	PC/MGM	Cornwall Mining consultants to do an inspection of the

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
	the Viewing Platform					Repair fence New fence on the Viewing Platform Signage Consent for Use in place		lodes and general safety of the area

8. Library								
8.1	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	
8.2	Lighting - failure	PPC Staff General Public	1	3	4	All defects are rectified as soon as possible and reported to AC.	LM/AC	
8.3	Deterioration of building	Members of Public, PPC and Contractors	1	3	4	Building inspections undertaken regularly.	LM/MGM	Consider procuring periodic survey by independent surveyor.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Physical, Financial and Reputation.						
8.4	Emergency escape routes blocked or unable to operate – injury/death	Members of Public, PPC and Contractors Physical, Financial and Reputation.	1	3	4	All escape routes are kept clear of debris.	LM	
8.5	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	
8.6	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. All electrical sockets are 'protected' via RCD and electrical testing undertaken.	LM/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
8.7	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. Regular inspections are conducted by Responsible Person.	LM/AC	Fire assessment reports to be updated.
8.8	Aerosols – fire / explosion	Members of Public, PPC and Contractors	1	1	1	Aerosols are stored in toilets. Only essential aerosol cans are stored for use. Staff are aware of the location of aerosol cans within the working environment.	LM	
8.9	Evacuation meeting point – slips, trips & falls	Members of Public, PPC and Contractors	2	2	4	Congregation point following evacuation; visitors and officers only re-enter building when instructed by Fire Service Officer.	LM	

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

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						indicated by warning tape and quotes requested to rectify issues as appropriate.		
8.12	Security – Physical & verbal abuse	Members of Public, PPC and Councillors Physical, Service delivery & Quality.	3	6	9	Locks and security arrangements in place. Separate risks undertaken for Parish Ranger and Beach Wardens. Lone working policy Training for staff to deal with abusive customers/conflict.	LM/PC	CCTV installed in Library and rear garden Do Cornwall Council share any information about potentially violent persons?
8.13	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.	LM/AC	Check staff have received Fire Safety Training in the safe 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
						All Fire Extinguishers are attached to the wall or situated as per recommendations.		
8.14	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 completed risk assessments and have valid insurance.	LM/PC/MGM	Business Continuity Plan to be developed
8.15	Fire – disruption / damage / injury	Members of Public, PPC, Contractors and Councillors.	1	4	5	Fire system in library with smoke detectors in separate rooms / areas. Annual check of all fire extinguishers and equipment, replacing where needed. Fire Alarms tested on monthly basis. Fire doors. First Aider on site Electrical equipment (except fridges, server and	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
						CCTV monitor) is turned off at night and computers shut down to reduce the risk of fire. Paper and cardboard regularly collected for recycling/disposal. Chemicals stored carefully. No smoking on premises. Fire resistant safe acquired.		
8.16	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	
8.17	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.	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
						CCTV outside/inside of building?		
8.18	Terrorism – injury / disruption	Members of Public, and PPC staff.	1	4	5	Security Alarm system Signing in book for workmen / visitors. Staff observant. Panic buttons. Persons not allowed to leave baggage in public areas. Metal, secure post box in wall. Fire extinguishers on site.	LM	CCTV review
8.19	Illness caused by buildings or office equipment	PPC Staff and Councillors.	1	2	3	Modern computers and lighting. Radon testing and remedial measures undertaken. Reasonable ventilation maintained.	LM/PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Good cleaning standards maintained. Anti-bacterial gel, tissues and wipes available. Stationery and equipment ordered from well-known suppliers to ensure they meet office requirements.		
8.20	Misuse of confidential documents	Members of Public, and PPC.	1	2	2	Shredding machine in the office and Library. Confidential waste collections. 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	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
8.21	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	
8.22	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.
8.23	Non-renewal of lease of premises.	PPC, Public, Councillors and Staff	3	5	8	Notice required for termination of leases (Cligga) Property Manager commences negotiations for renewal in good time before lease expiry.	PC/PM/AC	
8.24	Inadequate space for grounds maintenance operation.	Grounds Maintenance Staff and public	2	2	4	Maintenance storage at Wheal Leisure.	AC/PC/MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Review risk management of activities of Grounds Staff. Review arrangements for storage (Cligga).		
8.25	Re-location of the library leading to loss of staff and reduced use / customer satisfaction Reputation	PPC, Public, Councillors and Staff	1	3	4	Strategy for PPC Property Portfolio in place. Library staff involved in design, together with Cornwall Council to ensure design/space fit for purpose Library Manager part of the Community Library Steering Group	PC	
8.26	Loss of office accommodation and facilities for committee meetings and small gatherings	PPC, Public, Councillors and Staff	2	5	7	Alternative accommodation identified when meeting room not in use e.g. refurbishment, fire	PC/AC	
9.	**Youth Hub/Skate Ramp**							
9.1	Slips, trips and falls (general facility)	PPC, Public, Councillors and Staff	2	2	4	Housekeeping, spill response	PC	First aid kit on site

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
9.2	Skate ramp injuries	Those using the ramp	3	3	6	Rules for the ramp signage in place, supervision	PC	
9.3	Poor lighting	PPC, Public, Councillors and Staff	2	2	4	Regular lighting checks	GM	
9.4	Faulty ramp	Those using the ramp	3	3	6	Ensure regular checks undertaken for faults and regular maintenance. On the day of use, ensure that the park surfaces are clear.	GM	
9.5	Safeguarding failure	Young people using the Youth Hub	2	4	6	DBS checks, policies and training	Action for Children PC	CCTV
9.6	Fire/Emergency	PPC, Public, Councillors and Staff	1	3	4	Regular fire drills, training	PC	
9.7	Getting too close to the skating area and walking across the skate area	Those using the ramp	1	4	5	Rules/signage in place. Supervision. Making sure that people don't get too close to the skate area, whilst also ensuring that whilst people are skating no one is walking across the area. If unsafe asking spectators to move back. Staff to be at the viewing area/ skating ramps at all times to monitor.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
9.8	Anti social behaviour	Users of the Youth Hub, Staff	3	3	6	Supervision in place	PC	CCTV
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 unreliably - damage to PPC and Chair's reputation	PPC, Mayor and Third Party, Financial, Reputation	1	3	4	Chair is fully briefed prior to an event. Code of conduct in place Any significant issues brought to the attention of the Parish Clerk. Press releases from PPC checked by the Parish Clerk. Parish Clerk to be informed when press want direct interview / discussion with the Chair.	PC/C	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
10.3	Chair attends an unsuitable event	PPC, Chair, And Councillors. Reputation	1	2	3	All invitations are scrutinised and responded to appropriately. Any concerns are queried with the Parish Clerk. If an invitation is deemed unsuitable then the invite would be declined politely.	PC/C	
10.4	Personal injury to Chair or representative.	PPC and Chair Physical Financial	2	3	5	Risk assessments prepared for any events. If an invite or venue is deemed as a potential risk then the Chair not to proceed. Events to be planned carefully.	PC	
10.5	Extreme weather – unable to attend event	PPC and Chair Reputation	1	2	3	Chair to assess weather conditions for each event and arrange transport accordingly. Chair to try to attend all local events as far as reasonably possible.	PC/C PC/C	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Details and contact numbers to be given to Chair prior to event.		
10.6	Malicious threat / terrorism	Members of Public, Chair and PPC Staff.	1	3	4	If Chair has any concerns when attending to forward apologies or leave at an opportune moment. Chair and officers keep good relations with members of the public and organisations and act courteously and respectfully, listening to any concerns. To consider safety at all times. Invitations to be assessed when invites arrive and if any concerns check to ensure genuine invite and details. To monitor the news and be observant.	PC/C	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
10.7	Poor organisation of events	PPC staff and Councillors. Reputation Financial	1	3	3	Advertised on website and poster put on notice boards (if appropriate). Liaison with relevant organisations / persons beforehand. Check lists in place to avoid problems. Major events reviewed by Parish Clerk.	PC/AC	Event management plan in place if appropriate
10.8	Budget overspend. – Events	PPC. Financial, Service Delivery & Quality	1	3	4	Parish Clerk monitors income and expenditure. Parish Clerk reviews actual costs against budget.	PC/FO	
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 Chair, Physical, Financial, Compliance & Legal	2	3	5	Health and safety risk assessments carried out Invitations assessed for risk and any concerns queried.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Insurance in place. Members to be observant during an event and consider safety at all times.		
10.11	Illness of Chair or PPC Councillors at Civic events	Members of public, PPC and Chair Physical Financial Compliance & Legal	1	2	3	Invitations assessed for risk First Aid considered for events and where to seek appropriate help. Phone available at events to seek immediate assistance. Remind PPC Councillors / persons to advise Officers if they have any specific dietary requirements. The use of caterers with a Food Hygiene Rating of 3 or above for in-house events.	Chair	Chair and PPC Councillors to be vigilant and, if concerned, to avoid eating food at events and to report concerns appropriately – using discretion.
10.12	Chair visits - Slips, trips & falls. Injury / Death.	PPC Chair	1	3	4	Events considered for suitability and concerns raised before decision made.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Weather monitored.		
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 does so at his or her own risk.	Chair/PC	If uncertainty, or concerns, as to what is expected of the Chair, staff to make enquiries.
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, trips & falls	Members of Public PPC, Councillors, Contractors and Participants. Including elderly persons.	1	3	4	Area checked for hazards prior to Event. Grounds team to sweep leaves around Church entrance	Chair/PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Surfaces checked prior to Event to ensure not slippery. Monitor weather forecast prior to the event and warn persons/ organisations accordingly.		
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. Organisers and PPC Councillors should be vigilant on the day.	PC	
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.	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Consider abandoning the meeting if situation escalates.		
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	
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 will be inspected regularly and allotment tenants encouraged to notify PPC of overgrown areas.	PC/AO	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Allotment tenants will receive correspondence from PPC if fail to comply with the allotment agreement.		
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 equipment will be taken out of commission. All areas checked for debris/ glass stones prior to use of cutting equipment and remove any potentially dangerous objects. All staff to receive adequate training.	AO/MGM	
11.4	Allotments unauthorised visitors – vandalism / injury / access to hazardous chemicals	Unauthorised visitors particularly children	2	1	3	Gates and perimeter fence provided to all allotments will be checked on a regular basis and are kept in good order.	MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Any vandalism is reported through formal channels, direct to PPC or Police.		
11.5	Allotment storage of chemicals – burns / asphyxiation / death	Allotment tenants, PPC staff and contractors Unauthorised persons	1	3	4	Allotment plot holders are advised not to leave any chemicals unattended in or on their allotment plots. Use of any chemical is subject to regulations as per The UK Pesticide Guide 2009.	MGM/AO	
11.6	Allotment Bonfires – burns / explosions / death	Allotment tenants	2	4	6	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. Fires are not lit when the weather is unsuitable (i.e. high winds) or if wind direction would cause	AO/MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						danger or inconvenience to local residents and traffic. Plot holders are responsible for ensuring any fire cannot involve nearby sheds or fencing.		
12.	**Car Parks**							
12.1	Inadequate budget provision	Members of Public, PPC, Physical, Financial, Compliance & Legal, Service Delivery & Quality Reputation	1	3	4	PPC are responsible for ensuring adequate budget in place. PC responsible for presenting recommendations on charges to PPC for annual budget setting. Regular review of charging, benchmarking against other seaside locations (last undertaken in 2023)	PC/MGM	Monitor changing use patterns.
12.2	Loss of revenue	PPC staff and Contractors Financial, compliance and legal	2	3	6	Reputable cash collection contractor employed (Relyon). Banking monitored and checked.	PC/FO	Monitor impact of changing use patterns.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
		Service delivery and reputation				Review charging policies and reserves. Car Parking Order in place for any changes in charges/addition of car parks. Consultation undertaken Car Park takings monitored against budget quarterly. Procedure for recording collection/vs banked CCTV cameras in place.		
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 and remove any potentially dangerous objects.	MGM	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						All staff to receive adequate training.		
12.4	Vandalism / injury / damage to vehicles, signs and walls Slips / trips / falls	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 Car parks inspected regularly – hazards reported (damage/holes in surface)	MGM/PC	Grit bins and salt to be reviewed annually 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	

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

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						Working from home to prevent transmission between staff and/or social distancing on office		
14.2	Loss of Councillors due to illness or self-isolation	Councillors	3	3	6	Office cleaning products strengthened. Hand gels, wipes and tissues available at Council meetings. National Guidance monitored. Scheme of delegation agreed.	PC/AC	
14.3	Need to cease service provision, cancel meetings and close buildings	Staff Councillors Members of the public	2	3	6	Sickness levels and risk levels to be monitored. Advice sought from NALC, CALC and Cornwall Council. Public Health advice published in the noticeboards, at the library and on the website.	PC/AC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						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 Councillors, staff and public.	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 good social distancing for	PC	

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
						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 Tree experts and actioned accordingly.	PC/AC	Review processes and procedures annually. Seek professional advice to ensure fit for purpose.

Risk No.	Risk/Hazard	Who is at risk /Risk category	Probability	Impact	Risk Score	Controls in Place	Risk Owner	Further action
15.4	Risk of flooding of PPC land	Members of the public Property damage	3	3	6	Property regularly maintained and inspected. Emergency Flood Management Plan in place and reviewed annually	PC/MGM	
15.5	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