

## Chigwell Parish Council - Risk Register

“In the field of human endeavour, anything that can go wrong, will go wrong.” – Murphy

Risk is the product of two phenomenon, the possibility of an unwanted occurrence and the consequence of that occurrence becoming a reality.

The risks are identified on the basis of likelihood and consequence – the consequence of the unwarranted event occurring are assessed using a scoring system as follows:

**1-5 - Low**

**6-10 - Medium**

**11-15 High**

**16+ - Critical**

Reviewed:		Nov 24 - April 25	
Adopted:		13 May 2025	
Next review due:		May 2026	

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		<b>CEMETERY</b>					
		<b>Non compliance with Local Authorities Cemeteries Order 1977</b>	<b>2</b>	<b>5</b>	<b>10</b>	Checklist reviewed by staff quarterly	H&S Officer and Open Spaces Senior Supervisor reporting to Clerk/ PO
		<b>Loss of cemetery data</b>	<b>2</b>	<b>5</b>	<b>10</b>	<p>Council operating cloud based Cemetery Management System with continuous data back up which should reflect accurately the content of the ledgers since July 2022</p> <p>Historical burial records are securely stored in a metallic cabinet, protecting against fire and water damage</p> <p>All records are secured as above at all times when not in use. No cemetery records or data are left out overnight in any office</p> <p>The Parish operate a cloud based Cemetery Management System which is being updated to accurately reflect the content of all ledgers</p>	<p>The Registrar</p> <p>The Registrar</p> <p>The Registrar</p> <p>The Registrar</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Cemetery Management System not consistent with the manual ledger records	2	5	10	<p>Quarterly Administrative checks on the completeness and accuracy of a sample of interment records to ensure electronic records are consistent and up to date with manual records</p> <p>Annual Audit of Cemetery Operations Performance</p>	<p>RFO reporting to F&amp;G - quarterly</p> <p>Internal Auditor - annually</p>
		Fire safety risk in Cemetery building	2	5	10	<p>Annual fire risk assessment carried out by competent person</p> <p>Risk assessment recommendations carried out, prioritised according to risk matrix</p> <p>Daily/weekly/monthly system checks recorded as carried out</p>	<p>H&amp;S Officer reporting to Clerk/PO/F&amp;G</p> <p>Carried out by relevant staff as instructed and monitored by H&amp;S Officer reporting to Clerk/PO/F&amp;G</p>
		Personal injury to public	3	3	9	<p>Council operating cloud based Cemetery Management System including grave and memorial maintenance module with continuous data back up.</p> <p>Accident book in use</p> <p>Cemetery plots are examined quarterly, to maintain standards, necessary repairs are immediate. Burial preparations are conducted in accordance with grave digging policy and established regulations.</p>	<p>The Registrar/ Open Spaces Supervisor reporting to Clerk/PO/F&amp;G</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Service continued to the public in the event of a, accident, disaster, key person loss, disruption of facilities or other disruption	2	5	10	A Bereavement Services Continuity Plan should be developed. It should contain various risks and contingency and action plans for staff to follow. It should be produced and circulated to all staff	Open Spaces Senior Supervisor and Registrar to develop and provide to Clerk/ PO. To be adopted by Full Council and regularly reviewed
		Operational Risk	3	4	12	<p>Obligations of Health and Safety at Work Act 1974 met</p> <p>Grave digging Policy in place</p> <p>Grave digging Policy requirements met</p> <p>Appropriate training undertaken by grave digger and support staff</p>	<p>H&amp;S Officer reporting to Clerk/ PO - ongoing</p> <p>Open Spaces Supervisor for adoption at Annual Council Meeting - annually</p> <p>Open Spaces Supervisor reporting to Clerk/ PO - ongoing</p> <p>H&amp;S Officer and Open Spaces Senior Supervisor reporting to Clerk/ PO - ongoing</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		No resilience to future service provision. No forward planning in terms of acquisition of land to provide burial space once current supply runs out in an estimated xx years .	3	5	15	<p>Forward planning of available options for providing burial space once the current supply runs out should be undertaken. Measure could include</p> <ul style="list-style-type: none"> <li>-Being able to reuse graves (subject to law change)</li> <li>-Removal of footpaths</li> <li>-Stopping pre purchase of graves</li> <li>-Acquisition of additional land adjacent to current site</li> <li>-Above ground internments</li> </ul> <p>A Business Continuity Plan should be developed</p>	H&S Officer and Open Spaces Senior Supervisor reporting to Clerk/ PO for approval by Full Council
		Theft and deliberate damage to equipment at Cemetery compound	4	3	12	CCTV system installed with regulatory signage. Limited and secure access. High-value equipment is fitted with tracking devices and appropriately insured against theft and/or damage. 24hr monitored alarm system.	Open Spaces Senior Supervisor reporting to Clerk/ PO/RFO/F&G
		Automatic gates are non-operational	5	3	15	Provision to be reviewed under best value for money considerations	Open Spaces Senior Supervisor reporting to Clerk/ PO/RFO/F&G
		Non-payment for cemetery services	3	5	15	Burial services only undertaken following confirmed payment received and invoice issued.	The Registrar reporting to the RFO

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		<b>DATA PROTECTION, TRANSPARENCY AND GDPR</b>					
		<b>Loss of financial data. Loss of documentation. Loss of information. Failure to comply with statutory duty.</b>	2	5	10	Council operating cloud based accounts system with continuous data back up up which should reflect accurately the financial records since April 2021	The RFO
		<b>Loss of Parish data. Loss of documentation. Loss of information. Failure to comply with statutory duty.</b>	2	5	10	<p>Officers are responsible for management of hard copy and digital records. Document Management System (DMS) specifies document control procedures. All Officers to ensure adequate filing and archiving system appropriate to council and statutory requirements. Officers must manage as per the DMS and maintain best practice.</p> <p>Council operating cloud based system with continuous data back up</p> <p>All documents and work to be stored on Sharedrive not desktop</p>	<p>All staff</p> <p>Clerk/Proper Officer in conjunction with IT provider</p> <p>All staff</p>
		<b>Loss of cemetery current data. Loss of documentation. Loss of information. Failure to comply with statutory duty.</b>	2	5	10	Council operating cloud based Cemetery Management System with continuous data back up which should reflect accurately the content of the ledgers since July 2022	The Registrar

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		Loss of historical Cemetery data. Loss of documentation. Loss of information. Failure to comply with statutory duty.	3	5	15	<p>Historical burial records are securely stored in a metallic cabinet, protecting against fire and water damage</p> <p>All records are secured as above at all times when not in use. No cemetery records or data are left out overnight in any office</p> <p>The Parish operate a cloud based Cemetery Management System which is being updated to accurately reflect the content of all ledgers</p>	<p>The Registrar</p> <p>The Registrar</p> <p>The Registrar</p>
		Loss of/unauthorised access to website	2	5	15	<p>Web host service provider to have the Minimum of Cyber Essentials Certification</p> <p>Operate a strong password level for all logins that are reviewed and changed every six months. Use multi factor authentication for website portal and interactions with <a href="https://gov.uk">gov.uk</a> registry</p> <p>Supplier to provide Disaster Recovery inc. emergency out of hours contacts number and email held by Clerk and Chair of the Council</p> <p>Parish to be notified via email of domain changes</p>	<p>Proper Officer with web hoster/ provider</p> <p>All staff/IT provider</p> <p>IT provider</p> <p>IT provider</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Website/email failure to comply with <u>gov.uk</u> regulations	3	3	9	<p>Use a JISC registered company to provide email and/or web hosting services</p> <p>Contract to require supplier to implement any fixes or recommendations from the CDDO Domain Management Team</p> <p>Official contact address for CDDO should be <a href="mailto:clerk@chigwellparishcouncil.gov.uk">clerk@chigwellparishcouncil.gov.uk</a></p> <p>Parish to be notified via email of domain changes</p>	<p>Proper Officer has ultimate responsibility to ensure compliance with current Cabinet Office regulations.</p> <p>IT provider</p>
		Failure to meet the current Standard WCAG 2.1AA for website and the documents published on it.	3	4	12	<p>Engage a third party auditor to carry out an annual accessibility audit</p> <p>Service provider to carry out quarterly review of website conformity to WCAG2.1AA Standard and report any changes needed</p> <p>Relevant staff to understand accessibility requirements and publish accordingly</p>	<p>Proper Officer has ultimate responsibility to ensure compliance with current Accessibility requirements for public sector websites.</p> <p>All staff</p>



REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Failing to adhere to the Transparency Code according to the size of the council	2	4	8	<p>Council has adopted a publishing and transparency policy. The Council to aim to meet all best practice of Transparency Code in addition to what must be published by April 2026</p> <p>Relevant staff to understand transparency requirements and publish accordingly. Internal Auditor to report on Council's compliance with the transparency code as part of annual audit</p>	<p>Proper Officer has ultimate responsibility to ensure compliance with Transparency Code.</p> <p>All staff</p>
		Loss of website access, email access and or other digital communications	2	5	10	<p>Supplier contract to include a disaster recover, major incident plan and what backup and recovery capabilities are in place</p> <p>Cloud based Document Management System to be used for creation and storage of all council documents</p>	<p>Proper Officer and all staff have collective responsibility to ensure an appropriate disaster recovery plan is in place</p> <p>All staff</p>

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		Failure to operate a GDPR compliant email service required of <u>gov.uk</u> domain	2	5	10	<p>Proper Officer as Data Protection Officer to ensure compliance with GDPR</p> <p>All staff who process or control data to have received GDPR training</p> <p>Councillors not to use personal email for Council business</p> <p>Parish computers to remain on premises outside working hours unless agreed in writing by the Finance and Governance Committee. All parish computers to be signed out if taken off premises and signed in the next working day</p> <p>Working from Home policy to include procedures to prevent unauthorised use of devices, unauthorised access or transferring of personal data from Parish devices.</p> <p>All Parish devices containing personal data to be strong password protected. Personal data not to be stored on staff or Councillors' personal devices</p> <p>All Parish computers to have location trackers enabled at all times in case of loss or theft.</p>	<p>Line managers</p> <p>Councillors</p> <p>All staff</p> <p>All staff in conjunction with IT provider</p> <p>All staff and Councillors in conjunction with IT provider</p> <p>All staff in conjunction with IT provider</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		<b>FINANCIAL</b>					
		<b>General Risk</b>				Th financial and governance incident log maintained and regularly reviewed The internal and external auditor provided copy annually	RFO
		<b>Unlawful or unbudgeted spend leading to Councillors' personal liability or Council unable to demonstrate value for money, failure to identify deviations from agreed budget</b>	<b>2</b>	<b>5</b>	<b>10</b>	<p>RFO to produce financial report; variation analysis on a quarterly basis for all councillors</p> <p>Financial Regulations and Standing Orders are reviewed annually and all Councillors and staff confirm in writing they have read them</p> <p>Procurement policy in place and adhered to</p>	<p>RFO and all Councillors</p> <p>RFO and all Councillors</p> <p>All staff and Councillors</p>
		<b>Theft or fraud</b>	<b>2</b>	<b>5</b>	<b>10</b>	<p>Checks and balances carried out as per Financial Regulations</p> <p>Councillors have oversight of Scribe systems. Regular and sporadic checks of accounts, receipts, payments.</p> <p>Annual audit process</p> <p>Monthly confirmation of bank accounting reconciliation at each F&amp;G meeting.</p> <p>Anti fraud policy in place and regularly reviewed</p>	<p>All staff and Councillors</p> <p>All staff and Councillors</p> <p>RFO</p> <p>RFO</p> <p>Proper Officer</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Shortfall in revenue/Inadequate funding for Council business	4	5	20	<p>RFO produces draft annual budget for review by Council in November. based upon historical evidence and planned expenditure. Precept; based on budget requirements and an assessment of reserves.</p> <p>Council consider and approve Budget and Precept at the January meeting.</p>	<p>RFO in conjunction with staff and committees</p> <p>Full Council</p>
		Failure to maintain records or protect Parish assets.	3	5	15	<p>The Asset register is regularly updated accordingly and reviewed by the Council.</p> <p>Assets only to be disposed of after valuation and with approval of Full Council</p> <p>Asset insurance and safe storage to be reviewed</p>	RFO
		Non compliance with HMRC regulations	1	5	5	<p>Quarterly submission of VAT reclaim. RFO is to ensure compliance statutory requirements. Reviewed and audited.</p>	RFO
		Inappropriate contracts for goods/services, legal challenges to awarded contracts, if due diligence is not followed.	2	5	10	<p>Standing Orders &amp; Financial Regulations define procedures and Tendering procedures, ensure Public Contract Regulations and Procurement policy are complied with.</p>	Proper Officer

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		Late payments, resulting in interest payments being incurred	1	5	5	Ensure contract T&C's follow procurement policy, Standing Orders and Financial Regulations .Operate no PO, no Pay policy. Maximise use of direct debits for bills.	RFO
		Non-compliance with statutory requirements	2	5	10	RFO ensures accounting practice complies with statutory regulations. RFO must produce 'Statement of Income & Expenditure, or 'Receipts & Payments' up to 31 <sup>st</sup> March and arrange internal/external audit procedure. Comprehensive record kept; payments, receipts, assets, liabilities, records of incomes and expenditure, relating to claims due or received.	RFO

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		<b>PARISH OFFICE PREMISES</b>					
		<b>General Risk to staff, premises, users and visitors</b>	<b>2</b>	<b>4</b>	<b>8</b>	<p>Health and Safety provider appointed</p> <p>Proper Officer has ultimate responsibility to ensure compliance</p> <p>Ensure comprehensive insurance policies are in place.</p> <p>Health &amp; Safety policy reviewed annually</p> <p>Health &amp; Safety Policy to be adhered to</p> <p>Booking/usage process and terms and conditions in place and reviewed regularly</p>	<p>Ongoing</p> <p>Proper Officer</p> <p>RFO</p> <p>H&amp;S Officer in conjunction with provider, signed by Proper Officer</p> <p>All staff</p> <p>Clerk/Admin/RFO</p>
		<b>Asbestos</b>	<b>2</b>	<b>1</b>	<b>3</b>	Asbestos survey referred to in order to identify potential risks should building works/repairs be required.	H&S Officer/Open Spaces Supervisor
		<b>Electricity - shock, burn or fire from faulty equipment</b>	<b>2</b>	<b>4</b>	<b>8</b>	<p>Annual electrical inspection carried out</p> <p>Annual PAT testing carried out</p> <p>Own devices policy to be introduced and enforced</p>	<p>Ongoing - H&amp;S Officer/Open Spaces supervisor recording and reporting to Clerk/PO</p> <p>H&amp;S Officer/all staff</p>

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Fire	2	5	10	<p>Carry out annual fire risk assessments</p> <p>Complete actions recommended within the fire risk assessment.</p> <p>Diarise, check and report monthly that regular tests/reviews/servicing are being undertaken</p> <p>Ensure fire plan/policy is completed and all users/clients/contractors are aware, and the relevant instructions are visible.</p>	Ongoing - H&S Officer recording and reporting to Clerk/PO/F&G
		Hazardous substances	2	3	6	<p>Appropriate PPE supplied to associated staff. Hazardous substances appropriately labelled. All potentially hazardous materials are stored securely. External H&amp;S advisories are actioned.</p>	H&S Officer/Open Spaces Supervisor recording and reporting
		Financial	3	5	15	<p>All utilities renewed using best value with competitive quotes obtained.</p> <p>Any significant spends must be part of an agreed business plan which has been prepared with best value for money considered and has agreed funds allocated</p>	<p>RFO</p> <p>RFO</p>
		Deterioration in cemetery and/or parish building condition	5	4	20	<p>A plan of upkeep and maintenance and value for money assessment is required for the medium to long term.</p>	Clerk/RFO with Full Council

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		Loss of use of Council's facilities	3	5	15	Any risk assessment to weigh reputational and community impact again perceived risk before restricting use	H&S Officer
		Security of buildings	3	4	12	<p>Sign in logs to be used at all times</p> <p>Council to approve alarm key holders for cemetery and parish office at annual meeting</p> <p>Alarm key holders to notify Council in writing if alarm triggered/premises entered</p> <p>Keys for VH to be signed out and back in daily by all users. Councillors not to hold keys for VH</p> <p>ID to be provided by hall users</p> <p>Key deposit of £125</p> <p>All VH keys in a format that cannot be copied</p> <p>Alarm codes to Parish Office and cemetery changed every six months and whenever a staff member leaves</p>	<p>All staff, councillors and users</p> <p>Full Council</p> <p>Registered key holders</p> <p>All users/ councillors</p> <p>All users</p> <p>All users</p> <p>All users</p> <p>All users</p>



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		<b>OPEN SPACES</b>					
		<b>Damage, equipment failure/loss in playground</b>	2	4	8	<p>CCTV coverage maintained. Weekly and quarterly inspections recorded. Defects identified and repaired. Insurance policy includes public liability risk clause. Age appropriate signage installed and instructions for Adult Fitness</p> <p>Budgetary allowance for repairs, renovations and replacements, as necessary.</p> <p>Equipment. Accidents are logged and investigated.</p>	Ongoing - Open Spaces supervisor/H&S Officer recording and reporting to Clerk/PO/committee
		<b>Tree Maintenance/Safety</b>	3	4	12	Schedule of maintenance and inspections. Budgetary allowance for works as necessary	Ongoing - Open Spaces supervisor recording and reporting to Clerk/PO/committee
		<b>Vandalism leading to loss of services</b>	3	2	6	Regular inspections and maintenance. CCTV monitoring and signage, Criminal damage is reported directly to the police.	Ongoing - Open Spaces supervisor reporting to Clerk/PO
		<b>Deterioration of open spaces for example due to climate challenge, lack of resources, damage by users</b>	1	4	4	Maintenance schedules published, habit restoration maximised. Terms and Conditions and booking form of use drafted for users	Ongoing - Open Spaces supervisor recording and reporting to Clerk/PO/committee. T&C - Clerk

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		Bus Shelters, benches - damage or failure;	3	3	9	Regular inspections reported and documented.	Ongoing - Open Spaces supervisor recording and reporting to Clerk/PO
		Celebratory lighting - damage or failure	3	3	9	Prior tests of equipment; service provider undertakes any necessary repair and maintenance.	Ongoing - Open Spaces supervisor recording and reporting to Clerk/PO
		CCTV - damage or failure	3	3	9	Annual servicing in accordance to contract, with provisions for emergency break-down repairs.	Ongoing - Open Spaces supervisor reporting to Clerk/PO
		<b>ALLOTMENTS</b>					
		No formal agreement with tenants	1	4	4	Agreement are signed, accurately administer register.	Ongoing - Admin/RFO/Open Spaces reporting to to Clerk/PO
		Payments not received	2	2	4	Invoices are issued at the start of the financial year, pursue outstanding payments and post advisory letters, as necessary.	Ongoing - Admin/RFO
		Personal injury to tenants/visitors	2	3	6	Risk assessment for any works, terms and conditions reviewed	Ongoing - Admin/Open Spaces
		Vacant plots	2	2	4	Maintain lists, market via established community engagement	Ongoing - Admin/reporting to to Clerk/PO

REF	DATE OF REVIEW	RISK	CHANCE	IMPACT	RISK	MITIGATION	OFFICER RESPONSIBLE / MONITORING
		Anti social behaviour	3	3	9	Monitor with advisory correspondence/exclusion as necessary.	Ongoing - Admin/ H&S Officer/Open Spaces reporting to to Clerk/PO
		VICTORY HALL AND HUB					
		Security	3	4	12	Keys for VH to be signed out and back in daily by all users. Councillors not to hold keys for VH  ID to be provided by hall users  Key deposit of £125  All VH keys in a format that cannot be copied	Registered key holders  All users  All users  All users
		Deterioration in building condition	5	4	20	Short, medium and long term strategy for building management to be agreed	Clerk/RFO/Full Council