



CLYST HYDON PARISH COUNCIL

RISK ASSESSMENT (2026–2027)

1. Introduction

This Risk Assessment has been prepared to enable Clyst Hydon Parish Council to identify, evaluate, and manage the risks it faces in delivering its services, responsibilities, and statutory duties.

Risk assessment is a systematic examination of activities, assets, and working practices to identify potential hazards and implement control measures to minimise risk as far as reasonably practicable .

This document aligns with:

- UK Government risk assessment principles
- Local authority best practice
- Guidance from the Health and Safety Executive (HSE)
- Local Government Association risk management framework

Parish councils are expected to carry out risk assessments for all activities, including one-off events .

Local authorities are expected to consider emergency risks and resilience as part of wider risk planning .



2. Risk Assessment Methodology

Risks are assessed using the standard matrix:

Likelihood	Description
Low (1)	Unlikely to occur
Medium (2)	Possible occurrence
High (3)	Likely or frequent

Impact	Description
Low (1)	Minimal disruption
Medium (2)	Noticeable service impact
High (3)	Significant financial, legal, or reputational impact

Risk Score = Likelihood × Impact

This approach reflects standard local authority practice of assessing likelihood and impact to prioritise risks .

Score	Rating
1–2	Low
3–4	Medium
6–9	High

3. Risk Register



A. Governance & Legal Compliance

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
Failure to comply with statutory duties	High	Medium	6 (High)	Clerk training, legal updates, adherence to Standing Orders	Annual
Inadequate policies/procedures	Medium	Medium	4 (Medium)	Regular policy review schedule	Annual
Councillor misconduct or conflicts of interest	High	Low	3 (Medium)	Code of Conduct, declarations of interest	Ongoing

B. Financial Management

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
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Fraud or misappropriation of funds	High	Low	3 (Medium)	Internal controls, dual signatories, internal audit	Quarterly
Budget overspend	Medium	Medium	4 (Medium)	Budget monitoring, financial reporting	Monthly
Loss of financial records	High	Low	3 (Medium)	Secure storage, digital backups	Ongoing
Unfair distribution of grant money	High	Low	3 Medium	Transparent and fair application procedure, scoring system	Ongoing

C. Operational Activities

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
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Injury to staff, councillors, or public	High	Medium	6 (High)	Risk assessments, insurance, H&S compliance	Annual
Failure of contractor performance	Medium	Medium	4 (Medium)	Contracts, monitoring, references	Ongoing
Event safety risks	High	Medium	6 (High)	Event-specific risk assessments	Per event

D. Assets & Property

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
Damage to council-owned assets	Medium	Medium	4 (Medium)	Routine inspections, maintenance plans	Annual
Tree or structure failure causing harm	High	Low	3 (Medium)	Professional inspections, maintenance	Annual



Theft or vandalism	Medium	Medium	4 (Medium)	Insurance, community vigilance	Ongoing
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E. IT & Data Protection

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
Data breach (GDPR)	High	Medium	6 (High)	GDPR compliance, secure systems, training	Annual
Loss of electronic data	High	Low	3 (Medium)	Cloud backup, antivirus software	Ongoing

F. Business Continuity

Risk	Impact	Likelihood	Score	Controls / Mitigation	Review
Inability to operate due to emergency	High	Low	3 (Medium)	Backup records, remote working capability	Annual
Loss of Clerk or key personnel	High	Medium	6 (High)	Handover procedures, documentation	Ongoing



4. Risk Management Responsibilities

- Full Council – Overall responsibility for risk management
 - Clerk/Responsible Financial Officer (RFO) – Day-to-day risk monitoring
 - Councillors – Oversight and reporting of emerging risks
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5. Review and Monitoring

- This Risk Assessment will be reviewed annually
- High risks reviewed quarterly
- Updated following:
 - Significant incidents
 - Legislative changes
 - New activities or assets

Risk registers should clearly show ownership, controls, and review timelines for effective oversight .

6. Approval

Adopted by Clyst Hydon Parish Council on: __11th May 2026_____

Review Date: __April 2027_____

Signed: __D Mitchem_____

(Chairman)

Signed: __H Dwane_____

(Clerk/RFO)