

Debenham Parish Council
Risk Assessment - March 2026

1. Areas of Risk

There are three identified Areas of Risk

- a. Physical
- b. Financial
- c. Reputation

2. Approach

Each of these areas has been considered and a Risk Assessment Record has been produced for each of the items within these Areas of Risk.

3. Review.

Each of the Risk Assessment Records is reviewed annually in March and will be subject to Annual re - assessment. **Next Review Date: March 2027**

4. Ownership

This document is owned by the Debenham Parish Council and will be reviewed and approved by the whole council.

Debenham Parish Council Risk Register
Physical Risks List of Assets

Asset Type	Item	Level of Risk	Action
Play Equipment	Recreation Ground	High	To be managed by Play Area Working Party; Subject to regular checks by the Street Warden. Formal Inspection carried out annually.
	Gardeners Road (Lower and Upper)	High	To be managed by Play Area Working Party; Subject to regular checks by the Street Warden. Formally inspected annually.
Street Lights		Low	To be maintained by SCC: See Contract for Terms and Conditions
Street Furniture	Dog Bins/Litter bins	Medium	To be checked by Street Warden
	Drum Notice Board	Low	To be checked by Clerk
	Village Sign	Low	To be checked by Clerk
	Seats	Low	To be checked by Clerk
	Bus Shelter	Low	To be checked by Clerk
	Grit bins	Low	To be checked by Clerk
Parish Shed		Low	To be checked by Clerk and Street Warden
Street Cleaners Equipment		Low	Street Warden responsible for own equipment
Clerk's / RFO's equipment	Laptop	Low	To be checked by Clerk/RFO.
Allotments and Cemetery		Low	To be managed by Allotments Committee and Cemetery Committee Rented plots insured by NSALG from 01.04.2015
Market Green (including telephone kiosk)		Low/Medium	Third party users to have Public Liability Insurance. Electric connection checked annually by Council
Christmas Trees and Lighting		Medium	Erected and taken down by Council after risk assessment made and approved. Electrics checked by contractor yearly.
URC Ground		Low	Any issue reported when identified

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground/Gardeners Road (upper and lower)

Persons at risk: Young People

Hazard	Likelihood	Severity	Risk Rating
1. Damage to Play Equipment	Unlikely	Minor	Low
2. Misuse of Play Equipment	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor		1.	2.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Managed by Play Area Working Group; Subject to regular checks	Yes	Equipment check records to be held by Parish Clerk
2	Annual Check by RoSPA approved personnel	Yes	

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Debenham Streets

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Damage to Street Lights	Unlikely	Minor	Low
2. Injury caused by Street Lights	Likely	Minor	Low
3. Damage caused by Street Lights Attached to Buildings:	Likely	Minor	Low
4. Damage to Street Lights	Unlikely	Minor	Low
5. Injury caused by Street Lights	Likely	Minor	Low
6. Damage caused by Street Lights	Unlikely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor		1. 4. 6.	2. 3. 5.	
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Maintained via contract with Suffolk CC See Contract for Terms and Conditions	Yes	None

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Debenham Streets

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Street Furniture	Unlikely	Minor	Low
2. Dog Bins	Likely	Minor	Low
3. Injury on Parish Notice Boards	Likely	Minor	Low
4. Injury in use of Seats Owned by Parish Council	Likely	Minor	Low
5. Injury by Village Sign	Remote	Minor	Low
6. Litter Bins	Likely	Minor	Low
7. Damage to Bus Shelter	Unlikely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor	5.	1.	2. 3. 4. 6. 7.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Furniture Officers (dog and litter bins by street warden)	Yes	Records of Damage and Action to be held by Parish Clerk

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Recreation Ground

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Damage to Fences	Unlikely	Minor	Low
2. Injury on Fences	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor		1.	2.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Managed by Play Area working group; Subject to regular checks (see Play Area Working Group terms of reference)	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

Pest control to be authorised by Council as and when necessary.

Volunteer pest controller approved by Council subject to up-to-date insurances and permissions.

Area: Recreation Ground

Persons at risk: Street Cleaner

Hazard	Likelihood	Severity	Risk Rating
1. Injury on use of Parish Shed	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Street Warden to check	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: All Areas of Debenham

Persons at risk: Street Warden

Hazard

1. Injury in use of Street Cleaning Equipment
Likely

Likelihood

Severity

Risk Rating

Minor

Low

Severity	Major				
	Serious				
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Warden	Yes	None

Further Actions and Recommendations

Street Warden to ensure their public liability is up to date and covers relief staff during their absence (unless they have their own public liability cover).

Risk Assessment Record

Factor: Physical Risks

Area: Parish Clerk/RFO's office

Persons at risk: Parish Clerk

Hazard	Likelihood	Severity	Risk Rating
1. Injury in use of Parish Clerks Equipment Likely	Minor	Low	

Severity	Major				
	Serious				
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Parish Clerk	Yes	Check records to be held by Parish Clerk, annual review by Parish Council

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Parish Allotments

Persons at risk: Allotment Users

Hazard	Likelihood	Severity	Risk Rating
1. Injury in working on Allotments	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Check by Allotments Committee	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

Allotment Committee to assess any risks when carrying out quarterly allotment inspections and action necessary measures under delegated authority or report findings to full Council for consideration.

Allotment land covered by PC's Public Liability Insurance, tenants observe correct health and safety measures when tending to their plots (as per the Debenham Allotment Rules) to tend to plots taking due care and attention, if plot holders are a member of The National Allotment Society as an association, or as individual members, they benefit from ALI which is third party insurance.

Risk assessment for rabbit control-Signs in place when necessary, Police informed in advance.

Risk Assessment Record

Factor: Physical Risks

Area: Parish Cemetery

Persons at risk: Cemetery Users

Hazard	Likelihood	Severity	Risk Rating
1. Injury in attending graves	Unlikely	Minor	Low
2. Injury in attending funerals	Unlikely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor	1. 2.			
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Check by Cemetery Committee	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

Cemetery Committee to regularly check the area to ensure no hazards eg fallen branches, mud from digging on tarmac drive, gates securely hinged prior to all the Cemetery Committee meetings, for report at the meeting. Any findings to be reported to full council for consideration.

Risk Assessment Record

Factor: Physical Risks

Assessor:

Area: Church Grounds

Date:

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Injury by Parish Christmas Trees	Unlikely	Minor	Low
2. Injury by Parish Christmas Tree lights	Likely	Serious	Medium

Severity	Major				
	Serious			2.	
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Lights checked by qualified electrician	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Hoppit Woodland and Lakes

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Trees (falling branches)	Likely	Minor	Low
2. Tree climbing	Likely	Significant	Medium
3. Lake Area (water hazard)	Likely	Major	High
4. Disabled Fishing Points	Likely	Minor	Low
5. Paths (falling due to damage)	Likely	Minor	Low
6. Rabbit control	Likely	Major	High

Severity	Major			3. 6.	
	Serious			2.	
	Significant				
	Minor			1. 4. 5.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
	2 Throw lines available	Yes	
	Woodland steering group check area regularly	Yes	

Further Actions and Recommendations

Actions mainly taken by the Steering Group and reported to full council, as and when necessary, or above their delegated authority and budgetary limitations.

Routinely check pathways and re-surface as necessary-Steering Group

Confirm Disability Discrimination Act compliance- In line with open space topography.

Risk Assessment Record

Factor: Physical Risks

Area: Public Lavatories

Persons at risk: Cleaners and users

Hazard	Likelihood	Severity	Risk Rating
1. Falling and slipping	Likely	Major	High
2. Injury from fittings	Likely	Minor	Low
3. Infection	Remote	Major	Low
4. Scalding	Likely	Minor	Significant
5. Claim due to non-DDA compliance	Likely	Major	High

Severity	Major	3.		1. 5.	
	Serious				
	Significant				
	Minor			2. 4.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Non-slip surfaces in disabled lavatory and on approaches. Full grab rails to published specification.	Yes	
3	Cleaning contractor used	Yes	Include cleaning references in contract
5	Chief Exec and Exec of Rethink Disability approved design as best endeavours	Yes	

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Market Green

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Injury by Parish Christmas Trees	Unlikely	Minor	Low
2. Injury by Parish Christmas Tree lights	Likely	Serious	Medium

Severity	Major				
	Serious			2.	
	Significant				
	Minor			1.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Lights and phone box checked by qualified electrician	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: URC Ground

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Obstacles (e.g. old headstones)	Likely	Minor	Low
2. Rubbish left by public	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor			1. 2.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
2	Clearance of waste as and when necessary; Overgrowth cut back as and when necessary	yes	

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Aspall Road Car Park

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Litter	Unlikely	Minor	Low
2. Rubbish dumped	Unlikely	Minor	Low
3. Unsafe parking	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor		1. 2.	3.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Checked by Street Warden and Councillors	Yes	Check records to be held by Parish Clerk

Further Actions and Recommendations

None

Risk Assessment Record

Factor: Physical Risks

Area: Cemetery drive

Persons at risk: All

Hazard	Likelihood	Severity	Risk Rating
1. Ice	Likely	Minor	Low
2. Mud	Likely	Minor	Low
3. Grass cuttings	Likely	Minor	Low

Severity	Major				
	Serious				
	Significant				
	Minor			1. 2. 3.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
3	Checked by Street warden	Yes	Report records to be held by Parish Clerk

Further Actions and Recommendations

None.

Risk Assessment Record

Factor: Reputation/Relationships

Area: District/County/Agencies/Police

Persons at risk: Parishioners, council and council employees

Hazard	Likelihood	Severity	Risk Rating
1. Failure to deliver planned objectives	Likely	Minor	Low
2. Lack of support for initiatives/meetings	Unlikely	Minor	Low
3. Late/inappropriate planning/info responses	Likely	Major	Low
4. Parishioners bypassing PC	Likely	Major	Low
5. Breach of confidentiality	Likely	Major	Low
6. Data Protection infringement	Likely	Major	Low

Severity	Major			3. 4. 5. 6.	
	Serious				
	Significant				
	Minor		2.	1.	
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Terms of reference for committees and working groups	Yes	
2	Managed by Clerk	Yes	
3	Managed by Clerk	Yes	
4	Open meetings Personal responses District and County Councillors at meetings	Yes	

Further Actions and Recommendations

Meetings held once per month (apart from August)

Surgeries held in Dove Cottage combined with coffee morning event.

Risk Assessment Record

Factor: Reputation/Relationships

Area: Funding Bodies

Persons at risk: Parishioners

Hazard	Likelihood	Severity	Risk Rating
1. Failure to deliver objectives or timescales	Unlikely	Major	Medium
2. Insufficient progress reporting	Unlikely	Serious	Medium
3. Proven inadequate financial management	Unlikely	Major	Medium
4. Proven incorrect allocation of funding	Unlikely	Major	Medium

Severity	Major		1. 3. 4.		
	Serious		2.		
	Significant				
	Minor				
		Remote	Unlikely	Likely	Very Likely
Likelihood					

No	Present Controls	Adequate?	Suggested Improvements
1	Terms of reference Named responsible cllr	Y	
2	Terms of reference Named responsible cllr	Y	
3	Terms of reference Named responsible cllr Internal and external audits	Y	
4	Clerk / RFO's work and responsibilities monitored	Y	

Further Actions and Recommendations

None.

Risk Assessment Record

Factor: Reputation/Relationships

Area: Parishioners

Persons at risk: Parishioners

Hazard

1. Perceived poor service
2. Planning disagreements
3. Poorly maintained public areas
4. Perceived waste of money
5. Perceived not representing parishioners' interest
6. Perceived lack of communication

Likelihood Severity Risk Rating

Likely	Serious	Low
Unlikely	Serious	Low
Unlikely	Serious	Low
Likely	Serious	Low
Unlikely	Serious	Low
Remote	Serious	Low

Severity	Major				
	Serious	6.	2. 3. 5.	1. 4.	
	Significant				
	Minor				
		Remote	Unlikely	Likely	Very Likely
		Likelihood			

No	Present Controls	Adequate?	Suggested Improvements
1	Published minutes or report in Newsletter / Parish Mag	Yes	
2	Open sessions at meetings	Yes	
3	Clerk's contact details on display	Yes	
4	List of councillors on display Publication of PC budgets and accounts	Yes	
5	Minutes on Notice board	Yes	
6	Access to the Parish Council email / mobile phone / Facebook page	Yes	